

**NIHR School for Social Care Research**

**(NIHR SSCR)**

**Application Form**

This Word template of the SSCR application form can be used to assist applicants complete the online application form. Please note that this Word template **cannot** be submitted as an application. Only applications submitted online via the RMS will be accepted, however information can be copied from the Word template into the online application form.

Please note the following information and guidance is intended for applicants submitting a SSCR application form only.

There are a number of **online guidance prompts**(marked as a **?**)  available to you throughout the online form to help you when completing an application. It is **strongly advised** that you also read the *“NIHR SSCR Invitation to Submit Application Guidance”* which contains essential guidance on the information you need to provide when completing this form.

Please adhere to the word limits stated throughout the form. **Keep the use of acronyms to a minimum**. Only use acronyms where a term is used frequently throughout the application. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it when first used.

You are strongly advised to structure the longer sections of the application form (particularly the Research Strategy) in such a way that they can be read easily by reviewers. **The use of long passages of dense, unstructured text should be avoided**.

**The deadline for this call is 1pm, 15 March 2023**

Please ensure that all researchers included on this application have reviewed their involvement, contributed to and approved the application form content as appropriate before submission. **Please note that the 5 key researchers must complete a *‘Curriculum vitae’* to attach to the application form.**

**Whilst confirming and approving an application can be done at any time during the submission of an application, it is strongly encouraged that this is done well in advance of the deadline.**

### Any questions about the completion of the form should be directed to staff at the NIHR.

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### Section 1: Details of the proposed NIHR SSCR member

**School for Social Care Research member name**

This should start with ‘NIHR School for Social Care Research’ and the name of the university or partnership.

**Name of the lead University**

Please provide details of the applying academic institution.

**Is this a consortium bid?**

Please respond yes or no. If yes; please list the members of this consortium.

Forename:

Surname:

Title:

Position held:

Specialty:

Institution:

Department:

Address:

City/Town:

County:

Post Code:

E-mail:

Tel/Ext/Mobile No:

### Section 2: Summary of Application

Please summarise the background and aims of the proposal, the goals and objectives of the proposed SSCR member, and the potential impact the proposal will have when delivered.

This section should highlight key messages and ambitious ideas within the application. It should also indicate why your institution should be included as a member of the SSCR.

This summary should be written in plain English and aimed at members of the public, rather than researchers or professionals. It should be written clearly and simply, without jargon and with an explanation of any technical terms that have to be included. If we feel that your summary is not clear and of a good quality, then you may be required to amend your summary prior to any final approval of funding.

It is helpful to involve care users/ carers / members of the public in developing a summary in plain English.

Further guidance on writing in plain English is available online at NIHR [Plain English summaries](https://www.nihr.ac.uk/documents/plain-english-summaries/27363).

For further support and advice on writing a plain English summary, please contact your local [Research Design Service](https://www.nihr.ac.uk/explore-nihr/support/research-design-service.htm) (where applicable).

### Section 3: Overview of existing social care research activity

Please provide an overview of:

* The range and quality of relevant world-leading applied social care research at your academic institution
* The existing strengths and track record of the proposed NIHR SSCR member in conducting social care research
* The track record of the academic institution in translating research into benefits for care users, carers and the public
* Any evidence of the academic institution working to identify and tackle high priority areas in social care to support policy makers and practitioners.
* Evidence of working in partnership with other organisations and institutions to develop the field of social care research

### Section 4: Researchers

This section should provide an overview of:

* + The names of the key researchers within your proposed research team (along with whole time equivalents) who will be actively involved in a successful proposal
	+ Evidence that your proposed research team has a sustainable staff structure for supporting high quality social care research and for day-to-day management of the School
	+ Details of the unique expertise relevant to social care research that your proposed research team will bring to the School
* Concise curriculum vitae for up to five key research leads associated with the application need to be completed

N.B. The key researchers should not change from submission of this application until contracting, except in exceptional circumstances. Should any changes to key staff be required, then they will be reassessed by the Committee and DHSC.

All researchers are expected to make a substantive contribution to the NIHR SSCR.

*Please note completed CVs for the 5 key researchers are a mandatory requirement for submission. Please download the CV template from the supporting documents section to complete and upload to the application as 5 separate supporting documents.*

**Research team**

The leadership and expertise of the research leads associated with this application should be clearly demonstrated and include:

* + Evidence that they are at the forefront of their field
	+ Evidence of their ability to influence social care practice
	+ Their track record in terms of (a) publication output, (b) success in attracting external research funding and (c) conducting successful and useful research in social care practice
	+ Their capacity to be fully involved with the work of the School and ability to collaborate effectively with other institutions.
	+ Evidence of experience of commissioning research

The breadth of the wider research team within the organisation should be described, as well as evidence of a sustainable structure to support the School and manage the contract.

**%FTE commitment**

The 5 key researchers should include the percentage of time that they will devote to the research.

NOTE: Full-Time Equivalency (FTE): percentage of full-time hours per week. The combined percentage FTE of the 5 key researchers should be approximately 100%.

Name:

FTE (% value under 100):

### Section 5: Research strategy

Please provide the overall strategy to act as a centre of excellence in applied social care research, including evaluations, and details of future strategic aims and goals. This section should briefly describe:

* Details of specific short (1-2 years), medium (2-3 years) and long term (4-5 years) objectives and activities and how they fit into the overall aims of the NIHR SSCR
* How the academic institution will support the NIHR SSCR in delivering its objectives
* How the academic institution will build on and consolidate what the NIHR SSCR has achieved to date
* How the academic institution will involve users, carers and Practitioners in the proposed research programme
* What the academic institution currently does, and will plan to do in future, if selected as a School member, to ensure that equality, diversity, and inclusion (EDI) are embedded throughout all School activity. Please see the [Equality, Diversity and Inclusion page](https://www.nihr.ac.uk/about-us/our-key-priorities/equality-diversity-and-inclusion/) for further information on the NIHR's commitment to EDI How the academic institution will translate advances in social care research into benefits for users, carers and practitioners and address any issues of inequality
* How the academic institution will provide high quality research evidence to underpin social care practice
* How the academic institution will share research expertise and opportunities to increase capacity and opportunities in non-member institutions, local authorities and social care practitioners

### Section 6: Research Capacity

Please describe:

* Existing research capacity of the academic institution, to include:
* facilities, support and infrastructure that the academic institution can provide, including facilities for research students
* research and training posts for social care researchers at all stages of the career pathway
	+ How the academic institution will build capacity over the award period and beyond
	+ in line with what is needed in social care practice (with a view to building research capacity and capability within local authorities and relevant sectors, furthering the development of a cohort of practitioner academics) and;
	+ in broadening out to professions (with a view to supporting future research leaders from a range of professional groups/disciplines and ‘wider social care’ professions); and communities that have traditionally had a low research base
* How the academic institution will provide a supportive environment for early career researchers, including evidence that they have considered and taken account of issues related to equality, diversity and inclusion in supporting the careers of new researchers
* What partnerships, linkages with practice and wider capacity building support the academic institution would bring to the school
* The academic institution’s contribution to the principle of strengthening capacity development of other institutions beyond the core membership
* The proposed leadership mechanisms that will have oversight of the capacity building work and how these feed into local management and governance structures

### Section 7: Collaboration and strategic partnerships

Please describe the applicants’ track record of working collaboratively, and future plans to work collaboratively, and more widely, with others in social care. In addition, please explain the applicants’ contribution to each of the collaborations described. This section should include:

* Existing collaborations and future plans for collaborative work with other researchers outside the academic institution, whether locally, nationally, or internationally which you consider relevant to this application
* Existing strategic partnerships, particularly with stakeholders in local agencies on locally defined needs, and the statutory and independent sectors which you consider relevant to this application. Please also describe the strategy to develop new partnerships that will benefit the School
* Existing collaborations and future plans for synergistic work with other disciplines relevant to social care
* Existing links and also future plans to form strong links with stakeholders, such as social care bodies, local government, other academic institutions and evidence users
* Please describe how you will resource manage and monitor impact on SSCR resources of new collaborative work

### Section 8: Impact on social care practice and policy

Please describe:

* The impact of the proposed research team’s research, particularly in relation to social care practice or policy in England. Please include specific examples which demonstrate and articulate evidence of the impact
* The strategy taken by the proposed research team to achieve impact from its research and approach to communicating/disseminating results to different audiences.

### Section 9: Public and practitioner involvement and engagement

Please describe the academic institution’s track record and future plans for User, Carer and Practitioner involvement and engagement in research. This section should include a summary of:

* The institution’s strategic objectives for User, Carer and Practitioner involvement and engagement;
* Programme(s) of activity to deliver the strategic objectives attending to inclusive opportunities for involvement and engagement across the research themes and the organisational structure of the institution itself.
* Resources that the institution commits to delivering the programme of activities;
* Relevant strategic and operational partnerships and collaborations;
* Processes for monitoring and review that includes capturing examples of impact.
* Leadership mechanisms that ensure progress in delivering the plans feed into the management and governance processes of the institution, and attending to lay involvement in governance

### Section 10: External research funding

**Please provide details of the external research funding received by the applying academic institution for research directly relevant to applied social care research from 01 January 2018 to 31 December 2022. Please provide details of the research funder, administering organisation, award title, Principal Investigator, start and end dates and the amount awarded to the applying institution.**

**SSCR Supporting document - External Research Funding** (please view the application form on the [RMS](https://ccfrms.nihr.ac.uk/Login.aspx?ReturnUrl=%2f) to access the template document).

*Please download the Supporting Information template to complete and upload to the application as a supporting document.*

### Section 11: Publications

**The number and nature of publications produced by the proposed research team provides an important indication of the research productivity and quality in the relevant research field. We are particularly interested in publications and outputs that have directly impacted social care policy and practice Please provide:**

* **A list of 10 relevant publications for each member of the proposed research team included in the application, since 01 January 2018 to 31 December 2022 inclusive. We ask that each member of the proposed research team provide 3 examples of influential publications or outputs and explain how and why these outputs were influential then list up to 7 publications or outputs that you consider to be the most relevant to social care research. (Maximum 50 publications total)**

**SSCR Supporting document - List of Publications** (please view the application form on the [RMS](https://ccfrms.nihr.ac.uk/Login.aspx?ReturnUrl=%2f) to access the template document).

**Please note the Selection Committee will contextualise the publication data by reviewing these alongside the Curriculum Vitae submitted.**

*Please download the Supporting Information template to complete and upload to the application as a supporting document.*

### Section 12: Supporting Documentation

**Curriculum Vitae SSCR-2017** (please view the application form on the [RMS](https://ccfrms.nihr.ac.uk/Login.aspx?ReturnUrl=%2f) to access the template document).

Please note that all supporting documentation uploaded should be given concise and clear filename descriptions. These should be headed by a numbered ‘Appendix’ and a brief filename description that clearly describes the file (e.g. Appendix 1\_CV surname).

**The following files are mandatory for submission, please attach:**

* **Curriculum vitae for the five key research leads**

*No more than 5 separate files are permitted. The total file size should not exceed 5Mb. Total file sizes larger than this may not be considered as part of this submission.*

***We strongly recommend that only .doc or .pdf files are uploaded as some file types are not supported by the system (such as .xls and .zip file types which will not render out into the final version of the application form). Should you wish to upload documents of other file types, we encourage you check that they appear in the PDF of the application form prior to submission as changes cannot be made after the deadline has passed.***

### Section 13: Declaration and signatures

Please declare any conflicts or potential conflicts of interest that any of the researchers may have in undertaking this research, including any relevant personal, non-personal and commercial interest that could be perceived as a conflict of interest.

Please declare any conflicts or potential conflicts of interest that any of the researchers may have, including any facts that, should they come to light at a future date, could lead to a perception of bias. Include any relevant personal, non-personal & commercial interest that could be perceived as a conflict of interest, examples include (this list is not all encompassing) secondary employment, consultancy, financial or commercial gain (pensions, shareholdings, directorships, voting rights), honoraria, etc. In a case of commercial sector involvement with the application or the study, please state clearly the relationship to ownership of data, access to data, and membership of project oversight groups.

**A declaration signed by representatives of the academic institution stating that they fully endorse the application and that appropriate support will be provided to the NIHR SSCR should the application be successful.**

**University Representative**

The University representative authorising the application must approve the application and check the access controlled box below before it can be submitted.

This should be signed by a representative of the University hosting the research e.g.  Director of Research, R&D manager or Vice Chancellor.

In signing, this, you as Senior Manager, Director of Research, Grants and Contracts Manager, or Vice Chancellor (for the host University) confirm that you have read this application and that, if successful, the work will be accommodated and administered in the named organisation and that the organisation is capable of fulfilling the role of research sponsor as set out in the [UK Policy Framework for Health and Social Care Research](https://www.hra.nhs.uk/planning-and-improving-research/policies-standards-legislation/uk-policy-framework-health-social-care-research/). You also confirm that the applicants for whom you are responsible may undertake this work.

The applying organisation fully endorses the application for an NIHR SSCR award and asserts that appropriate support will be provided to the NIHR SSCR should the application be successful.

The applying organisation will comply with all NIHR research governance initiatives, including uptake of NIHR Research Support Services and use of model research agreements/contracts.

**Ticking this box constitutes an electronic signature of the supporting role with regard to this application.**

### Section 14: Validation Summary

**Confidentiality**

**Applications are considered confidential by the NIHR and all reasonable steps are taken to ensure that this confidentiality is not breached. Further information and guidance can be found within the** [Confidentiality and Disclosure](https://www.nihr.ac.uk/documents/confidentiality-and-disclosure-a-guide-for-applicants-reviewers-and-commissioning-panels/12241) [Document](https://www.nihr.ac.uk/funding-and-support/documents/Confidentiality-guidance.pdf).

Please follow the next steps in order to complete your application submission process;

* **Validate** all mandatory/required fields listed below (that are required to be completed/amended) before submitting
* Check all supporting documents have been completed, attached and render properly in the PDF
* Click '**Save and Close**'
* Click the '**Submit**' option (this must be completed by **1pm, 15 March 2023**).

You will receive an automated email containing the acknowledgment that we have received your application.

If there are no validation requirements above you may be ready to submit the application. To do so '**Save and Close**' the application and click the **'Submit'** button.

Any questions about the completion of the form should be directed to the NIHR at researchschools@nihr.ac.uk.