

Reference number

Programme

Call

Lead Applicant

Host organisation

Research Title

Start Date

Grant Duration (Months)

End Date

Research Costs

# Innovation Fund to Reduce Demand for Illicit Substances: Phase 1

This abridged Word template of application form can be used to assist applicants to complete the online application form; it **cannot** be submitted as an application. Only applications submitted online via the CCF RMS will be accepted, however information can be copied from the Word template into the online application form.

This abridged version of the form may not contain all information on the full RMS application and some details may be subject to change. The application questions and word counts will not change.

* The deadline for this call is 13.00 on **12 October 2022**.

Members of the research team will need to be ‘invited’ through the system via email to participate as co-applicants after which they must both confirm and approve their participation. You will not be able to submit the application until co-applicants have confirmed and approved their involvement.

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 carried out well in advance of the deadline.

If you have any queries with your application, you can contact the NIHR team on [rdis@nihr.ac.uk](mailto:rdis@nihr.ac.uk).

ALL applicants are required to submit an [Expression of Interest (EoI) online form](https://forms.gle/qVS21j9jK7HWsReD8) which must be submitted by 1pm on **28 September 2022**

The purpose of the Expression of Interest is for administrative purposes only. EoIs should be top level and provide the underlying objectives and identify lead and key partners. It is recognised that final proposals are likely to continue to evolve up to the application deadline. Therefore, although the full proposal must fully reflect its core elements, the final application need not be restricted to the precise description provided within the initial abstract.

## Section 1: Proposal Summary

**Institution (which will administer the award)**

**Please give details of the organisation that will be responsible if the proposal is funded.**

**NOTE: If your organisation does not appear on this list, please contact the** [**NIHR**](mailto:manager@ccfrms.org.uk)**.**

**Title**

The project title should state clearly and concisely the proposed research. Any abbreviations should be spelled out in full.

NOTE: If the application is for a pilot or feasibility study, randomised controlled trial, systematic review, or qualitative study, ensure this is referenced in the title**.**

**Scientific/technical summary**

Provide an overview of the proposed research which would be appropriate for Committee reviewers. *(300 words)*

**Lay summary**

A plain English summary is a clear explanation of your research

Many reviewers use this summary to inform their review of your funding application. They include clinicians, other practitioners and researchers who do not have specialist knowledge of your field as well as members of the public. If your application for funding is successful, the summary will be used on the National Institute for Health and Care Research (NIHR) and other websites.

A good quality plain English summary providing an easy to read overview of your whole study will help:

1. those carrying out the review (reviewers and committee members) to have a better understanding of your research proposal
2. inform others of about your research such as members of the public, health and social care professionals, policy makers and the media
3. the research funders to publicise the research that they fund

If it is felt that your plain English summary is considered not clear or of low quality, then you will be required to amend it prior to final funding approval.

It is helpful to involve patients/carers/service users/practitioners and members of the public in developing a plain English summary.

When writing your summary consider including the following information where appropriate:

1. aim(s) of the research
2. background to the research
3. design and methods used
4. patient and public involvement
5. dissemination

The plain English summary is not the same as a scientific abstract - please do not cut and paste this or other sections of your application form to create the plain English summary.

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). *(300 words)*

**Proposed start date (dd/mm/yy)**

Projects funded from this call will be required to start on 06 March 2023.

**Proposed duration of award (months)**

Ensure you include sufficient time to complete all aspects of the research including applications for regulatory approvals (where required) and writing the final report.

**Project cost (£)**

Enter the total amount of research costs requested (not including NHS Support & Treatment costs).

**Keywords**

Please provide up to 10 keywords

## Section 2: Lead Applicant

All information on this page is auto-populated from the ‘Manage my Details’ section within the Lead Applicant’s CCF RMS portal account, which should be updated and edited prior to submission.

Full name

Institution

ORCID ID

Department

Email Address

**Specify your (lead applicant) role in the research**

Explain in addition to your role as Lead Applicant, the role that you will be undertaking in the research, e.g. co-ordination and project management, analysis, methodological input etc.

**Lead Applicant %FTE commitment**

This refers to the percentage of your time that you will commit to this project. If you are funded as part of other NIHR projects that will be running concurrently your time must not exceed 100% overall.

**Administrative authority contact name**

Please provide the details of the administrative contact as a secondary point of contact for any queries relating to the application, should it be supported.

NOTE: This person does not need to be a co-applicant

**Administrative authority contact email**

## Section 3: The Research Team

**Please provide evidence that the team has the necessary expertise, track record and contacts to undertake the proposed work and ensure its impact.** *(350 words)*

**Please select if there is more than one Lead Applicant**

Where appropriate and justified it is acceptable for the application to be led by joint Lead Applicants.

In exceptional circumstances, applications may be led by joint Lead Applicants. Justification should be given to demonstrate why more than one person would be required to lead this research (and how this brings added value to the application).

NOTE: For application/contracting purposes, the joint lead applicant will be regarded as a co-applicant.

**Add Joint Lead applicant role and % FTE**

**Joint Lead Applicant**

**Full Name**

**Position**

**ORCID ID**

**Institution**

**Justification for Joint Lead Applicant and role in research**

Justification should be given to demonstrate why more than one person would be required to lead this research and how this brings added value to the application. Please also provide a brief overview of their role in the research. *(150 words)*

**%FTE commitment**

This refers to the percentage of your time that you will commit to this project. If you are funded as part of other NIHR projects that will be running concurrently your time must not exceed 100% overall.

**Co-applicants** *(max 10 co-applicants)*

Specify Co-Applicant role in research

* Each co-applicant should provide a brief overview of their role in the proposed research. You have the opportunity to elaborate upon this further in the 'Research Plan' section.

% FTE commitment

* Commitment: This refers to the percentage of your time that you will commit to this project.

## Section 4: Importance, Deliverables, Expertise and Resources

Please outline how the proposed project will contribute to reducing the use of illicit drugs and how it meets the call specification. *(250 words)*

Please describe the expected outcomes and measurable deliverables. *(250 words)*

## Section 5: Patient and Public Involvement

**Where applicable, please describe (i) how patients and the public have been involved in developing this proposal; (ii) the ways in which patients and the public will be actively involved in the proposed research, including any training and support provided.**

We encourage the inclusion of public co-applicants, where appropriate. Please include a clear description of their role and the reasons why a public co-applicant is joining the team.

This could include information about:

* Previous or present work (paid or unpaid) with any relevant organisations
* Links with any relevant groups, committees, networks or organisations
* Experience of particular health conditions, treatments, use of services, being a carer - or as a member of a particular community
* Knowledge and experience of research including previous research undertaken
* Knowledge and experience of patient and public involvement including previous involvement activities
* Skills from any other roles that are transferable
* Relevant qualifications, training and learning

The bullet point list above is not exhaustive. Please include anything else that is relevant to the application.

For further information please access the “[Public Co-applicants in Research](https://www.learningforinvolvement.org.uk/?opportunity=public-co-applicants-in-research-guidance)’ guidance.

Co-applicants are those individuals with responsibility for the day to day management and delivery of the project. Co-applicants, including public co-applicants, are considered part of the project team and are expected to share responsibility for its successful delivery. In contrast, collaborators normally provide specific expertise on particular aspects of the project but who do not share in the responsibility for the delivery of the project.

PPI Lead

There should be a named person with appropriate skills and experience who is responsible for leading the PPI element within the project. This role should be an adequately costed and resourced research team member who is able to manage the PPI plans and related activities. Examples of the activities a PPI lead might undertake can be found here.

IMPORTANT: Colleagues will need to register to participate as co-applicants after which they must both confirm and approve their participation; the application cannot be submitted without doing so.

A maximum of 10-applicants is permitted (which includes the joint lead applicant if listed). *(350 words)*

## Section 6: Plan of Research

**Please provide a detailed description of the nature of the proposed research (study design, approach and deliverables)**

Using all of the headings in the order presented below, please use this section to clearly explain your proposed research.

Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the research plan but they should not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcome word limits is not permitted. Images may only be included within the 'Research Plan.' Images included in other sections will be removed from the application and not seen by reviewers.

**As this is the main part of your application which will be considered by the reviewing committee, you should ensure that the information is accurate, succinct, clearly laid out and provides sufficient methodological detail.**

**NOTE: Applicants should aim to reserve a significant proportion of the word count for the project plan to enable methodological approaches to be fully specified.**

1. What is the problem being addressed?
2. Why is this research important and how will this research contribute to reducing the demand for recreational drugs?? Who are you seeking to influence or benefit (i.e.target population)?
3. Review of existing evidence – How does the existing literature support this proposal?
4. What is the research question / aims and objectives?
5. Project plan including:
   1. Research Design
   2. Methodological and statistical details
   3. Timelines
   4. Project milestones which should include SMART objectives and provide key decision making points
   5. What changes in behaviour and other changes/outcomes/ benefits are you expecting to achieve in the short, medium and long term? How will your project lead to these changes/outcomes and how will you evidence progress towards these intended outcomes?
6. Team and project management
7. Risks and Mitigation
8. A short description of the subsequent Phase 2 proposal

*(4000 words)*

## Section 7: Detailed Budget

Please refer to the associated [finance guidance document](https://www.nihr.ac.uk/documents/guidance-on-how-to-complete-the-finance-section-of-funding-applications/29807) to aid filling in this form. In addition, there is a [short video](https://www.youtube.com/watch?v=e2FwBNWm2FM) to visually demonstrate how to complete this form. This should be read in conjunction with Section 10 of the guidance for applicants for details about costs. The funding limit for this call is £200,000.

For any finance queries, please contact [rdis@nihr.ac.uk](mailto:rdis@nihr.ac.uk)

**Schedule of Events Cost Attribution Template (SoECAT)**

Please be aware that the research award does NOT include NHS support and/or treatment Costs. These costs, including costs for Social Care research, are funded via [NIHR Local Clinical Research Networks](https://www.nihr.ac.uk/explore-nihr/support/clinical-research-network.htm#one).

However, the committee will take NHS support and treatment costs into account when considering the value for money of the research. It is important that you consider these costs and discuss them with the NHS bodies or providers of NHS services involved in order to avoid any delay in commencing the research.

When considered necessary by the LCRN AcoRD specialist, a Schedule of Events Cost Attribution Tool (SoECAT), detailing NHS support and/or treatment Costs needs to be completed and uploaded as part of the application. If a completed SoECAT is not considered necessary by an AcoRD specialist, only the front page (study information tab) of the SoECAT needs to be uploaded and submitted as part of the application submission. The SoECAT must be authorised signed off by an AcoRD Specialist even where there are no excess treatment costs.

[More information on the SoECAT form is available on the NIHR website](https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/excess-treatment-costs.htm), including:

* [General guidance on SoECAT](https://www.nihr.ac.uk/documents/schedule-of-events-cost-attribution-template-soecat-guidance/23214)
* [Guidance on how to complete a SoECAT](https://www.nihr.ac.uk/documents/how-to-complete-a-soecat/23415)

Justification of Costs

You should indicate here how this research will potentially benefit the NHS and/ or public health and social care sector. For example, where appropriate, describe the likely cost savings or benefits in terms of numbers of patients treated, treatment times, service users or carers supported etc.

You should describe the value for money of the conduct of the proposed research.

Please also provide justification for the NHS Support and Excess Treatment costs detailed in the SoECAT. If there are no NHS Support or Excess Treatment Costs associated with the research, you must explain why you think this is the case.

## Section 8: Uploads

**No more than 7 separate files are permitted. The total file size should not exceed 6Mb (this includes the SoECAT form uploaded under the Detailed Budget section. 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.**

**Mandatory**

**One single-side A4 page, listing references used throughout your proposal.**

**One single-side A4 page Gantt chart**

**Non-mandatory**

A total of 5 pages of additional supporting documentation can be uploaded, however these should be limited to key information to assist the committee in its assessment and could include items such as:

* a flow diagram illustrating the study design and the flow of participants
* letters of support from key collaborators
* confirmation of access to necessary datasets.
* A theory of change, logic model or schematic outlining the logic underpinning how your project will contribute to achieving the intended outcomes

**NOTE: Uploads MUST be provided as a Word or PDF document or you may not be able to submit your application or it may be difficult for the committee to view the required information in order to assess your application.**

**Please ensure that the document uploaded containing the list of references does not contain its own page numbering.**

## Section 9: Validation Summary

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 co-applicants have completed their CV details as appropriate and review the PDF final version for any formatting issues
* Click '**Save and Close**'
* Click the '**Submit**' option (this must be completed by 1pm **12 October 2022**)

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 then click **‘Submit’.**

**Please note that your submission will not be considered complete until all applicants have both confirmed and approved the application and the 'Submit' button becomes available and is then used.**