NIHR
Global Health Research
Guidance for completing the form

Closing date:
13.00, Friday 20 October 2018

About these guidance notes

This document contains information and guidance to applicants submitting a proposal to the NIHR call for Global Health Research Groups. This call has a single stage application process.

Applications for funding are made online through the NETSCC Management Information System (NETSCC MIS). You must register or log-in to the NETSCC MIS to complete and submit your application.

It is important that you read the guidance notes for this call fully before starting to complete the application form to ensure that you provide the correct information.

We have endeavoured to cover all necessary information relating to the application form through these resources. Incorrectly completed applications may be rejected.

A Word version of the application form is available through the Global Health funding opportunities webpage www.nihr.ac.uk/globalhealth. This details character counts for each section. This document can be used to share information with your co-applicants but will not be accepted as an application form.
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1. **Introduction**

These Guidance Notes form part of a suite of documents to support applicants applying for Global Health Research Groups. The remit of the call is to invite applications for:

**NIHR Global Health Research Groups**: Existing specialist academic groups who wish to expand into the field of global health, especially in shortage areas of research.

These Guidance Notes describe how to use the online form and present other technical and legal information. They should be read in conjunction with:

- Remit and Application Guidance
- Finance Guidance

1.1 **Data Protection**

We have an obligation to keep data secure and to use it appropriately. To fulfil our obligations under the law and as a result of our contract with the Department of Health, we adopt various procedures to use and protect data. This will impact on how we deal with you and your joint applicants.

The Department of Health, National Institute for Health Research (DH NIHR) is the Data Controller under the Data Protection Act 1998 ('the Act'). Under the Data Protection Act, we have a legal duty to protect any information we collect from you. You should be aware that information given to us might be shared with other DH NIHR bodies for the purposes of statistical analysis and other DH NIHR research management purposes. NETSCC also reserves the right to share, in confidence, details of your application with other approved research funding organisations outside NIHR in order to coordinate research activity in the UK.

Information collected from you will not be passed to any third party outside the NIHR except specifically as detailed above without your consent except where we are under a statutory obligation or entitled to do so by law.

Applicants may be assured that DH NIHR is committed to protecting privacy and to processing all personal information in a manner that meets the requirements of the Act.

1.2 **Data Security - data about you**

Personal information will be held on a database in the NETSCC password-protected network that is available only to NETSCC staff. Your details and those of your joint applicants will be retained by NETSCC on behalf of the Department of Health to facilitate the running of the Global Health Research Programme. If your application is successful at any stage of our process, your name, and the details of the sponsoring organisation, will appear on the NETSCC website. In addition, once funding has been agreed and the contract signed, your details will appear in other literature as a grant holder and will be passed to the Department of Health (DH) for inclusion in their publicly available databases of funded research. Your name and those of your joint applicants will be added to our mailing list, though you may opt out if you wish. We may also send you separate literature about the Global Health Research programme and related events in medical/health research. If you have any questions, or if you would prefer not to receive routine and/or general communications, please contact us at: nihrglobalhealth@nihr.ac.uk.
1.3 NIHR Carbon Reduction Guidelines

Researchers applying for NIHR funding are asked to consider the carbon footprint of their research and take steps to reduce carbon emissions where appropriate. Advice on how to do this can be obtained from the NIHR Carbon Reduction Guidelines: www.nets.nihr.ac.uk/resources/nihr-initiatives

1.4 Requirements for systematic reviews to be registered with PROSPERO

Applicants undertaking systematic reviews as part of their Global Health Research Group should note the commitment of NIHR to publication in the PROSPERO database. PROSPERO was developed by the NIHR's Centre for Reviews and Dissemination (CRD) and is the first online facility to register systematic reviews for research about health and social care from all around the world. Access is completely free and open to the public.

2. Getting started and using the form

2.1 Contact Information

Please complete your contact details and ensure each section has information identified as primary.

Organisation Affiliations
Please select the appropriate affiliation provided in the drop-down box.

Address
Please provide a postal address

Web Address
Please give your personal university/NHS webpage if you have one.

2.2 To Access the Application form

Applications for funding are made online through the NETSCC Management Information System (NETSCC MIS). https://netscc-mis.nihr.ac.uk/

You must register or log-in to the NETSCC MIS to complete and submit your application.

You can find guidance and technical help here: http://www.nets.nihr.ac.uk/mis/mis-technical-support
Please note that the Word templates on these pages relate to other programmes. The Word template for the Global Health Call is held on the call webpage: http://www.nets.nihr.ac.uk/funding/global-health

The form can be accessed through the call webpage: http://www.nets.nihr.ac.uk/funding/global-health

To apply for this specific call, click on the relevant ‘Apply Now’ button where you will be taken directly to the NETSCC MIS log in screen. You will need to either register (one off process) or log-in using your registered email address (your user ID) and password. Once logged in you will be able to apply directly for the call. Applying for a funding opportunity creates a task called ‘Full Application’. This task will be available on your home page for you to complete until 1:00pm on the closing date, as indicated on the research call and on your task.
The NETSCC MIS can always be accessed directly at https://netscc-mis.nihr.ac.uk for you to go to your homepage where all your applications and incomplete tasks will be listed.

See the screenshot example below:

![Screenshot of NETSCC MIS](image)

Clicking on the **Full Application** link takes you to the Full Application main page where you can complete your application information (clicking on this link will **not submit** an incomplete application).

This task will be available for you to complete until **1pm on the closing date** as indicated on the research call and on your task.

Seven days prior to the closing date you will receive an email reminder that you have an open application (i.e. not submitted). Additional guidance will be available on most screens as you progress through your application.

### 2.2 To Submit an Application Form

In order to submit a full proposal application to the programme you must:

- Completed online application form (accessed through NETSCC website).
- Complete all mandatory fields as indicated with a red asterisk *. The final review and submit page of the application provides a final check of the mandatory fields as well as providing reminders about optional entries.
- Add the required uploads:
  
  1. Completed online application form (accessed through **NIHR website**).
  2. Curriculum Vitae for the proposed Director (4 sides maximum).
  3. Curriculum Vitae for the proposed joint lead (if applicable, 4 sides max).
  4. A financial plan (**Excel template provided**).
  5. An organogram outlining the governance arrangements (upload as a PDF).
  7. Declaration signed by the authorised signatory of the University or Higher Education Institute (**template provided – this needs to be printed, signed, scanned and uploaded**).
  8. Research programme contact list of the Director and all co-applicants together with names of institutions and amount of funding being provided (**template provided**).
  9. Letters of support from collaborating institutions and partners.
  10. Optional – cover letter from the Director.
2.3 Saving your form and system time-out

As you work through the application form, you are asked to save each page. This will save all the information you have entered so far. You can save the form at any point and leave the application prior to submission. The save button is always located at the bottom of each page of the application form. Large text areas on the form also have their own save button beside them. The application task will remain on your home page until complete and submitted or the deadline for the application has passed.

It is important to remember to ‘Save’ each section as you go through the form before navigating away from the page.

There is a security time out set on the MIS so that after 60 minutes of inactivity, the user will be logged out of the MIS. It is advisable therefore to save your work at regular intervals using the save button on any page. The NETSCC MIS will give you a warning that you are due to be timed out 10 minutes before this happens. If this message is displayed, you should close the pop-up screen and save the task that you are carrying out.

There is a left-hand navigation menu in the application form so that you can select specific parts of the form to complete, however, you should always ensure that you save any information entered on your page before using this left-hand menu.

2.4 Browsers that best support the NETSCC MIS

The NETSCC MIS will operate successfully across a wide range of browsers and operating systems. However, we recommend that you use the following:

- Windows users - Internet Explorer (versions 7 onwards). Firefox and Google Chrome
- Apple users - Safari
- Linux – Opera

2.5 Spell-checking

The system does not have a spell-checker. We would advise you to complete large amounts of text in Word first and then cut and paste them into the relevant screens in the NETSCC MIS. If you paste content that is longer than the character limit it will be cut off, so please check the content after you have pasted it.

Spell checking and text box entry resizing is available in the MIS for users using Chrome, Firefox, Safari and Opera web browsers. This functionality is provided by the browser, not the MIS application.

2.6 Leaving the application task

You can leave your application task at any time. As long as you have saved any new information you have entered for the application, you can navigate to your home page or log out of the NETSCC MIS system.

2.7 Technical Support

If you encounter any problems with the NETSCC MIS system, you should call the programme funding support team either via email or by phone. The contact numbers can be found on the home page of the NETSCC web on this link: www.nets.nihr.ac.uk/mis/contacts

2.8 Space restrictions when entering text

You should be aware that there are character limits set for each text box within the application form. For larger text areas these are indicated with ‘Limit’ and ‘Remaining’ at the bottom of the text entry box.
Carriage returns and spaces are counted as characters. The character count will be slightly less than that of an MS Word character count.

The form counts all blank space as a part of the content of each box, so if you are short of space it will help if you delete extra carriage returns and place any bulleted lists into paragraph format.

2.9 Use of non-standard characters

You are advised not to use any non-standard characters in your text; in particular, you may experience a technical difficulty that affects the use of these characters ‘<’ ‘>’ ‘≠’ and ‘≤’. The system will currently strip these characters out of the content of the text without warning. If you need to use these symbols, then please replace them with words (i.e. less than or greater than, or less than or equal to, or greater than or equal to). It is advisable that you should either type text directly into the form or ensure these characters are not included in any text that you copy and paste from other documents.

2.10 URL links

You may wish to include URL links to your application or refer to URL links in a body of your text. You are advised not to use any URL shortening service such as ‘tiny.cc’ when completing your application. These types of shortening services are associated with hacking and spamming (as it promotes the sending of links that are unclear where they are pointing).

3. Uploads

It is important to upload one document at a time and save it before adding another, otherwise, earlier documents will be over-written.

There is a maximum upload limit of 2Mb per document. You will not be able to proceed with the upload if your document exceeds this size limit. If this is the case you should reduce the file size as much as possible before trying again.

Uploads should be attached in one of the accepted formats: .doc, .docx, .mpp, .pdf, .xls, .xlsx)

Guidance on how to reduce file size can be found at:
www.nets.nihr.ac.uk/__data/assets/pdf_file/0017/82043/Reducing-Upload-File-Sizes-it-the-NETSCC-MIS.pdf

PLEASE NOTE: we will only accept the uploads requested in the Guidance Notes. Any additional documents will not be considered by the panel during its review.

Please do not attach any additional information, as it will not be considered in your application when reviewed by the panel.

4. Acknowledgement

4.1 Agreement to the Terms and Conditions

Please tick the checkbox to indicate that you have read and understood the terms of which you have been nominated as Chief Investigator for this proposal along with the associated documentation and accept this role. Ticking this box constitutes an electronic signature of the Lead Applicant with regard to this full proposal application.

A list of terms and conditions can be found here:
www.nets.nihr.ac.uk/mis/terms
No original (wet or ink) signatures are required for this application.

5. Review and Submit

5.1 Things to check before submitting

Please ensure that before you submit your application, you have completed the required fields and saved a version of your form. You must submit your application form, with the required uploads, before 1pm on the closing date.

We will not enter into negotiations for extensions and the deadline will be strictly observed. You should, therefore, plan your application carefully. Full proposals must be submitted electronically.

We do not require a paper copy of your submission.

Once all sections have been completed and show as green ticks a submit button will appear in the top left hand corner of the page and the form can be submitted.

<table>
<thead>
<tr>
<th>✓</th>
<th>Complete</th>
<th>The section/form has been filled out correctly</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Incomplete</td>
<td>Mandatory information has not been provided and the task cannot be submitted until this has been completed</td>
</tr>
<tr>
<td>🚨</td>
<td>Attention</td>
<td>This section has not been completed but is not mandatory for submission</td>
</tr>
</tbody>
</table>

Once all sections are complete, the Submit button will become active near the top of the screen. The NETSCC MIS will send you an email acknowledging receipt of your application.

5.2 Unsubmitted applications

Seven days prior to a funding opportunity application submission deadline you will receive an automatic email reminder. If you no longer wish to submit your application you do not need to do anything. However, you will not receive another reminder for this application submission.

6. Assistance/ Contacting us

Any questions, queries or requests for clarification in relation to the call should be sent to the following e-mail addresses with the reference number and title for the call for proposals as the email header. Please be aware that while every effort will be made to respond to enquiries in a timely fashion, it is advisable to send queries in as far in advance of the call closing date as possible to ensure we can respond whilst still leaving you enough time to complete your application.

E-mail: nihrglobalhealth@nihr.ac.uk
Call: 023 8059 1859