Pharmacy Research UK

GUIDANCE NOTES:
PROJECT GRANT STAGE 2 APPLICATION FORM

GUIDANCE NOTES

All applications for research funding should be made on this form by the researcher who will be responsible for the conduct of the proposed research. It is in the applicant's own interest to provide the information requested in the Application Form in the manner prescribed and as fully and clearly as possible.

Failure to complete any required section of the Application Form or to provide any requested accompanying information may result in your application being delayed. In these instances your application may be deferred to the subsequent funding round.

Please submit the completed application by the stated deadline of **1pm on 11th January 2017** to practice.research@rpharms.com and send a wet-ink signature copy of the Declarations & Signatures page by post (address on the last page), by the stated deadline of **18th January 2017**.

SECTION 1. RESEARCH PROPOSAL OUTLINE

Please complete this section for all applicants.

"**Co-applicants**" are the co-investigators who will provide significant intellectual input into the research and will be responsible for day-to-day running of some aspects of the work. Ensure that you have included the appropriate mix of expertise on the team and have justified the co-applicants roles fully. You may add additional rows if necessary.

Please ensure that the **Proposed Start Date** of your study is realistic in relation to obtaining final approvals.

The Host Organisation must be based within the United Kingdom.

SECTION 2. SCIENTIFIC SUMMARY OF THE PROPOSAL

Please provide a clear summary of the proposed research under the following headings, not to exceed 500 words:

1. Background
2. Aims and Objectives
3. Methods
4. How the results of the research will be used

Please note, if your application is successful this summary will be published on the Pharmacy Research UK website. Other publishable texts are indicated throughout the application form.

SECTION 3. DETAILS OF THE RESEARCH PROPOSAL

Please complete the following sections:

A – Aims and Objectives:

Please clearly state your research question and, where appropriate, the main hypothesis in addition to all aims and objectives.

B – Relevance to Pharmacy Research UK's Research Priorities:

Details of Pharmacy Research UK's research priorities can be found here.

Proposals for work outside Pharmacy Research UK's priorities will also be considered. If your proposed study does not sit within Pharmacy Research UK's research priorities, please use this section to make the case for an alternative focus.

C – Background:

This should address the following points:

- What is the problem to be addressed (supported with figures to indicate scope of the problem nationally)?
- What are the principal research questions to be addressed?
- Why is a study needed now (supported with published evidence, professional and consumer consensus and pilot studies, where available)?
- Describe how the research will differ from or complement any relevant planned, ongoing or recently completed research elsewhere in the UK or internationally.
- How will the results of this study be used?

D – Plan of Investigation:

Please cover the following, where relevant:

- Study design and delivery (justifying the selected design)
- Sample size and statistical design (including any power calculations)
- Please provide details of your chosen methods (justifying the chosen methodology and how the aims and objectives of the research will be best achieved)

E – Dissemination and Expected Outputs:

Please provide details of planned outputs. Outputs such as conference abstracts, submissions to journals and conference posters need to be outlined, where relevant. Please also include any planned dissemination activity to key stakeholder groups, including patients and the public. *Please note that a final report, executive summary and key findings document will be required upon completion of the research, which will be published on the Pharmacy Research UK website.*

Please also provide details of any future steps of the research, covering the following:

- Will the research inform future practice/policy?
- Will the research inform the direction of future research within the field?
- What are the next steps, following completion of the proposal (i.e. will further funding be acquired to develop the findings further)?

F – Collaboration:

Please list all collaborators contributing to the proposed research. Please provide, in context, the details of the co-applicants role and contribution to the study, in addition to anyone else who will be contributing to the project. How will such collaborations be managed on a day-to-day basis?

G – Project Timetable:

A Gantt chart illustrating the project timetable and dependencies between activities is the preferred presentation format here.

SECTION 4. PATIENT AND PUBLIC INVOLVEMENT

Please complete the following sections:

A – Patient and Public Involvement (PPI):

Please provide further detail on the arrangements for the involvement of patients and members of the public within the research proposal. Please provide information on the level and depth of involvement from the PPI representatives (i.e. was there PPI involvement in the selection of the research question? Was there involvement in preparing any aspect of the application form?). Further reasoning also needs to be provided as to the perceived benefit of PPI within the research proposal and how the members will be supported during their involvement, participation or engagement. If patients and public members have not been consulted at any point, please justify the reasons for the lack of PPI.

Further information on PPI can be found on http://www.invo.org.uk/posttyperesource/what-is-public-involvement-in-research/.

B - Plain English summary of the research proposal:

For the plain English summary, please describe the aim of the research, how it will be carried out, how the findings will be used following completion of the project, and its relevance to practice and public benefit. Please use plain English, avoid the use of jargon and explain any technical terms included. This summary will be used for communications with the public, should the application be successful, including patient and public representatives involved in the peer review process.

SECTION 5. ETHICAL APPROVAL & RESEARCH GOVERNANCE

Research normally requires review by a Research Ethics Committee (REC), whereas audit and service evaluations are expected as part of quality assurance and, as such, they are exempt from formal REC approval. However, they should still be conducted following the same principles of informing participants and obtaining consent when appropriate. Applicants should to seek guidance as to whether formal REC approval is needed.

The Health Research Authority (HRA) has rolled out a single approval process. If your proposal concerns the NHS in England and is led in England, you will need to apply for HRA approval. Further information on this can be found on http://www.hra.nhs.uk/about-the-hra/our-plans-and-projects/assessment-approval/.

SECTION 6. FINANCE

Staff Costs

This section should be aligned with the information provided in *Section 3F – Collaboration*. The breakdown of staffing costs in this section should be justified, in line with the roles of the staff members on the proposal. Please refer to the Department of Health's guidance on how to categorise and attribute costs relating to research, which details what constitutes a research cost (what we fund) and other costs supported elsewhere (https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research). Additionally, please also consider the following:

- Please ensure that all staff costs include any salary increments due throughout the project duration.
- Where appropriate, provide a breakdown of the salary by year.
- Do not add estimated increases for cost of living pay rises or 'additional' or 'discretionary' increment points above one salary increment per annum.

- Pharmacy Research UK does not fund full economic costing, or a contribution to overheads, however these may be recovered from the HEFCE Charity Research Support Fund (CRSF) in England (SHEFC/ DELNI/ HEFCW in Scotland/Northern Ireland/Wales respectively).

Further justification of costs can be provided at the end of the Finance section.

Travel and Subsistence

This section should include a clear breakdown of the costs required for travel, including travel to and from conferences relevant to the research proposal, or travel and subsistence for participants. Further justification of costs can be provided at the end of the Finance section.

Equipment

This section should include a clear breakdown of costs associated with the equipment required for the proper conduct of the research. Further justification of costs can be provided at the end of the Finance section.

Dissemination

This section should include a clear breakdown of costs associated with dissemination activities. These may include the costs of conference fees necessary for the research, in addition to fees relating to publications. Further justification of costs can be provided at the end of the Finance section.

Consumables

This section should include a clear breakdown of costs associated with any non-reusable items, such as printing, stationary or photocopying. Pharmacy Research UK will not fund general office costs. Please note that these costs should be research specific and clearly justified within the application form.

Patient and Public Involvement

This section should include a clear breakdown of costs associated with activities relating to the involvement of patients and members of the public within the proposal. This may include incentive payments to participate within the research, appropriate expenses or costs for support. Please note that these costs should be research specific and clearly justified within the application form.

Other Costs

Any other research related costs, not already covered in the previous sections, should be clearly broken down and explained. Please note that these costs should be research specific and clearly justified within the application form.

Justification of Costs

Please include as much information as possible, relating to the requested funds within each section and where necessary, please justify the requested funds further and explain why the funds are necessary for the successful completion of the proposed research.

SECTION 7. DECLARATIONS & SIGNATURES

Please ensure that signatures are received from the administering organisation's finance department and Head of Department. All applicants named on the proposal must also complete this section.

GENERAL POINTS FOR COMPLETING THE FORM

1. Please ensure that all the pages are clearly numbered, this is especially important to check if you have added in additional pages. If you have included appending documents, please provide a content list of the additional pages.
2. Please retain an electronic copy of the form that you submit.
3. All text (minimum font 10 points) must appear within the tables and adhere to the stipulated word count, where applicable.
4. Please ensure that your proposal complies with the Research Governance Framework, which can be found on the Department of Health's website here.
5. As we will not accept late applications, it is important that you make appropriate arrangements to ensure that the application form is sent to us prior to the closing date and time. It is advisable to have the completed Declarations & Signatures page delivered by a 'guaranteed delivery time' prior to the final deadline. Please allow sufficient time to obtain the necessary signatures within the Declarations & Signatures section.
6. Pharmacy Research UK benefits from free access to the NIHR Research Design Service (RDS). For support in completing the application form, please contact your local NIHR RDS (http://www.rds.nihr.ac.uk/) for free support and guidance on preparing your Stage 2 proposal.
7. Pharmacy Research UK also benefits from free access to the NIHR Clinical Research Network (CRN). For help with any project support costs, get in touch with your local CRN (https://www.crn.nihr.ac.uk/) who help support researchers to set up clinical studies and provide training and support throughout the research process.

SUBMITTING YOUR PROPOSAL

Please ensure the information within the application form has been completed fully and is sent by email to practice.research@rpharms.com, by 1pm on Wednesday 11th January 2017. Please send the application in a word (.doc) and PDF (.pdf) format and quote your Stage 1 reference number. Only a hard copy of the Declarations & Signatures page with the relevant wet-ink signatures, needs to be sent by Wednesday 18th January 2017 to the following address:

Pharmacy Research UK
66-68 East Smithfield
London
E1W 1AW

PLEASE NOTE: APPLICATIONS SUBMITTED AFTER THE 1PM DEADLINE ON WEDNESDAY 11TH JANUARY WILL NOT BE PROCESSED. WE WILL ALSO BE UNABLE TO PROCESS YOUR APPLICATION WITHOUT THE HARD COPY OF THE COMPLETED DECLARATIONS & SIGNATURES PAGE.