**NHS Grampian Charity**

**Funding Application (Small Research Grants)**

Please complete this form to apply for funding through the annual Small Research Grants programme, and return to gram.charities@nhs.scot Applications may be made up to a maximum of £20,000. Please omit the first seven pages which incorporate this guidance from your final application.

All items being requested should be compliant with this guidance, and approval for funding must be sought in advance of any expenditure or commitment. **Retrospective applications will be refused. Invoices dated before the date the GCA number is issued will not be paid.**

Please note that forms must be received by 12 noon on the specified deadline date.

**Applications & Conditions of Grant**

Value of Funding

* Applications should be for funds of no more than £20,000.
* All projects should result in, or have the potential to result in, benefit to NHS Grampian and the health and wellbeing of Grampian residents.
* This funding can be used for “pump-priming” activities that will bring more external funding to NHS Grampian and partner institutions through subsequent applications to external bodies.
* Projects that recruit patients and/or use patients’ samples are encouraged to contact NHS Grampian R&D or the Grampian Biorepository for help and advice.
* Fees for a postgraduate degree are not funded, but research costs for research contributing to a registered degree will be considered.
* We require patient and public involvement to be included as part of the research application. We also offer the opportunity to discuss engagement activities and encourage applicants to include this. This information, along with other highlighted sections, will be reviewed and scored by a public panel.

Eligibility

* Grants are available to all medical, dental, scientific, clinical and social care staff, including nursing and Allied Health Professionals (AHP).
* Funding will only be awarded if funding is not available from another source.
* Research undertaken with the grant award must have a potential importance to the future of NHS Grampian. Basic science and animal studies are not usually supported if their potential to benefit NHS Grampian is not clear.
* Any currently held NHS Grampian Charity funded projects must be completed within the agreed timeframe, with a final report submitted and approved by the Charity, before consideration will be given to a further application.

Responsibilities of the Principal Investigator (PI)

In accordance with the conditions of the grants, it is the responsibility of the PI to ensure the following:

* Funding will only be available for work to be completed within the NHS Grampian catchment area, with some funding streams specific to work in specific hospitals.
* A favourable opinion from Ethics, and your institution’s R&D management/Research Governance permission are in place for the project (if applicable) prior to any research starting. (NHS Grampian Charity grants are a funding process that is separate to and has no influence on any institutional Research Governance permission process).
* A replacement PI is identified, and the Charity’s approval obtained using a Grant Adaption Request, if the applying investigator is unable to complete the study in the time frame, or if they move out of the NHS Grampian catchment area.
* Up to date contact details (i.e. email, work address for PI or co-applicants) are supplied.
* Any alteration to the status of the project for any reason that affects the funding awarded (e.g. timeframe, staff changes, delays in obtaining samples/equipment, etc.) are detailed in writing to NHS Grampian Charity using a Grant Adaption Request form as soon as changes/problems are identified.
* Funding is normally for a **maximum of up to 12 months** from the start of the award; longer periods (maximum 30 months) may be considered if accompanied by appropriate justification explaining why this is necessary for successful completion of the project. Where funded projects are expected to over-run the originally approved end-date a Grant Adaption Request form for a no-cost extension setting out valid reasons must be submitted to, and approved by, the Charity.
* A final report is submitted, on the relevant form.
* The PI or one of their co-applicants will, if required, present at an Annual Charity Research Conference or other venue as agreed by NHS Grampian Charity. They will also participate, if requested by the Charity, by assisting to provide material for other forms of dissemination of the project outcomes such as appropriate NHSG Charity newsletters, social media or websites.

**Application Guidance**

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| **The following information corresponds numerically with the application form** |

Please ensure all information is fully completed as incomplete application forms will unfortunately not be considered.

**The Principal Investigator/Lead Applicant (as main contact person who will be responsible for the grant) should ensure all information is fully completed.**

1. **Project Details**

Please ensure a title of no more than 15 words and a total amount of funding requested are included here.

* 1. Please provide details of the main contact person for this project. The main contact should be someone who knows the project in detail and will be responsible for the activity, the funding and the reporting.
	2. Please provide details of all co-applicants. Only work email addresses should be used. Applications with personal email addresses will not be accepted. Brief research CVs (including details of any successful grant applications and peer-reviewed publications) for all applicants should be appended to the application.
	3. Ensure the duration and proposed start date are included; please note the normal maximum duration permitted is 12 months, unless otherwise agreed (see above).
1. **Lay & Scientific Summaries of your Research Project**

Please provide a **lay summary** (max 500 words) of your project. Tell us what you plan to do and include as much specific detail as you can using non-scientific specialist language. You may wish to read the guidance on lay summaries available on the charity [Intranet site](https://nhsgintranet.grampian.scot.nhs.uk/depts/Endowment/Pages/Howtowritealaysummary.aspx) (networked devices only) or by contacting gram.charities@nhs.scot.

Please also provide a scientific abstract (max 300) words of your project in the format: Background; Aim(s); Protocol/Methodology; Expected outcomes/benefit.

1. **Other Funding**

Please provide details of any other projects funded by NHS Grampian Charity or receiving ethical approval from NHS Grampian to which this project is linked. Please also supply details of any external grant applications associated with this project.

Please note that section 9 of your application should clarify how the budget requested is necessary and how it relates to other grants/funds held or applied for.

1. **Application Criteria**

Please tick the relevant boxes and tell us, in no more than 250 words, how your activity:

* Aligns with NHS Grampian’s Strategy;
* Aligns with NHS Grampian Charity’s strategy and charitable purpose;
* Does not substitute core NHS provision and is not related to a commercially-funded clinical trial.
1. **Benefit and Dates of your Project**

Please tell us how many people will directly benefit from your activity. Please **do not** say *‘all patients’* as we do not know how many patients are affected by a condition. Instead, give us your best estimate if you do not know an exact number.

Please also tell us the planned start and end dates for your activity, bearing in mind the maximum duration is 30 months.

1. **Case for Support & Research Proposal**

This section should be used for your case for support and detailed research proposal using the structure and limit of 3,000 words limits indicated

Please note each section has its own individual word limit.

1. **Detailed Budget**

A detailed budget should be provided including full details of any salary requested. Where the salary is for a specified post-holder, a CV should be appended. In the case of a named researcher, the actual salary should be given. Otherwise, salaries should be quoted at the midpoint of the scale in question. Any expenditure to be incurred in the appointment of staff (e.g. advertising) should be provided under ‘Other Staff Expenses’. Please note that NHS Grampian Charity does not fund the ‘full economic costing’ model used by universities.

A complete breakdown of all projected costs should be included which evidences the viability of the project. This should include unit costs and details of the expenditure, and be broken down for the financial year the expenditure is planned (the financial rear runs April to March). Note the maximum duration is 30 months, even where costs may be distributed over three years.

Procurement of goods and services must comply with your organisation’s standard procedure.

For NHS Grampian applicants these are NHS Grampian’s standard procurement policies and procedures as detailed in the Standing Financial Instructions which can be viewed on the Finance Department [Intranet site](https://nhsgintranet.grampian.scot.nhs.uk/depts/Finance/Pages/default.aspx) (networked devices only).

1. **Justification**

Please justify the requirement for each significant element of your proposed budget in terms of necessity for successful completion and explain how the project will benefit patients and medical scientific knowledge – particularly in respect of NHS Grampian patients or more widely in the local community (max 500 words).

1. **PPIE**

Please outline any existing or planned public and patient involvement and/or engagement in the design or execution of the project. Note that the application (particularly the lay summary) will be reviewed by PPIE panel members.

1. **Outcomes and focus of project**

Please describe up to three outcomes of your project. This year, NHS Grampian Charity Committee particularly welcomes projects which have a focus on: promoting health and wellbeing, improving health outcomes in seldom heard patient groups, and listening to patients and their families. We especially welcome ideas that will address the growing burden of disease in Grampian. As well as completing this section, proposals should clearly state the relevance to these criteria.

Please note, potential dissemination of results is **not** an outcome and should instead be noted in section 12.

1. **Charity Outcomes**

**This section does not need to be completed for research grants.**

All of NHS Grampian Charity’s outcomes are listed for information, however all research grant applications should meet the outcome in bold. If you consider one of the other outcomes to be more appropriate, please contact us before submission.

1. **Dissemination, Future Work, & Impact**

Please tell us how the results of the project will be disseminated to professional and public audiences and how they will feed into future projects and grant applications. Please also explain the potential patient benefit impact of these results.

1. **Environment**

Please tell us what considerations you have made with regards to any environmental impact of your activity. This may include using local suppliers or products, or using green or recyclable products.

1. **Sustainability**

Grants are awarded for defined projects and funding is non-recurring.

If your application includes purchase of equipment, please tell us if there are any associated maintenance costs and how these will be met beyond the duration of the grant.

1. **Suggested Reviewers**

You are invited to nominate two reviewers if you wish.

You should confirm that the reviewers do not have a recent association with you (e.g. they should not have been co-authors or collaborators in the last three years).

Please note that your application will be subject to independent anonymous peer review and we may use different reviewers or appropriate members of the Research Grants Panel. You will be offered the opportunity to respond to the reviews.

Your application will also be reviewed by our PPIE panels and the final recommendation for approval by the Charity Committee will be made via the Research Grants Panel (or an appropriate sub-group).

1. **17. & 18. Signatures**

The Principal Investigator (lead applicant) should sign on behalf of all applicants and, in doing so, confirm that all their co-applicants have read the application, read the guidance, and provided their written agreement to its submission. The PI should also obtain counter-signatures from their line manager or head of department (Signatories, not the Charity, are responsible for ensuring that institutional Research Governance approval has been obtained).

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| **Note:**The application period for the annual Small Research Grants programme is expected to open on Tuesday 1st October and close on Sunday 1st December. Applications received after 12pm (noon) on Sunday 1st December will not be considered. We anticipate applicants will receive the outcome of their application no later than Friday 28th February 2025. Any changes to this timescale will be shared via the charity’s website and social media channels. Applications which are not fully completed, are illegible, are missing information, or do not adhere to stated word counts will unfortunately not be considered. We recommend you fully read and understand the Fund Guidance before completing this application form. |

**Please submit your application to** **gram.charities@nhs.scot** **and omit the first seven pages containing this guidance.**

**NHS Grampian Charity**

**Funding Application (Small Research Grants)**

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| 1. **Project Details**
 |
| Project Title |  |
| Total Amount Requested |  |
| * 1. **Principal Investigator (Primary Contact)\***
 |
| Name |  |
| Job Title |  |
| Department |  |
| Address |  |
| Telephone |  |
| Email Address |  |
| Hours committed to project (per week) |  |
| * 1. **Co-Applicants\***
 |
| Name |  |
| Job Title |  |
| Department |  |
| Address |  |
| Telephone |  |
| Email Address |  |
| Hours committed to project (per week) |  |
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| Name |  |
| Job Title |  |
| Department |  |
| Address |  |
| Telephone |  |
| Email Address |  |
| Hours committed to project (per week) |  |
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| Name |  |
| Job Title |  |
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| Address |  |
| Telephone |  |
| Email Address |  |
| Hours committed to project (per week) |  |
| **\*Please submit copies of brief research CVs (including details of all current and past research funding and research publications) for each applicant** |
| * 1. **Proposed Project Duration\*\***
 |
| Months |  |
| Proposed Start Date |  |
| **\*\*Small Research Grant proposals should be for a maximum of 12 months – longer periods of up to 30 months may be agreed subject to adequate justification** |

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| 1. **Lay & Scientific Summaries of your Research Project**
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| *Please provide a lay summary (max 500 words) of your project below. You may wish to read the guidance on lay summaries provides on the charity Intranet site.*  |
| *Please provide a scientific abstract (max 300 words) of your project below in the format: Background; Aim(s); Protocol/Methodology; Expected outcomes/benefit* |

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| 1. **Funding**
 |
| * 1. **Does this project link to any other project**
 | [ ]  Yes[ ]  No |
| If Yes, please state any ethics and/or NHSGC approval number (if known) |
| Ethics Reference |  | NHSGC Approval Number |  |
| Name of PI (if different to applicant) |  | Project Title |  |
| * 1. **Please give details of any external funding related to this project**
 |
| Application for External Funding submitted? | [ ]  Yes[ ]  No |
| Organisation/Body applied to |  |
| Date of application |  |
| Reference |  |
|  |
| Already awarded External Funding? | [ ]  Yes[ ]  No |
| Awarding Organisation/Body |  |
| Date of award |  |
| Reference |  |
|  |
| Please check if no other External Funding has been sought |[ ]

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| 1. **Please tick boxes to confirm that your application meets the following criteria**
 |
| The scheme is in line with NHS Grampian’s Strategy | [ ]  Yes [ ]  No  |
| The scheme is in line with NHS Grampian Charity’s Strategy and charitable purpose | [ ]  Yes [ ]  No  |
| NHS Grampian Charity cannot support activities which are core NHS provision and cannot support commercially-funded clinical trials. Please tick to confirm that the funding requested **does not** substitute core NHS provision and the project is not related to a commercially-funded clinical trial.  | [ ]  Yes, I confirm  |
| *Please use this space for any supporting information in relation to the above (see guidance; max 250 words)* |

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| 1. **Benefit and Dates of your Project**
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| Indicate how many patients are expected to benefit from your project? |  |
| What are the proposed project dates? *(see section 1.3 above)* | Start Date: | Finish Date: |

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| 1. **Case for Support & Research Proposal**
 |
| *Please provide information on the proposed research project as detailed below. Maximum of 3,000 words, excluding references. Please refer to guidance notes for further information on the requirements for each section.* |
| * 1. **Background**
 |
| *Max 1,000 words* |
| * 1. **Aims**
 |
| *Max 300 words* |
| * 1. **Research Plan**
 |
| *Max 1,700 words. This should include detail of the objectives, protocol/methodology, patient/subject recruitment (as applicable, and incorporating inclusion/exclusion criteria), power calculations, proposed statistical analysis, and timeline for achieving objectives (e.g. GANTT chart)* |
| * 1. **References**
 |
| *Please provide a list of references (including DOIs) cited in the application. Please make consistent use of either Harvard or Vancouver format* |

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| 1. **Detailed Budget**
 |
| *Please note, NHS Grampian Charity does not fund full economic costs for Universities* |
| * 1. **Staff Costs**
 |
| *Name* | *Grade* | *% Time on Project* | *Salary* | *Superannuation & NI* | *Total Cost* |
| Research Staff |
| ***Financial year:*** |  |  | 24/5 | 25/6 | 26/7 | 24/5 | 25/6 | 26/7 | Research staff project total:£ |
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| ***Annual total:*** |  |  |  |  |  |  |  |  |
| Technical Staff |
| ***Financial year:*** |  |  | 24/5 | 25/6 | 26/7 | 24/5 | 25/6 | 26/7 | Technical staff project total:£ |
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| ***Annual total:*** |  |  |  |  |  |  |  |  |
| Other Staff |
| ***Financial year:*** |  |  | 24/5 | 25/6 | 26/7 | 24/5 | 25/6 | 26/7 | Other staff project total:£ |
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| ***Annual total:*** |  |  |  |  |  |  |  |  |
| Other Staff Expenses |
| *Details* | *Cost* |
| ***Financial year:*** |  |  | 24/5 | 25/6 | 26/7 | 24/5 | 25/6 | 26/7 | Other staff costs project total:£ |
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| ***Annual total:*** |  |  |  |  |  |  |  |  |
| **Staff Costs Total** | **£** |

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| * 1. **Consumables**
 |
| ***Details:*** | ***Financial year:*** | ***Financial year:*** |  |
| ***Item:*** | 24/5 | 25/6 | 26/7 | 24/5 | 25/6 | 26/7 |  |
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| ***Annual total:*** |  |  |  |  |  |  |  |  |
| **Consumables Total** | **£** |

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| * 1. **Equipment**
 |
| ***Details:*** | ***Financial year:*** | ***Financial year:*** |  |
| ***Item:*** | 24/5 | 25/6 | 26/7 | 24/5 | 25/6 | 26/7 |  |
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| ***Annual total:*** |  |  |  |  |  |  |  |  |
| **Equipment Total** | **£** |

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| **Grand Total** | **£** |

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| 1. **Justification**
 |
| *Please justify the requirement for each significant element of your proposed budget in terms of necessity for successful completion and explain how the project will benefit patients and medical scientific knowledge – particularly in respect of NHS Grampian patients or more widely in the local community (max 500 words).* |

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| 1. **PPIE**
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| *Please give details on how you have already involved, or will involve, key stakeholders in your research, such as patients, the public, charities and staff. Please also include details of public engagement for your research* |

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| 1. **Outcomes and project focus**
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| *What are the changes/differences you want to make? Please note that this year we particularly welcome projects with a focus on: Promoting health and wellbeing; Improving health outcomes in seldom heard patient groups; or Listening to patients and their families. We especially welcome ideas that will address the growing burden of diseases in Grampian.* |

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| 1. **Please tick only ONE of the below. Choose the one that best describes your intended outcome**
 |
| Staff have increased skills & knowledge to enhance their job performance |[ ]
| A wider diversity of staff have access to funds to do something that matters to them |[ ]
| Staff are better able to undertake their roles |[ ]
| People have a better healthcare experience |[ ]
| People have better clinical outcomes |[ ]
| People are better able to manage their own health |[ ]
| People have an improvement in their mental or physical health |[ ]
| Staff are able to suggest and implement improvements |[ ]
| NHSG knows new and better ways to deliver healthcare |[ ]
| **NHSG has increased knowledge (and takes action) on the research topic** |[x]

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| 1. **Dissemination, Future Work, & Impact**
 |
| *Please tell us how the results of the project will be disseminated to professional and public audiences and how they will feed into future projects and grant applications; please also explain the potential impact on patient benefit of these result* |

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| 1. **Environment**
 |
| *Please tell us what considerations you have made to ensure your activity has a positive environmental impact* |

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| 1. **Sustainability**
 |
| *Please tell us how your activity will be sustained at the end of the funding period* |

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| 1. **Suggested Reviewers**
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| *All research proposals (which are accepted as meeting the Charity’s and the relevant programme’s criteria) are subject to anonymous review. Reviewers nominated may be used or alternatives sought at the discretion of the Charity. You will be invited to respond to reviews and submit a revised application (if appropriate)*  |
| Reviewer 1 | Title/name: |  |
| Position |  |
| Department & Institution |  |
| Email |  |
| Telephone |  |
| Please provide a brief statement of why reviewer 1 is appropriate | *Please also check this box to confirm you do not have a close recent association with this reviewer (see guidance for explanation)*  [ ]  |
| Reviewer 2 | Title/name: |  |
| Position |  |
| Department & Institution |  |
| Email |  |
| Telephone |  |
| Please provide a brief statement of why reviewer 2 is appropriate | *Please also check this box to confirm you do not have a close recent association with this reviewer (see guidance for explanation)*  [ ]  |

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| 1. **Principal Investigator/Lead Applicant Signature**
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| **I confirm that I have read and understood the application guidance, and that this application meets with all requirements. I am signing on behalf of any co-investigators and confirm that I have their written agreement.**Applicant Signature: Date:  |

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| 1. **Line Manager (or Head of Department/Institute/School (HOD) for university-based PIs) Approval**
 |
| **I confirm that I am in support of the above application and the appropriate applicant time and facilities are available.**Line Manager/HOD Signature: Date: Line Manager/HOD Name (Printed):Line Manager/HOD Role in Organisation:   |

 **Please ensure that all sections of this form are fully completed before submission. Any incomplete forms will be returned and may cause delays to your application being processed or approved.**

**Please return your completed form to:**

**gram.charities@nhs.scot**

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| 1. **Recommendation from Research Grants Panel *(office use)***
 |
| This application is recommended for approval: Yes [ ]  No [ ]   Signed: Date:  Name: (RGP Chair/Research Grants Officer) |