School for Primary Care Research_logo_outlined_CMYK-01

**NIHR SPCR Funding Round 6-IV – Guidance for applications**

This document contains information to support the application process for the NIHR School for Primary Care Research (SPCR) Funding Round 6-IV. The aim SPCR funding is to enable members to fund high quality research that will strengthen the evidence base of primary care.

**Timeline and Guidance for UCL:**

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| **Date** | **Milestone** |
|  |  |
| **6th June** | Launch of Funding Round 6 |
| **8th June – 15th July** | Draft costings to be created on Worktribe with any necessary amendments/recommendations. Contact the PI’s if applicable and other institutions for costs |
| **15th July** | Deadline for any draft costing to be submitted to JM/BP |
| **15th July – 30th August** | Costings/Applications to be finalised with PI |
| **31st August** | Final applications to be submitted to JM/BP for Panel |
| **12th Sept** | **Internal PCPH Panel Review** |
| **13th Sept** | **Chosen projects to be submitted in WT** |
| **30th Sept** | SPCR Closing Date – Chosen applications to be submitted to SPCR by JM/BP |
| **TBC** | SPCR Board meeting Date |
| **By end of December 2022** | Outcome communicated by the SPCR |

* *All applications must demonstrate good value for money (both for the department and the NIHR SPCR);*
* *Applications that demonstrate capacity building will be prioritised;*
* *Applications will be reviewed by a widely representative Board (including qualitative and quantitative expertise, PPI, and with a mix of Clinicals and Scientists present;*
* *Both MCR and ECR are eligible to apply as PI;*
* *All applications must include at least 10% admin time (Costed at mid point grade 6);*
* *The PI must have a contract of employment with PCPH at the time of application and until the start date of the project;*
* *Costs from external institutions can be included but should normally not exceed a maximum of 5% of the total award - applications with costs of the award for external institutions should provide a detailed justification, and additional details should be provided if costs to flow externally are in excess of 5%*

Applications should consist of an application form, costing Excel spreadsheet and a Gantt chart.

This guide will provide further information about the information that should be included in all elements of the application. Please read this document in full before you start planning and writing your application. For any further questions, please contact **Jeshma Mehta (j.mehta@ucl.ac.uk).**

After the SPCR member has made their own selection of applicants, the NIHR School for Primary Care Research will request peer-reviews on each application. Only after the peer-review process is completed, applications will be approved for funding by the School and will receive a grant letter.

Direct link to relevant sections

*Ctrl+click to go to the relevant section in the guide.*

[Application form 2](#_Toc105425862)

[*Section A: Applicants’ details* 2](#_Toc105425863)

[A1: Principal Investigator 2](#_Toc105425864)

[A2: PI ORCID number 2](#_Toc105425865)

[A3: PI based in SPCR Member 2](#_Toc105425866)

[A4: Details of co-applicants 3](#_Toc105425867)

[A5: Details of collaborators 3](#_Toc105425868)

[A6: Details of public co-applicant or collaborator (optional) – if a public co-applicant is included in this application, please briefly describe what their role within the research team and project will be 3](#_Toc105425869)

[A7: Summary of team expertise 3](#_Toc105425870)

[*Section B: Project details* 3](#_Toc105425871)

[B1; Project title 3](#_Toc105425872)

[B2; Project short name 3](#_Toc105425873)

[B3; Plain English Summary 4](#_Toc105425874)

[B4; Expert Summary 4](#_Toc105425875)

[B5; Five key words to describe the project 4](#_Toc105425876)

[B6; Project start date 4](#_Toc105425877)

[B7; Project end date 4](#_Toc105425878)

[B8; Duration 4](#_Toc105425879)

[B9; SPCR theme 4](#_Toc105425880)

[B10; UKCRC Health Research Classification System 4](#_Toc105425881)

[B11; Research Activity Code 5](#_Toc105425882)

[B12; Does this application relate to a previous SPCR research award or trainee award? 5](#_Toc105425883)

[B13; Proposed project protocol. 5](#_Toc105425884)

[B14; Describe the involvement of patients and/or the public in developing this application: 5](#_Toc105425885)

[B15; How will patients and/ or the public be involved in your research? 6](#_Toc105425886)

[B16; Total funding requested with brief justification of funds requested 6](#_Toc105425887)

[B17; Will the project help build capacity and offer development opportunities? 6](#_Toc105425888)

[B18; Will this project link to other parts of the NIHR? If yes, please describe how: 6](#_Toc105425889)

[B19; Other key relationships and/or collaborations not already mentioned: 6](#_Toc105425890)

[B20; Will this project link with the NIHR Clinical Research Network? If yes, how? 6](#_Toc105425891)

[B21; Will this project require CTU support? If yes, how? 6](#_Toc105425892)

[B22; What is the planned dissemination strategy throughout this project? 7](#_Toc105425893)

[B23; How will you plan for impact? 7](#_Toc105425894)

[Costing spreadsheet 7](#_Toc105425895)

[Gantt chart 8](#_Toc105425896)

Application form

*Section A: Applicants’ details*

A1: Principal Investigator

Name, title and email address of principal investigator (PI) and Co-PI (if applicable)

A2: PI ORCID number

Provide the ORCID number of the PI (and Co-PI if applicable), which can be checked via <http://orcid.org/>:

A3: PI based in SPCR Member

The PI is required to be employed by one of the SPCR members. Select the location from the drop-down list

A4: Details of co-applicants

Co-applicants are those individuals with responsibility for the day-to-day management and delivery of the project. Co-applicants are considered part of the project team and are expected to share responsibility for its successful delivery.

Provide details of all co-applicants. Name, email, job title, professional background and ORCID number should be provided as a minimum. Public co-applicants should be identified under section A6 in the application form.

A5: Details of collaborators

Collaborators are those based outside of the SPCR membership.

Provide details of all collaborators. Name, email, job title and professional background should be provided as a minimum. Public collaborators should be identified under section A6 in the application form.

A6: Details of public co-applicant or collaborator (optional) – if a public co-applicant is included in this application, please briefly describe what their role within the research team and project will be

We welcome the inclusion of public co-applicants, where appropriate. Please provide a description of the public co-applicant’s role(s) or specific expertise provided. For further information please access the ['Public Co-Applicants in Research' guidance](https://www.learningforinvolvement.org.uk/?opportunity=public-co-applicants-in-research-guidance). (Limit: 50 words per co-applicant or collaborator).

Please include where feasible names, job title and relevant experience. Only share e-mail addresses of public co-applicants or collaborators if they have access to a university/ professional email account. No ORCID is required for public contributors.

A7: Summary of team expertise

Briefly describe the expertise that the whole team will bring to the research project.

*Section B: Project details*

B1; Project title

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

B2; Project short name

Provide a short project name.

B3; Plain English Summary

A plain English summary is a clear explanation of your research. Make sure to not use, or explain, any jargon, write in accessible English and use spacings and punctuation to improve the reading-friendliness of the summary.

Both academic and public reviewers use this summary to inform their review of your funding application. If your application for funding is successful, the summary will be used on the SPCR and others’ websites.

For further guidance see the [NIHR Plain English summaries guidance](https://www.nihr.ac.uk/documents/plain-english-summaries/27363).

Word limit for this section: 450 words

B4; Expert Summary

Provide an academic abstract for the research proposal.

Word limit for this section: 450 words

**B5; Five key words to describe the project**

You can identify any 5 key words that are relevant and will describe your proposed research.

**B6; Project start date**

Projects funded by the FR6-IV competition can start from 1 April 2023 onwards.

**B7; Project end date**

The project funding under this round is available until 30 March 2026 and no extensions beyond this date are possible

B8; Duration

State the expected duration of this project in months. Maximum 36 months.

B9; SPCR theme

The SPCR will only fund research that falls within at least one of the themes. You are welcome to select as many as apply to your proposal. Further information on the themes can be found in the [SPCR business case](https://www.spcr.nihr.ac.uk/files/news/spcr-research-business-case/@@download).

B10; UKCRC Health Research Classification System

Select all classifications that are relevant to the proposal

B11; Research Activity Code

Select the research activity code(s) relevant to the proposal. Further information can be found on the UKCRC Health Research Classification website: [https://hrcsonline.net/research-activities/](https://www.google.com/url?q=https://hrcsonline.net/research-activities/&sa=D&source=editors&ust=1616067649325000&usg=AFQjCNHzFbeu4bh331V7lKyG8q0YxyjpsQ)

B12; Does this application relate to a previous SPCR research award or trainee award?

If applicable, describe how this application builds on previously funded research. This can be either a previously funded research project, PhD studentship, Fellowship and/ or seed corn funding.

B13; Proposed project protocol.

Please use this section to explain your proposed research project in detail. Funding panel members that will be reviewing the applications might not have a detailed understanding of the primary care research area to which your application relates so it is important that you clearly tell the story.

Ensure that you describe the problem you will address. What are currently the implications of this problem on i.e., the quality of life of patients, patient care or the NHS system. Show that project would fill a demonstrable evidence gap.

Describe the proposed research plan and how it will achieve the project’s aims/objectives, key question(s) and, where appropriate, the main hypothesis. If there are multiple workstreams, provide descriptions of each one and detail how they will be integrated into a coherent project. Specify the methodological approaches proposed in sufficient detail to allow them to be assessed by the funding panel, i.e., justification for sample sizes, inclusion and exclusion criteria, recruitment strategy, nature of follow up, techniques of data collection, choice of analysis and why.

Clarify the governance/ project management of the study.

The proposed project protocol should be no more than 6 pages, including reference list.

B14; Describe the involvement of patients and/or the public in developing this application:

Describe how patients or public contributors have been involved in the development of this application. What has been their input in the proposed project or what might have changed due to engagement with relevant communities?

For support in patient and public involvement (PPI) for your application, get in contact with your local [NIHR Research Design Service](https://www.nihr.ac.uk/explore-nihr/support/research-design-service.htm). Alternatively, you can reach out to your [local SPCR PPI leads](https://www.spcr.nihr.ac.uk/PPI/get-involved/ppi-contacts) who can provide advice and support or signpost you. Keep in mind that you will need to allow enough time for involvement in your application, so it is recommended to contact them at the early stages of the application development process.

B15; How will patients and/ or the public be involved in your research?

Appropriate patient and public involvement plans are an essential for funding.

Please describe in this section who you would like to involve as public contributors in your research. Provide information such as particular lived experiences public contributors have which is relevant for the research, how you aim for diverse and inclusive recruitment of public contributors and if there are already established relationships. Provide details on how you would like to involve them at different stages of your research.

[A list of PPI resources for applicants to NIHR research programmes](https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437)**to assist you can be found on the NIHR website, including:**[Briefing notes for researchers on how to involve patients/service users, carers and the public](https://www.invo.org.uk/resource-centre/resource-for-researchers/) **and**[Payments Guidance for researchers and professionals with information on budgeting for involvement](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392)**.**

B16; Total funding requested with brief justification of funds requested

Give a high-level overview of the total funding requested and provide insights and justification on how the total budget came to be. Please do not repeat the information that you have included in the costing spreadsheet.

B17; Will the project help build capacity and offer development opportunities?

If applicable, provide further information on how this project will help early career researchers to develop and provide opportunities for them to progress their academic career. E.g. is there an early career researcher as co-applicant.

B18; Will this project link to other parts of the NIHR? If yes, please describe how:

Where relevant, explain how this project links to other NIHR infrastructures or grants. I.e., will the project receive match-funding, are co-applicants and/ or collaborators based within NIHR infrastructures, is it building upon previous research that was funded by the NIHR.

B19; Other key relationships and/or collaborations not already mentioned:

Are there others you will work with during this project beyond what you mentioned in section A and question B19? I.e. are there researchers at other universities who you plan to work with or organisations such as learned societies or colleges, charities, local authorities or healthcare organisations.

B20; Will this project link with the NIHR Clinical Research Network? If yes, how?

If relevant, explain how you will work with the [NIHR Clinical Research Network (CRN)](https://www.nihr.ac.uk/explore-nihr/support/clinical-research-network.htm) to support the recruitment to your research.

B21; Will this project require CTU support? If yes, how?

If (part of) your research includes support from a clinical trial unit, provide further information on who and how they will be part of the project.

B22; What is the planned dissemination strategy throughout this project?

Please describe the expected main outputs from your research project and how they will be presented, disseminated and used. Explain how the findings from the proposed research will be shared with or disseminated to others. If your project recruits study participants, it is important to include details of how you will share the progress and findings of the study with study participants.

We appreciate that dissemination plans will evolve over time.

B23; How will you plan for impact?

Please describe how you plan to maximise the potential impact of the proposed research. Impact is defined as the demonstrable contribution that research makes to society and the economy, of benefit to individuals, organisations and nations.

Describe who are the likely beneficiaries of the research, when they are likely to benefit and in what ways and describe how the knowledge will be translated into the real world. Support on how to [plan for impact](https://www.nihr.ac.uk/researchers/apply-for-funding/how-to-apply-for-project-funding/plan-for-impact.htm) is provided on the NIHR website.

Costing spreadsheet

There is a template Excel spreadsheet that all applicants need to include in their application. Some guidance points for when completing the spreadsheet:

1. Please enter costs according to the Financial Year in which they will be incurred, ie April to March, as this is how we report to the NIHR.
2. Please note the recruitment costs that the School can support are those that do NOT fall under the AcoRD recruitment costs category.
3. Please enter any extra lines that you need for staff costs.
4. Open Access costs - should not be included in the application. A budget will be held centrally by the School.
5. Please specify what your Full Economic Cost would be. We wish to collect this data, as it may be needed at a later date.
6. The NIHR requires us to provide names of staff employed on projects. If not known at time of application, please state TBC.
7. The NIHR does not expect computer equipment to exceed £650 (however if specialist software is required the limit is £1000)

Gantt chart

The Gantt chart should provide timelines for the completion of work, including the timing of key milestones and deliverables. If there are several projects or workstreams within the application, please specify these within the Gantt chart. You are welcome to use any visualisation software or template that works for your project, but it should be submitted as a PDF or Excel document.