

*Please ensure that you use the current application form provided (2023 version) as other versions will not be accepted.*

## **SECTION 1: Project overview**

### **Project title**

### **Lead applicant**

### **Host organisation name**

Please provide details of the organisation who will contract for this study. They should be an NHS or academic institution based in the UK.

### **Total project cost**

Enter the research costs for this project – not including NHS support and treatment costs.

### **Type of study**

Please clarify whether this project would be categorised as research, education or quality improvement.

### **Proposed start date**

This should be the first of a month.

### **Duration of project in months**

We envisage that most projects will last 12 months or less but projects lasting up to 24 months will also be considered.

### **Summary of proposed project**

Please provide a clear explanation of the project outlined under Aims, Background, Methods, Timelines. This should be aimed at health care professionals.

### **Potential benefits for people with diabetes**

Please indicate how people with diabetes will benefit from this project, how long it would take for them to benefit, and how you are going to implement these benefits.

### **Summary of research in plain English**

Please provide an explanation of the project that would be clear to members of the public. It is highly likely this will also be read by reviewers. You may wish to involve any Patient and Public Involvement (PPI) members of your team in composing this plain English summary.

## **SECTION 2: Research proposal**

### **Research proposal**

This is the main part of your application which will be considered by the committee, so care should be taken in preparing this. Please prepare this section according to the following headlines:

1. What is the background to this project and why is it important?
2. What are the aims and objectives?
3. Review of existing evidence.
4. Project plan.
5. How will the study results be analysed?
6. What are the milestones?

Please attach a Gantt chart to the application and any supporting references. These will not be counted towards the word count.

### **How are people with diabetes involved in this study?**

Patient and Public Involvement (PPI) is considered to be an important part of any project application and it is important that this section is completed accurately. More details on what public involvement may look like and how the time of any PPI members can be reimbursed is outlined below:

<https://www.publicengagement.ac.uk/about-engagement>

<https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>

## **SECTION 3: Applicants**

### **Principal investigator details**

#### **Previous posts**

Please list your previous posts.

#### **Research experience**

Please list any previous experience you have had in education, research, service improvement or audit as it relates to the current proposed project.

#### **Publications**

Please list up to 10 publications most relevant to this project.

#### **Current research grants**

Please list any and all grants you currently hold.

#### **Previous research grants**

Please list any previous grants you have held.

#### **Details of co-applicants**

Please list the name, institution and nature of support for all co-applicants. In addition, all co-applicants and significant collaborators are required to provide a letter outlining that they are a

co-applicant or collaborator, and the nature of the contribution they will be making to the project. This will need to be uploaded to the application.

## **SECTION 4: Finances requested**

### **Staff**

Please outline the salary requirement for staff for each year requested. Please provide details of the salary as well as NI contribution, superannuation and any London allowances for each post.

### **Consumables**

Please list the cost of each consumable requirement for each year requested.

### **Equipment**

Please list the cost of each item of equipment requested.

### **Other**

Please list the cost of any other items requested (e.g. PPI, travel).

### **What contingency is planned for any delays or extra costs that may arise?**

Please describe what support you have available for unexpected costs or delays that may occur with this project. Please also outline what measures you have taken to mitigate any problems that may arise.

### **Total grant requested**

What is the total amount of funds requested for this project? This will exclude NHS treatment and support costs.

### **Contact with NIHR Clinical Research Network and excess treatment and support costs**

We strongly encourage all applicants for research grants to contact their local NIHR Clinical Research Network (CRN) to explore support for costs associated with delivering the research project. The CRN will be able to provide support for NHS support as well as NHS treatment costs and this may significantly reduce the cost of undertaking this research. If they are able to provide this support, they will need to provide a Schedule of Events Cost Attribution Template (SoECAT) form – see <https://www.nihr.ac.uk/documents/schedule-of-events-cost-attribution-template-soecat-guidance/23214>. This is a process for which they can provide advice and support. These costs cannot be leveraged for education or audit/service development projects.

### **Is there any support from another grant awarding body or industry for this project?**

Please outline any other funding application or support for this project (or part of this project) that has been awarded or applied for.

### **Justification for funding**

Please outline an explanation for all the items of funding requested.

### **Referees**

Please provide the names and contact details of two referees who could be approached to comment on this project.

## SECTION 5: Re Submission

### **If this is a re submission, please outline the changes that have been made**

Please only complete this section if your application is a re submission. Please clearly describe in this section what changes have been made to the application since it has first been submitted and how you will address the committee feedback from the previous submission.

## SECTION 6: Declaration and signature

### **Name of principal applicant**

### **Position**

### **Contact details**

### **Supporting documents**

A number of supporting documents are required to be uploaded. Some are mandatory and others are optional. Please see below:

1. Letter of support from a representative of the host organisation stating they will be happy to sponsor this study and also that they have reviewed and approved the finances (mandatory)
2. Letters of support from all co-applicants and significant collaborators (mandatory)
3. Supporting reference(s) (optional)
4. Gantt chart (optional)
5. SoECAT form (optional)

We would encourage you to explore whether your study is eligible for NIHR support. Further details about this support can be identified here:

- Eligibility for NIHR Clinical Research Network support  
<https://www.nihr.ac.uk/documents/eligibility-for-nihr-clinical-research-network-support/23746>
- Please contact the NIHR to explore eligibility if this would be useful:  
<https://www.nihr.ac.uk/researchers/collaborations-services-and-support-for-your-research/run-your-study/early-contact-and-engagement.htm>
- NCCPE: About engagement  
<https://www.publicengagement.ac.uk/about-engagement>
- Reward and recognition for public contributors – a guide to the payment of fees and expenses  
<https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>