GUIDANCE NOTES FOR COMPLETING FULL PROPOSALS
eGAS on-line Health and Care Research Wales Application Form

These guidance notes apply to: Research for Patient and Public Benefit Wales

About these guidance notes

This document contains information and guidance to applicants submitting a FULL proposal to the Health and Care Research Wales Research for Patient and Public Benefit scheme (RfPPB).

Applications for funding are made online through the Health and Care Research Wales electronic Grants Application System (Health and Care Research Wales eGAS). You must register or log-in to the Health and Care Research Wales eGAS to complete and submit your application.

It is important that you read these guidance notes 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.

We try to keep repetition in the application form to a minimum, please bear in mind different assessors will see different sections of the form.

Applications deemed in remit and competitive will be reviewed by the All Wales Prioritisation Panel (AWPP) who advise on the importance of possible research to patients, public and the NHS in Wales. They will see an anonymised extract of the application looking at sections 3.4, 3.5, 4.1, 4.4 and 4.5 only. If you are shortlisted at this stage the application form in its entirety will be sent for peer review.
If your application proceeds to the Scientific Board who will recommend funding of research proposals to Health and Care Research Wales, sections 4.1, 4.4 and 4.5 of the application will not be seen by the Board.

Overview

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Seen by All Wales Prioritisation Panel</th>
<th>Seen by Scientific Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.4</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3.5</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>3.6</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>4.1</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.4</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4.5</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

The 2016 Health and Care Research Wales Research for Patient and Public Benefit (RfPPB) scheme will support research which is related to the day-to-day practice of the health service and is concerned with impact on the health of users of the NHS. Funded research projects are likely to fall into the areas of health service research and public health research, although other areas are not excluded from the scheme. The 2016 call also incorporates a themed brief which covers the following key areas:

- Moving care and services from hospitals into communities
- Addressing the gap between the health of the richest and the poorest

Information about the research funding schemes run by Health and Care Research Wales can be found on the Health and Care Research Wales website:

http://www.healthandcareresearch.gov.wales
## Contents

### Part 1: Background Information

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Call</td>
<td>5</td>
</tr>
<tr>
<td>1.1 Aims and Scope of the RfPPB Wales Scheme</td>
<td>5</td>
</tr>
<tr>
<td>1.2 Background</td>
<td>6</td>
</tr>
<tr>
<td>1.3 Eligibility</td>
<td>6</td>
</tr>
<tr>
<td>1.4 Structure and Timetable</td>
<td>7</td>
</tr>
<tr>
<td>1.5 Criteria for Funding</td>
<td>8</td>
</tr>
<tr>
<td>1.6 Selection Criteria</td>
<td>8</td>
</tr>
<tr>
<td>1.7 Data Protection Statement</td>
<td>9</td>
</tr>
</tbody>
</table>

### Section 2 Getting Started and Using the Form

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Electronic Application Form</td>
<td>10</td>
</tr>
<tr>
<td>2.2 To Access the Application Form</td>
<td>10</td>
</tr>
<tr>
<td>2.3 To Submit an Application</td>
<td>11</td>
</tr>
<tr>
<td>2.4 Saving your Form and System Time-out</td>
<td>11</td>
</tr>
<tr>
<td>2.5 Browsers that Best Support eGAS</td>
<td>11</td>
</tr>
<tr>
<td>2.6 Spell-checking</td>
<td>11</td>
</tr>
<tr>
<td>2.7 Giving Others Access to the Form</td>
<td>12</td>
</tr>
<tr>
<td>2.8 Leaving the Application Task</td>
<td>14</td>
</tr>
<tr>
<td>2.9 Printing your Form</td>
<td>14</td>
</tr>
<tr>
<td>2.10 Technical Support</td>
<td>14</td>
</tr>
<tr>
<td>2.11 Space Restrictions when Entering Text</td>
<td>14</td>
</tr>
<tr>
<td>2.12 Use of Non-Standard Characters</td>
<td>15</td>
</tr>
<tr>
<td>2.13 URL Links</td>
<td>15</td>
</tr>
</tbody>
</table>

### Part 2 Guidance for Completing your Electronic Application Form

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Summary</td>
<td>16</td>
</tr>
<tr>
<td>3.1 Research Title</td>
<td>16</td>
</tr>
<tr>
<td>3.2 Project Start Date</td>
<td>16</td>
</tr>
<tr>
<td>3.3 Project End Date</td>
<td>16</td>
</tr>
<tr>
<td>3.4 Scientific Abstract</td>
<td>16</td>
</tr>
<tr>
<td>3.5 Summary (in Plain English)</td>
<td>17</td>
</tr>
<tr>
<td>3.6 Research Plan</td>
<td>18</td>
</tr>
<tr>
<td>3.7 Total Research Costs Requested</td>
<td>20</td>
</tr>
</tbody>
</table>

### Section 4 Project Details

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Aims and Objectives</td>
<td>21</td>
</tr>
<tr>
<td>4.2 Application Type</td>
<td>21</td>
</tr>
<tr>
<td>4.3 History of Application</td>
<td>21</td>
</tr>
<tr>
<td>4.4 Background and Rationale</td>
<td>21</td>
</tr>
<tr>
<td>4.5 Background and Rationale Evidence</td>
<td>22</td>
</tr>
<tr>
<td>4.6 Programme Remit</td>
<td>23</td>
</tr>
<tr>
<td>4.7 Public Involvement - Active Involvement Plan and Approach</td>
<td>23</td>
</tr>
<tr>
<td>4.8 Public Involvement - No Plans for Involvement</td>
<td>24</td>
</tr>
</tbody>
</table>
4.9 **Expected Outputs and Dissemination Plans**  24  
   Intellectual Property (IP)  24  
4.10 **Intellectual Property (IP) - Background**  25  
4.11 **Intellectual Property (IP) - Production and Management**  25  
4.12 **Expertise - Conflicts**  26  
4.13 **Expertise - Strengths and Contribution of Each Team Member**  26  
4.14 **Management and Governance - Success Criteria and Barriers**  26  
4.15 **Management and Governance - Ethical Issues**  26  
4.16 **Management and Governance - Research Timetable**  27  
4.17 **Management and Governance - Research Management Arrangements**  27  
4.18 **Management and Governance - Work Already Commenced**  28  
4.19 **Wider Context - CTU Involvement**  28  
4.20 **Wider Context - Links to Other Organisations**  28

**Section 5 Project Coding**  28  
5.1 **UKCRC Research Activity Codes**  29  
5.2 **UKCRC Health Categories**  29  
5.3 **Research Region**  29  
5.4 **Lead Applicant’s Profession**  29  
5.5 **Lead Applicant’s Place of Work**  29  
5.6 **Research Multi-Centred**  29

**Section 6 My Contact Info**  29

**Section 7 Research Team**  30  
7.1 **Co-applicants**  30  
7.2 **Supporting Roles**  31

**Section 8 Project Organisations**  33  
8.1 **Host Organisation**  33  
8.2 **Other Involved Organisations**  33

**Section 9 Uploads / Supporting Documentation**  33  
9.1 **Budget and Justification**  33  
9.2 **Lead Applicant and Co-applicant CVs**  34  
9.3 **Letters of Support**  34  
9.4 **Project Plan or Flowchart**  34  
9.5 **References**  34  
9.6 **Suggested Referees**  34

**Section 10 Agreement**  35  
10.1 **Agreement**  35

**Section 11 Review and Submit**  35  
11.1 **Submission Checklist**  36  
11.2 **Un-submitted Applications**  36
PART 1: Background Information

1. Introduction to Call

Research for Patient and Public Benefit Wales (RfPPB) is a response-mode funding scheme that will fund high quality research directed at achieving benefit for users of the NHS or the public health of the people in Wales.

As a responsive funding scheme, RfPPB Wales does not seek to name specific topic areas and welcomes applications on a wide range of issues. Applications that relate to health service challenges in Wales will be particularly welcome. For this round, Health and Care Research Wales would also particularly welcome applications addressing the 2016 Themed Brief which incorporates the following key areas:

- Moving care and services from hospitals into communities.
- Addressing the gap between the health of the richest and the poorest.

This is a one-stage application process. Applications will first undergo competitiveness and remit checks before being prioritised at the All Wales Prioritisation Panel (AWPP). The highest scoring applications will continue to external peer and public review and assessment by the Scientific Board.

1.1 Aims and Scope of the RfPPB Wales Scheme

The Research for Patient and Public Benefit Wales (RfPPB) aims to support capacity and capability building in the NHS in Wales by funding research which is related to the day-to-day practice of the health service and is concerned with having an impact on the health of users of the NHS. To be eligible for this scheme, the Lead Applicant must have an established role within the NHS. Honorary contracts will be accepted; however, if the Lead Applicant's primary contract is not with an NHS institution in Wales they must have held a service delivery role within the NHS for at least six months at the time of applying.

All applicants should provide details on the potential impact and scalability of interventions, if shown to be effective, and the likely transition into patient and public benefit locally and for the wider NHS in Wales. Funded research projects are likely to fall into the areas of the evaluation of healthcare technologies, health service research and public health research although projects in other areas that are consistent with the aims of RfPPB are not excluded from the scheme. The scheme also incorporates themed calls on issues of particular interest to the Welsh Government.

For example, the research projects will use quantitative or qualitative methods to:

- Study the provision and use of NHS services.
- Evaluate integrated models of health and social care.
- Evaluate the effectiveness and cost effectiveness of interventions.
- Examine resource utilisation of alternative means of healthcare delivery.
- Formally scrutinise innovations and developments.
- Pilot or consider the feasibility of research which will then require major award applications to other funders.
- Carry out evidence synthesis and meta-analysis.

As noted above, for this round, Health and Care Research Wales would particularly welcome applications addressing the 2016 Themed Brief. Applicants wishing to submit applications in this theme should complete RfPPB Helpline: 023 8059 1925

Closing date for applications: 16 January 2017

RfPPB Guidance Notes 2016-2017 copyright of Wessex Institute
the themed call application form. Please note that funding decisions will be based on quality and competitiveness alone. Across both this and the Health Research Grants call, Health and Care Research Wales will be ring-fenced funding to support at least one Themed Brief project provided they are of sufficient scientific quality. Further details on the policy background can be found here.

Applications which have emerged from interaction with patients and the public, which relate to patient and service user experience and which have been drawn up in association with a relevant group of service users will also be particularly welcome. In all cases, however, the potential trajectory to patient benefit will be a major selection criterion.

It is recognised that where applications emerge from daily practice, considerable work may be needed to create a sound research design. We expect that all applications will have the appropriate level of academic input and/or methodological advice. There should also be a strong component of service user involvement and collaborations with commercial and third sector providers of health and social care are also welcome.

The scheme will not fund:

- Laboratory-based research or basic science research, including research based on animal models.
- Setting up or maintaining research units.
- Applications which are solely service developments. Although the scheme will fund research aimed at evaluating the effectiveness of a service or intervention, it will not fund the costs of providing the service or intervention itself.
- Applications which are limited to: audit, survey, needs assessment.
- The early stages of healthcare technology/intervention development.

1.2 Background

RfPPB Wales is one of a series of funding schemes that fall under the scope of Health and Care Research Wales.

The development of RfPPB Wales is an important part of Health and Care Research Wales NHS R&D funding policy and aims to stimulate NHS organisations to lead research. It complements the aims and objectives within the Researcher Support and Portfolio Development funding stream by providing a further boost to NHS based researchers to conduct high quality patient/public focused studies in Wales.

Health and Care Research Wales, Welsh Government, has oversight of the scheme as a whole and sets its criteria.

Applicants are strongly advised to familiarise themselves with the resources available on the scheme’s webpage as well as those for Health and Care Research Wales as a whole.

1.3 Eligibility

Individuals based in NHS organisations in Wales are eligible to apply. There is a total sum available for this call of around £1.2m. Health and Care Research Wales would expect and encourage a range of applications (in terms of size and scope) including those for preliminary pilot, feasibility or review work, for example, that might support a subsequent, larger application in due course. Applications up to the value of £230,000 and up to 24 months in duration will be accepted, however, we would expect some applications to cost less and be shorter than this. Please note that quality (not cost and duration) is the key measure of assessment. If the
application is successful, a contract for the delivery of the research will be placed with the host NHS organisation and all funds for the research will be issued to that organisation.

An application from an NHS organisation in Wales can include an academic partner organisation. If the academic partner organisation is from outside Wales, a strong case must be made that the chosen partner is best placed to provide the academic input to the planned research.

The Lead Applicant must have an established role within the NHS. Honorary contracts will be accepted; however, if the Lead Applicant’s primary contract is not with an NHS institution in Wales they must have held a service delivery role within the NHS for at least six months at the time of applying.

The relevant Health Board or NHS Trust will be expected to sign-off the application - where sign-off will include confirmation that an honorary contract is in place and a commitment to support those with honorary contracts.

For this call, exceptions could be made for primary care health professionals, for example, optometrists, dentists and pharmacists, working as NHS Service Providers, as long as satisfactory alternative contracting arrangements can be agreed. Applicants from these professions are advised to contact the Health and Care Research Wales office for discussion in advance of applying.

1.4 Structure and Timetable

All applications are to be completed and submitted online, through the electronic Grant Application System (eGAS) which Health and Care Research Wales uses to deliver the application process.

The assessment process is as follows:

- All applications are initially reviewed to check they are within the programme and call remit and to identify any that are clearly not competitive*.
- Anonymised extracts of the applications are then prioritised by the All Wales Prioritisation Panel (AWPP) based on the importance of the research to patients, service users, carers and/or the organisation and delivery of effective healthcare and social services. And, if applicable, how well they have met the 2016 Themed Brief.
- Shortlisted applications will then be sent out for external peer and public review prior to being assessed by the Scientific Board.

*Please note: ‘Not-Competitive’ means that a proposal is not of a sufficiently high standard to be taken forward for further assessment in comparison with other proposals received because it has little or no realistic prospect of funding. This may be because of scientific quality, cost, scale/duration, or the makeup of the project team.

Summary of the RfPPB Wales Application Process*:
The key dates for applicants are provided in the table below. *Please note the deadline for submission of applications is 1pm.

<table>
<thead>
<tr>
<th>Stage in Process</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Launch</td>
<td>02 November 2016</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>16 January 2017</td>
</tr>
<tr>
<td>Stage 1 All Wales Prioritisation Panel</td>
<td>February 2017</td>
</tr>
<tr>
<td>Stage 2 Scientific Board</td>
<td>June 2017</td>
</tr>
</tbody>
</table>

*Please note: these dates may be subject to change

RfPPB Helpline: 023 8059 1925          Closing date for applications: 16 January 2017
1.5 Criteria for Funding

Applications will be judged on the quality of the research proposed and on significance and potential benefit to the NHS and its patients. Applications will be expected to demonstrate evidence of relevance for a public or patient community, feasibility of practical application, likely health benefit and value for money, as well as exhibiting appropriateness, soundness and rigour in methodology and design. The peer review process aims to include public, patient, healthcare and academic reviewers.

All applications must:

- Show a clear potential benefit to patients and the public and active involvement throughout.
- Contain a clear statement of objectives and demonstrate that the design of the research is appropriate to meet those objectives.
- Indicate that the team is fully aware of relevant literature as well as any ongoing studies on the topic.
- Make a case for potential improvements in health and/or healthcare arising from the study and include a discussion of potential impact.
- Provide a justification for the research design, methodologies and techniques of data collection and analysis, demonstrating in as much detail as possible how the hypotheses or research questions will be addressed.
- Make reference to any anticipated difficulties of access to respondents and/or data and how these will be overcome.
- Show that current research governance frameworks and procedures for ethical approval have been followed.
- Give a full justification for the duration of the research and financial support requested, demonstrating that the objectives are achievable within the resources and timescales proposed and justifying the time inputs of members of the research team (including for any public involvement team members).
- Indicate how dissemination of results will be handled and how action plans might follow.
- Be costed in line with the Health and Care Research Wales expectations that a range of projects will be submitted, in terms of cost and duration, within the maximum funding limit of £230,000 and 24 month duration.

All Lead Applicants will be expected to report on findings in such a way that the research outcomes are open to critical examination by peers. Outputs from the scheme are likely to take the form of both academic publications and publications designed to reach a wide practitioner, patient and service user audience so as to influence the ways in which health services are delivered.

1.6 Selection Criteria

The All Wales Prioritisation Panel (AWPP) and the Scientific Board will use specified criteria when assessing applications.

AWPP will see an anonymised extract of the application, please refer to the specific sections of the guidance for further information. The AWPP will look specifically at the importance of the research question posed and make their decisions based on the following criteria so you should ensure these questions are considered when writing your application. You should avoid including information about the scientific methodology and focus on the importance of the question to the patients and public of Wales.

- Is there an important gap in the existing evidence?
• Will the research either benefit a large population or have an important impact on a smaller population?
• Has the research got the potential to influence current Welsh policy and practice?
• Will the research help decision making in the NHS and/or other health and wellbeing settings?

The Scientific Board will judge each application on scientific quality, taking into account the reviewers’ comments. They will consider whether:

• The methodology and science is sound.
• There is a clear demonstration of the necessary skill mix, experience, project management and infrastructure for successful completion of the project.
• The estimated recruitment rates are well-explained and justified.
• The ethical, legal and social implications of the research proposed have been considered.
• The costs of the research represent good value for money.

Please note we provide the above criteria as a guide for assessment and the discussion will not be limited to these areas.

1.7 Data Protection Statement

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

The information you provide will be held securely and in accordance with the Data Protection Act 1998. The Health and Care Research Wales, Welsh Government 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 Health and Care Research Wales, Welsh Government bodies for the purposes of statistical analysis and other Health and Care Research Wales, Welsh Government management purposes. Applicants may be assured that Health and Care Research Wales, Welsh Government, is committed to protecting privacy and to processing all personal information in a manner that meets the requirements of the Act.

Data Security - data about you

Personal information will be held on a database in the Wessex Institute password protected network that is available only to Wessex Institute staff. Your details and those of your Co-applicants will be retained in order to facilitate the running of the Health and Care Research Wales funding schemes at the Wessex Institute. If your application is successful at any stage of our process, your name and organisation details may appear on the Health and Care Research Wales website. In addition, once funding has been agreed and the contract signed, your details may appear in other Health and Care Research Wales literature as a grant holder and will be passed to the Health and Care Research Wales, Welsh Government for inclusion in any of their publicly available databases of research projects. Your name and those of your Co-applicants will be added to our mailing list. This means that you may be sent updates on Health and Care Research Wales funding schemes and related information. If you have any questions, or if you would prefer not to receive routine and/or general communication, please contact us as: wales@soton.ac.uk
2. Getting Started and Using the Form

Applications for funding are made online through the Health and Care Research Wales Grant Application System (Health and Care Research Wales eGAS) wales.soton.ac.uk

You must register or log-in to the Health and Care Research Wales eGAS to complete and submit your application.

2.1 Electronic Application Form

To assist you with completing the application form an in-form learning guide can be accessed at the top of each page of the application form, under the ‘Instructions’ heading. The learning guide aims to explain each section and provide guidance as to what information is required.

There is also a ‘FAQ’ section available on the left hand navigation menu of the application form screen.

2.2 To Access the Application Form

Use the following link: wales.soton.ac.uk

You will need to either register (one off process) or log-in using your registered email address (your user ID) and password. To apply for a specific call, click on the ‘Apply for Funding’ button where you will be taken to a list of available funding opportunities. Applying for a funding opportunity creates a task called ‘Full Application (RfPPB)’. This task will be available on your home page for you to complete until 1pm on the closing date, as indicated on the research call and on your task.

See the screenshot example below:

Clicking on the ‘Full Application (RfPPB)’ 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.
2.3 To Submit an Application

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

- 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.
- Submit a full detailed costing spreadsheet using the Budget and Justification template supplied.
- Submit a Project Plan or Flowchart (single-side of A4, portrait format), as a separate Word document for submission with your application form. This should illustrate the study design and the flow of participants. Applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram.
- Submit research CVs for the Lead Applicant and Co-Applicants using the template provided.

2.4 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 located either at the bottom of each page of the application form or if you are working on large text areas this will have its own save button beside it. 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 eGAS so that after 60 minutes of inactivity, the user will be logged out of eGAS. It is advisable therefore to save your work at regular intervals using the save button. The Health and Care Research Wales eGAS 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.

2.5 Browsers that Best Support eGAS

The Health and Care Research Wales eGAS 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, 8, 9 and 10), Firefox and Google Chrome.
- Apple users - Safari.
- Linux - Opera.

2.6 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 Health and Care Research Wales eGAS.
2.7 Giving Others Access to the Form

Use the following link: wales.soton.ac.uk

Please note: A Microsoft Word version of the application form is available through the Health and Care Research Wales webpage.

This document can be used to share information with your Co-applicants but will not be accepted as an application form.

Co-applicants

Guidance for how Co-applicants complete their sections can be found at: https://www.healthandcareresearch.gov.wales/uploads/co-app.pdf

Access to your application is through your Health and Care Research Wales eGAS user login. This should not be shared. The full application is designed as a collaborative submission.

As the Lead Applicant, you can nominate Co-applicants to provide their CV information and collaborate on sections of the application. In order to do this, when adding your Co-applicants on under the Research Team section of the application, the ‘Allow Public Project File Access’ box needs to be ticked.

Please ensure that before adding your Co-applicants you check they are not already registered on eGAS. If they are not registered, you will be required to accurately complete the Co-applicant’s contact details, specifically their email address as this will be how eGAS will notify them of their role in the application and submission process.

You can also select the type of access they have to the application (Read Only, Edit All or No Access). As a result of the nomination, your Co-applicants will be invited via email to login to eGAS, accept their role and complete their application contribution (if applicable).

Each Co-applicant will potentially receive one or two of the following tasks: ‘Agree to Participate in the Application’ and ‘Full Application’ (dependent on the permission levels assigned). Please note that ALL Co-applicants need to complete their ‘Agree to Participate in the Application’ task in order for the Lead Applicant to be able to submit the application. Currently out of office replies will be returned to an unmonitored inbox and we advise the Lead Applicant to ensure Co-applicants are available to complete their sections.

Please note that if a Co-applicant has been given the permission level of ‘No Access’ to the application, they will only have the task ‘Agree to Participate in the Application’ to complete.

The Research Team page in the application shows you who has yet to complete their participation task for the application form in the Outcome column of the Applicants & Co-applicants/Academic Mentor table. It is your responsibility to remind your colleagues to complete their application task and make contributions to the application.
appropriate areas of the application form (if applicable) and you should make sure that you allow time for them to do this before the closing date for the call.

**Signatories**

Guidance for how Supporting Roles complete their sections can be found at:

The Lead Applicant can nominate someone in an administrative role to fill in some of the form, as well as a finance person to complete the relevant Budget and Justification spreadsheet.

This can be activated via the Research Team page by adding a Supporting Role of Administrative Contact or Administrative Authority or Finance Officer and giving them the permission level of ‘Edit All’. Please ensure that before adding these individuals you check to ensure they are not already registered on eGAS. If they are not registered, you will be required to accurately complete their contact details, specifically their email address. As a result of the nomination, your Supporting Role will be invited via email to login to eGAS, accept their role and complete their application contribution.

Instead of requiring signatures (for roles such as Sponsor, Head of Department or Senior Manager, NHS Facilities Manager etc.) on a paper copy of the application form, you will be asked to provide contact information (including a valid email address) about the required signatories for the full application so that they can complete their approval electronically. Please ensure before adding these individuals that you check to see if they are not already registered on eGAS. If they are not registered, you will be required to accurately complete their contact details, specifically their email address, as this is how they will be registered into eGAS and notified of their role in the submission. This process replaces the need for ‘wet ink’ signatures with an electronic version.

You will need to add all the suitable Supporting Roles for the application into the Research Team page under the Supporting Roles heading.

As a **minimum** you will need to provide contact information for the following Supporting Roles:

- The Nominated Administrative Authority or Finance Officer.
- The Nominated Head of Department or Senior Manager.
- The Sponsor.

If you add NHS costs in the Summary tab of the Budget and Justification spreadsheet you will also need to obtain the signature of an NHS Costs Nominated Signatory. **This only becomes mandatory when NHS costs are added.**

**Types of signatory and definitions**

**Sponsor** - All research projects must have a nominated sponsor responsible for the management and conduct of the project. A sponsor is an individual, organisation or group taking in responsibility for securing the arrangements to initiate, manage and finance a study.

**Head of Department** - The person who signs this should be the person who is responsible for the department where the bulk of the research will take place.
Administrative Authority or Finance Office – This person is expected to confirm that the staff grades and salaries quoted are correct and in accordance with the normal practice of your institution.

The preceding signatories are mandatory.

NHS costs nominated signatory – This person is expected to be agreeing to the NHS costs being funded by their organisation for patients recruited to this trial within the sites covered by their organisation, further assurance will be sought in relation to NHS costs at other sites.

This signatory is mandatory if NHS costs are being sought.

Each Supporting Role will potentially receive one or two tasks: ‘Sign off Full Application’ and ‘Full Application’ (dependent on the permission levels assigned). Please note that ALL Supporting Roles need to complete their ‘Sign off Full Application’ task in order for the Lead Applicant to submit the application. Currently out of office replies will be returned to an unmonitored inbox and we advise the Lead Applicant to ensure signatories are available to complete their sections.

Please note that if a Supporting Role has been given the permission level of ‘No Access’ to the application, they will only have the task ‘Sign off Full Application’ to complete.

The Research Team page in the application shows you who has yet to complete their participation task for the application form in the Outcome column of the Supporting Roles table. It is **your** responsibility to remind your colleagues to complete their application task and make contributions to the appropriate areas of the application form (if applicable) and you should make sure that you allow time for them to do this before the closing date for the call.

### 2.8 Leaving the Application Task

You can leave your application task at any time, but you must save any new information you have entered on the page you are working on first.

### 2.9 Printing your Form

You are able to print your form at any time by clicking on the ‘Review and Submit’ button in the left hand menu and choosing the ‘View PDF’ button, this will generate a pdf of your application that you can then print.

### 2.10 Technical Support

If you encounter any problems with the Health and Care Research Wales eGAS system, you should refer to eGAS FAQ’s available on the following web link, or by calling the RfPPB helpline 023 8059 1925. If you leave a message a member of staff will return your call as promptly as possible.

### 2.11 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 a Microsoft Word character count.
The form counts all blank spaces 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.

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.

2.12 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.

2.13 URL Links

You may wish to include URL links to your application or refer to URL links in the 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).
PART 2: Guidance for Completing your Electronic Application Form

3. Project Summary

Please ensure that you read the relevant documentation thoroughly before starting your application.

Reference number
While preparing for, and until you Submit your application, a randomly generated 4-digit number will be assigned to your entry online. You should note this 4-digit identifier, which can be found in the top right hand side of the screen in Project Information, as you will need it for any enquiries prior to completing your submission.

Once you have successfully submitted your form a reference number for your application will be generated that will be unique. This will take the form of a standard reference (eGAS -1001).

If your application is successful, this unique reference number will stay with the research for its lifetime. Please note that this reference number is not filled in by the applicant and will be generated automatically when the form is submitted online.

3.1 Research Title
(Limit: 200 characters)

The project title should clearly and concisely state the proposed research. Any abbreviations should be spelled out.

3.2 Project Start Date

Please note this should be from 1\textsuperscript{st} of the month whether this is a working day or not. Please be realistic about your possible start date taking account of the necessary contracting and recruitment time and any ethics approval you may need prior to starting your project.

Health and Care Research Wales is committed to timeliness of research and rapid initiation of studies following funding board assessment. Please note that should you be successful with your full proposal we will expect your project to commence on or before the 1 October 2017.

3.3 Project End Date

Your project should be a maximum of 24 months duration, shorter projects are also accepted.

3.4 Scientific Abstract
(Limit: 3500 characters)

Please note the All Wales Prioritisation Panel (AWPP) will use this section of the form to assess the importance of the proposal to the NHS, patients and the public in Wales.

You must complete this section of the form in an anonymised format i.e. there must not be any information that enables any individual, team or institution associated with your application to be identified. Any identifiable text will be redacted before it is assessed.
Please provide a structured expert summary which outlines the background to the research, the aims of the work, including the question to be addressed by this research, the plan of investigation and a summary of the potential benefits to the public and/or to patients and the NHS.

This should also include any additional points required to support statements made in the above sections, and any key references required to justify the points made (e.g. in the use of particular outcome measures or methods of analysis). This section of the application will be used as an overall summary, and therefore, should be a stand-alone section. Therefore, any abbreviations used elsewhere in the proposal should be defined here.

3.5 Summary (in Plain English)

(Limit: 3500 characters)

Please note the All Wales Prioritisation Panel (AWPP) will use this section of the form to assess the importance of the proposal to the NHS, patients and the public in Wales.

You must complete this section of the form in an anonymised format i.e. there must not be any information that enables any individual, team or institution associated with your application to be identified. Any identifiable text will be redacted before it is assessed.

Content

When writing your summary please include the following information (where appropriate):

- Aim(s) of the research.
- Background to the research, specifically what is the problem being addressed and why is this research important.
- What you hope to discover.
- Public involvement.
- Dissemination.

The importance of a plain English summary

A plain English summary is a clear explanation of your research.

Many reviewers use this summary to inform their review of your funding application. They include clinicians and researchers who do not have specialist knowledge of your field as well as policy makers and members of the public. If your application for funding is successful, the summary may be used on the Health and Care Research Wales and other websites.

A good quality plain English summary providing an easy to read overview of your whole study will help:

- Those carrying out the review (reviewers and panel and board members) to have a better understanding of your research proposal.
- Inform others about your research such as members of the public, health professionals, policy makers and the media.
- The research funders to publicise the research that they fund.

If we feel that your plain English summary is not clear and of a good quality then you will be required to amend your summary prior to final funding approval.
It is helpful to involve patients/carers/members of the public in developing a plain English summary.

The plain English summary is not the same as a scientific abstract - please do not cut and paste this or other sections of your application form to create the plain English summary.

Further guidance on writing in plain English is available online at Involve Make it Clear
http://www.invo.org.uk/makeitclear/how-to-write-a-summary/

### 3.6 Research Plan
(Limit: 28000 characters)

Describe the proposed research plan, providing descriptions of the overall research design and a strong justification of sampling strategies, methods of data collection and analysis. It is vital to add as much detail as possible on design and methodology, including justification of sample size, power calculations and sample selection and exclusion criteria where applicable.

RfPPB Wales wishes to encourage both qualitative and quantitative research designs and recognises that these need to be presented in different ways. If appropriate, please include a copy of any questionnaires or other documents that you have prepared to be used as part of your study. These can be uploaded as part of the Uploads section of the application under the upload type of References.

It is mandatory to attach a one page Project Plan or Flowchart indicating a schedule for the completion of work, including the timing of key milestones and deliverables and also to attach a list of references cited in the application. Your Project Plan or Flowchart **MUST** be provided in Microsoft Word and be prepared in portrait format or you may not be able to submit your application and it may be difficult for the Scientific Board to view the required information in order to assess your application. Only a one page document is permitted.

References **MUST** also be provided in Microsoft Word format or you may not be able to submit your application or it may be difficult for the Scientific Board to view the required information in order to assess your application. Only a one page document is permitted.

Both documents can be uploaded as part of the Uploads section of the application form.

Broadly, the detailed research plan should follow the format set out as follows; however, you should try to avoid repetition within your form. You do not need to repeat information that is in other sections of your form, e.g. scientific abstract, unless you wish to include un-anonymised details.

**Background and Rationale:**
This section should include a brief literature review and how you expect to add to the body of knowledge with reference to current policy and practice in Wales. Background and rationale is an additional question outside of the research plan which should be answered in an anonymised format, you may feel you do not need to include this in your research plan unless you wish to include specific details.

**Evidence Explaining why this Research is Needed Now:**
Indicate the necessity for the research, both in terms of time and relevance.

**Aims and Objectives:**
Please summarise the key aims and objectives of your project and provide a concise statement of the proposed research. Aims and objectives is an additional question which should be answered in an
Research Plan:
Outline the design of your research including the methods you plan to use; the target organisations, staff groups/professions, patient care group or disease area to be studied and brief details of the team involved in undertaking the research. You should include a clear explanation of the main (single) research question phrased in PICO terms (Population; Intervention; Comparator; Outcome). Please ensure your fieldwork and methods are clearly connected to the aims and objectives and research questions you outlined earlier.

Design and Theoretical/Conceptual Framework:
Please provide a brief statement on the type of study design to be used, and the theoretical framing, concepts and models to be used.

Target Population:
Define the population from which the study sample receives the health technology concerned (or the control intervention where appropriate) e.g. women over 60, people with learning disability, people with advanced cancer.

Inclusion/Exclusion Criteria:
Please provide a detailed explanation of the inclusion/exclusion criteria.

Setting/Context:
Please describe the health service setting or context, in which the study will take place (such as the organisation or service type).

Search Strategy (in the case of projects involving evidence synthesis):
Please provide details of the body of existing evidence that will be covered and access arrangements (e.g. use of databases, hand-searching, communication with authors etc.).

Sampling:
Please describe for all projects your approach and rationale for sampling or selecting research sites and subjects. For quantitative studies, if appropriate, state the required sample size, giving details of the estimated effect, size, power and/or precision employed in the calculation where applicable. You should also provide estimations of recruitment and retention rates.

Data Collection:
Please describe the data you plan to collect. Depending upon your study design and methodology, you may need to explain what data collection instruments or measures you plan to use, and whether you will be using instruments already developed and tested elsewhere or instruments which you develop as part of this project. For example, where cost or outcome data is to be collected, you need to make clear and justify your approach to defining and measuring the costs or outcomes in question. You should make clear the link between the data collected and the research questions outlined earlier.

The programme is interested in taking advantage of the growing utility of routine data (such as HES, GP records etc.), and would like investigators, where appropriate, to ask study participants to consent to long term follow up (e.g. beyond the outcomes to be collected in the funded trial) using routinely collected data, and appropriate linkage to allow this data to be best used.

Data Analysis:

RfPPB Helpline: 023 8059 1925

Closing date for applications: 16 January 2017
Please describe how you plan to analyse the data you have collected. Depending upon your study design and methodology, you may need to explain what quantitative statistical methods you plan to employ, your methods for qualitative data analysis, and your approach to combining data from multiple methods or sources.

**Project Management:**
All project proposals should include details of how the project will be managed. For projects involving a number of institutions or component parts, **effective project management is essential** to ensure the work is completed within the planned timeframe. You should set out how Co-applicants in different institutions will communicate and monitor progress of the project.

**Expertise and Justification of Support Required:**
Outline the particular contribution each member of the team will make to the project and the particular contribution that collaborators are intended to make. In addition, please give details of supervision arrangements for junior staff involved.

You should outline staff numbers and grades, timescales, equipment purchases, etc. that you are requesting funding for. If you propose to purchase expensive medical or other equipment, justify fully why you are not proposing to lease it.

If applicable you must also provide an explanation and justification of the NHS Support Costs and Excess Treatment Costs associated with this proposal including, if applicable, an explanation of the basis on which these NHS costs have been estimated.

### 3.7 Total Research Costs Requested

You should enter the figure calculated in your detailed Budget and Justification spreadsheet here. You should complete the separate Budget and Justification document and attach it as part of your application under the Uploads section.

**Health and Care Research Wales will pay up to 80% of the Full Economic Cost (FEC) of the project.**

For guidance on how to complete the financial costs of your application, please see the [financial guidance](#). You must ensure your NHS research costs have been approved.
4. Project Details

Each text area name is not mandatory for application submission however we would strongly advise completing as many questions that are relevant to support your application.

4.1 Aims and Objectives
(Limit: 3500 characters)

Please note the All Wales Prioritisation Panel (AWPP) will use this section of the form to assess the importance of the proposal to the NHS, patients and the public in Wales.

You must complete this section of the form in an anonymised format i.e. there must not be any information that enables any individual, team or institution associated with your application to be identified. Any identifiable text will be redacted before it is assessed.

Please note that this section of the application form will not be seen by the Scientific Board. You should ensure details you wish the board to consider are included in your research plan.

Please summarise the key aims and objectives of your project and provide a concise statement of the proposed research.

4.2 Application Type
(Limit: 50 characters)

Please state the type of application you are submitting; primary, secondary, or evidence synthesis research. You should also state if your application is for a pilot or feasibility study.

4.3 History of Application
(Limit: 1500 characters)

Please state ‘Yes’ or ‘No’ and indicate whether this or a similar application has previously been submitted to this or any other funding body. Where a proposal like this, or with similar content, has been submitted to this organisation or elsewhere please complete the necessary information.

We are keen to know if the proposal has been submitted elsewhere and you must be as open about this as possible. This includes, but is not limited to, any facts that, should they come to light at a future date, would embarrass either the programme or the individual who withheld the fact (e.g. if a member of the team holds a patent or has a financial interest within the research area).

Failure to disclose accurately or fully will be considered by the programme as academic misconduct and as such treated seriously. You should also include in this section information on whether this or a similar application has been submitted to any programme previously, or to any other funder. You should name, and provide dates and outcomes of these.

4.4 Background and Rationale
(Limit: 5000 characters)
Please note the All Wales Prioritisation Panel (AWPP) will use this section of the form to assess the importance of the proposal to the NHS, patients and the public in Wales.

You must complete this section of the form in an anonymised format i.e. there must not be any information that enables any individual, team or institution associated with your application to be identified. Any identifiable text will be redacted before it is assessed.

Please note that this section of the application form will not be seen by the Scientific Board. You should ensure details you wish the board to consider are included in your research plan.

This section should include a brief literature review and how you expect to add to the body of knowledge with reference to current policy and practice in Wales.

Please provide evidence explaining why this research is important. Please also explain the size and nature of the problem to be addressed and explain how findings may be exploited and implemented. You should include a clear explanation of the main (single) research question phrased in PICO terms (Population; Intervention; Comparator; Outcome). You may provide a brief literature review, including, if appropriate, reference to previous or ongoing work which relates to that being proposed. Applicants should be aware of ongoing research in this area and comment on any other research which might be deemed to overlap with the contents of the proposal.

The rationale should aim to detail the:

- Likely benefits of the proposed research to patients and the public.
- Implications for the further development of clinical or public health practice.
- Potential impact on local decision-making and improvements in service delivery.

### 4.5 Background and Rationale Evidence

(Limit: 2000 characters)

Please note the All Wales Prioritisation Panel (AWPP) will use this section of the form to assess the importance of the proposal to the NHS, patients and the public in Wales.

You must complete this section of the form in an anonymised format i.e. there must not be any information that enables any individual, team or institution associated with your application to be identified. Any identifiable text will be redacted before it is assessed.

Please note that this section of the application form will not be seen by the Scientific Board. You should ensure details you wish the board to consider are included in your research plan.

In addition to searching Europe PubMed Central (PMC), applicants should check the list of existing research funded by Health and Care Research Wales.

Please describe the existing evidence base for this research and demonstrate why this means your research is important now, both in terms of time and relevance.

The proposed standard for what constitutes a satisfactory review of the existing evidence to inform new primary research is as follows:
• Citing a relevant Cochrane Review (or)
• If no Cochrane Review exists then citing another systematic review that is published in a peer reviewed journal (or)
• If no published systematic review is identified then the research applicants should present the findings of a systematic review that they have undertaken for the purposes of the application.

Importantly, if the applicants undertake and present the findings of their own review of the existing evidence undertaken systematically then they have to provide sufficient details of the methodologies employed to allow the review to be replicated.

4.6 Programme Remit

This section must include the following:

Please explain how your proposed research is within the remit of the RfPPB programme. You should include a clear explanation of the main (single) research question phrased in PICO terms (Population; Intervention; Comparator; Outcome).

Give a brief explanation of how or in what ways the design constitutes a clinical trial or evaluation study. You are welcome to highlight any other aspects of the design that you would like to bring particular attention to, in order to explain how it is within remit. Please remember that the RfPPB programme looks at patients or people seeking healthcare and studies using healthy volunteers and, animals are not within the remit of the programme.

4.7 Public Involvement – Active Involvement Plan and Approach

Health and Care Research Wales expects the active involvement of the public in the research it supports, including research undertaken as part of an individual training award. Health and Care Research Wales recognise that the nature and extent of active public involvement is likely to vary depending on the context of each study or award.

The term involvement refers to an active partnership between patients, members of the public and researchers in the research process. This can include, for example, involvement in the choice of research topics, assisting in the design, advising on the research project or carrying out the research.

You are encouraged to consider whether the scientific quality, feasibility or practicality of a proposal can be improved with public involvement.

Where appropriate, when describing the ways in which you have involved the public:

• Provide names of individuals and/or groups.
• Outline the activities they have been involved in.
• Explain how this involvement has, or has not, influenced or changed this research application.

When describing public involvement, applicants should outline their plans stating:
• The aims of active involvement in this project.
• A description of the patients, carers or members of the public to be involved.
• A description of the methods of involvement.

If members of the public were actively involved in identifying the research topic and preparing this application or if active involvement is planned, please give more details including how:

• It will benefit the research.
• The reasons for taking this approach.
• Arrangements for training and support.

The Cynnws Pobl/Involving People website provides detailed information on involving members of the public in research. In this section it is important that you describe in as much detail as possible how patients and the public have been involved in the development of the application as well as plans for involvement in the proposed research. Please note that this section does not refer to the recruitment of patients or members of the public as participants in the research.

Involving People has issued guidance for researchers on public involvement in research and the paying of service users actively involved in research. These are available from:

http://www.wales.nhs.uk/sites3/home.cfm?orgid=1023

4.8 Public Involvement - No Plans for Involvement
(Limit: 1000 characters)

If members of the public were not actively involved in identifying the research topic and preparing this application, or if there are no plans for active involvement, please explain why it is not thought necessary.

4.9 Expected Outputs and Dissemination Plans
(Limit: 4000 characters)

What are the expected outputs of research/impact and please describe your plans for disseminating the findings of this research?

This could include plans to submit papers to peer reviewed journals but it will be particularly important to identify forms of presentation that will maximise impact on practitioners and service managers if appropriate.

It is expected that as part of the long-term research and/or implementation strategy, all research funded by Health and Care Research Wales through the Welsh Government should be able to demonstrate that it is capable of generating outcomes that are likely to contribute to the benefit of those who use the services of the NHS in Wales.

In addition to traditional publication routes, please indicate also how any findings arising from the research will be disseminated so as to promote or facilitate uptake by users in the NHS. This may well include plans to submit papers to peer reviewed journals but it will be particularly important to identify additional forms of presentation that will maximise impact on practitioners and service managers if appropriate.

Describe also how you will engage with patients or service user groups, health care planners, practitioners and/or policy makers, where appropriate. **We expect that when pilot or feasibility studies are proposed a clear route of progression criteria to the substantive study will be described here.**
NOTE: Please also provide information about plans for sharing the findings of the research with the research participants and patients/members of the public who were involved in the research project.

### Intellectual Property (IP)

It is essential that any Intellectual Property (IP) which may arise from Health and Care Research Wales funded research is recognised, captured and utilised in the most appropriate way, to ensure that the potential benefits of the research are realised effectively for patients and the taxpayer.

Health and Care Research Wales takes a broad definition of IP which might include research outputs such as new or improved software, training materials, manuals, checklists, scales, protocols, questionnaires, toolkits, guidelines or similar, service innovations or new service delivery models, research tools, such as data analysis techniques, assays, cell lines, antibodies, biomarkers, materials, as well as patentable inventions such as new/improved medicinal products, diagnostic tests or medical devices. Such new developments of IP are known as ‘foreground IP’. In addition, the proposed research is likely to build on IP generated previously by others or yourselves as Applicant. This is known as ‘background IP’. IP may be protected via a number of methods including Copyright, trademarks or Patents. Taking this into account we can assume that much of the research funded by Health and Care Research Wales is likely to generate or modify IP.

#### 4.10 Intellectual Property (IP) - Background

(Limit: 3000 characters)

This section of the application form asks you to consider the background IP on which this application is based, and the nature of any foreground IP likely to be generated.

You or your institution may hold the relevant background IP. The term ‘background IP’ refers to the IP available at the start of your research project - which is being used in delivery of this project. Background IP may have been developed through earlier research projects which you may or may not have been involved in. If the research you propose will use background IP you will need to ensure you have reached agreement to use the background IP. This may require licences, collaboration agreements and/or sub-contracts (e.g. you require a licence to use the EQ5D questionnaire for research purposes). If so, you will need to tell us about these arrangements in your application and provide a copy of these agreements if you are successful in obtaining funding for your proposed research.

#### 4.11 Intellectual Property (IP) - Production and Management

(Limit: 3000 characters)

We anticipate that most research will develop new, or improve existing IP (e.g. by modifying or enhancing an existing intervention, developing data analysis techniques, developing new software etc.). In this section we would like you to detail the potential areas for IP development. Where appropriate, please link this back to any background IP that you have previously mentioned. Indicate why you think the new IP is novel over what is already known/in existence. We understand that at this stage your ideas may be tentative. Please note IP produced may, or may not have a commercial value but we would anticipate all projects will produce IP that has wider benefit.
It is important to demonstrate in your application that you have plans and competent staff in place to manage any new (or existing) IP.

4.12 Expertise - Conflicts

(Limit: 1500 characters)

Please declare any conflicts or potential conflicts of interest that you or your Co-applicants may have, including any facts that, should they come to light at a future date, could lead to a perception of bias or embarrass either the programme, Health and Care Research Wales or the individual who withheld the fact (e.g. if a member of the team holds a patent or has a financial interest within the research area).

Please include any relevant personal, non-personal and commercial interest that could be perceived as a conflict of interest, examples include (this list is not all encompassing), secondary employment, consultancy, financial or commercial gain (pensions, shareholdings, directorships, voting rights, honoraria, etc). In a case of commercial sector involvement with the application or the study, please state clearly the relationship to ownership of data, access to data, and membership of project oversight groups. If in doubt, you should err on the side of disclosure.

4.13 Expertise - Strengths and Contribution of Each Team Member

(Limit: 2000 characters)

In this section you will be required to:

- Explain why the group is well qualified to do this research, describing the track record of the research team in applied health research. If members of the research team are from outside Wales, a strong case should be made that they are best placed to provide the input to the planned research.
- Explain each applicants contribution towards the application e.g. data collection, co-ordination and project management, analysis, methodological input, public input.
- Explain how the applicants work together (or propose to work together if they have not done so previously), and identify other major collaborations important for the research.
- Describe the existing research support (e.g. funding from other sources) available to the research team, which is relevant to this application. Clearly delineate the proposed project from other related research, funded from another source.

NOTE: If the salary costs of members of the team are not being sought via this application, it should be clarified how their contribution will be supported within the Finances section.

4.14 Management and Governance - Success Criteria and Barriers

(Limit: 2000 characters)

Please set out the measurements of success you intend to use, the barriers to the proposed research and how you intend to mitigate against them.

4.15 Management and Governance - Ethical Issues

(Limit: 3000 characters)

Please discuss all potential ethical considerations raised by your project and explain how you will address these. This should include discussion of vulnerable groups and issues relating to accessing data where such
considerations are relevant. Outline the ethical issues, and arrangements for handling them. Consider when the project requires approval by an ethics committee. If there is development work that is essential before you intend to apply for ethics approval, state this and make the timescales clear in your plan of investigation and project timetable. If you are using patient information from an existing database, you should check whether the patients have given their consent for their data to be included in that database for research purposes, or if not whether the database is exempt under Section 60 of the Health and Social Care Act 2001. Please note, if your application is successful, funding will not be released until all approval documents have been submitted to the programme.

Researchers may find the SPIRIT 2013 statement a useful resource when preparing their protocol for ethics and other approvals.

Please note that time to obtain ethical approval should be incorporated into the project timetable.

If there are no ethical considerations in relation to the project being proposed, please state this in your answer and provide a brief explanation of why you believe this is the case.

4.16 Management and Governance - Research Timetable

(Limit: 2000 characters)

Please provide a concise summary of the project plan of investigation, preferably in the form of a monthly project timetable showing the scheduling of all key stages in the project, their expected durations, and the timing of key milestones throughout the project including the production of outputs.

Please ensure your timings (e.g. time allowed for securing ethics/governance approval, for undertaking data collection and analysis, and for reporting and writing up) are realistic. Your project will be required to start on or before the 1 October 2017 and this date is non-negotiable.

This timetable will be an important aspect of the monitoring framework during the life of the project. If your application is successful, you will be required to submit quarterly progress reports. Where appropriate, these progress reports will be based on the project timetable and milestones. If you are late producing progress reports or a single draft final report of the expected standard for the programme, we may withhold payments, in accordance with our retention policy.

Applicants should note that the Health and Care Research Wales RfPPB scheme monitors the degree to which requested timetables are met, and that having a proven track record in delivering on time may be a consideration when deciding future awards.

4.17 Management and Governance - Research Management Arrangements

(Limit: 2000 characters)

All project proposals should include details of how the project will be managed. For projects involving a number of institutions or component parts, effective project management is essential to ensure the work is completed within the planned timeframe.

You should set out how Co-applicants in different institutions will communicate and monitor progress of the project. The project team is encouraged to appoint a dedicated (but not necessarily full-time) project manager who can assist with the day-to-day management of the project, a role which should be appropriately costed where necessary.
All primary research projects are expected to establish a Project Advisory Group (or similar) which ideally should have an independent Chair. Costs incurred by this group should be included in the budget as appropriate.

4.18 Management and Governance - Work Already Commenced
(Limit: 2000 characters)

Please give details of any relevant work that has already commenced in the preparation of this research proposal.

4.19 Wider Context - CTU Involvement
(Limit: 1500 characters)

If a Clinical Trials Unit (CTU) or a Research Design and Conduct Service connected to a Trials Unit is to be involved, please provide the Unit name, registration number and explain the involvement of the CTU at all stages of your research, including design and follow up, should the trial be funded. If there is to be no involvement, please explain why.

Clinical Trials Units are regarded as an important component of many trial applications and can advise and participate throughout the process from initial idea development through to project delivery and reporting. However, they may not be essential for all types of studies. If you feel this is the case, please justify the reasons on your application.

In addition UKCRC CTU Network (www.ukcrc-ctu.org.uk) provides a searchable information resource on all registered units and CTU ID numbers in the UK and lists key interest areas and contact information.

A letter of confirmation from the CTU Director should be supplied for a submission to be complete where you have indicated their involvement. The supporting letter can be added in the Uploads section.

Clinical Trials Toolkit:
Researchers designing or undertaking clinical trials may wish to consult the NIHR Clinical Trials Toolkit (www.ct-toolkit.ac.uk). This freely available resource is an innovative website designed to help researchers navigate through the complex landscape of setting up and managing clinical trials in line with regulatory requirements. Although primarily aimed at those involved in publicly funded Clinical Trials of Investigational Medicinal Products (CTIMPs), the Toolkit will also benefit researchers and R&D staff working on trials in other areas, who will find useful information and guidance of relevance to the wider trials environment.

4.20 Wider Context - Links to Other Organisations
(Limit: 3000 characters)

Where appropriate, you are expected to engage with relevant Health and Care Research Wales infrastructure groups or support (other than a trials unit). We are keen to learn about the benefits you have identified as a result of such collaboration. Please provide as much detail as you can.

5. Project Coding

This information is required for monitoring purposes by Health and Care Research Wales. The majority of the boxes offer a choice from a drop down menu or simply require you to tick boxes relevant to them. Please
note it is mandatory to complete this section. If necessary please refer to the user’s guide on the UKCRC website www.ukcrc.org/home/

5.1 UKCRC Research Activity Codes

Research Activity Codes classify types of research activity. This dimension of the HRCS has 48 codes divided into eight overarching code groups which encompass all aspects of health related research activity ranging from basic to applied research. The Research Activity Codes are modelled on the structure of the Common Scientific Outline, a cancer research specific classification system developed by the International Cancer Research Partners. www.hrcsonline.net/rac

Please add all codes that apply to your research.

5.2 UKCRC Health Categories

Please tick all health categories that apply to your research.

5.3 Research Region

Please select the relevant regions from the list available.

5.4 Lead Applicant’s Profession

Please select the relevant profession from the list available.

5.5 Lead Applicant’s Place of Work

Please enter the Lead Applicant’s place of work stating if this is a University or Hospital.

5.6 Research Multi-Centred

Please state if the research will take place in more than one centre, yes or no.

6. My Contact Info

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.

E-mail
Please check your email address.

Address
Please provide a postal address.

Phone
Please provide a contact phone number.

RfPPB Helpline: 023 8059 1925

Closing date for applications: 16 January 2017
Degrees
Please provide details of any degrees/professional qualifications you hold.

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

You should also upload your CV using the template provided; these are limited to two sides of A4 and can be uploaded via the Uploads page of the application.

7. Research Team

You must complete personal details for everyone involved and state their role in the proposed project.

Please ensure before adding members of the research team you check they are not already registered on eGAS. If they are not registered, you will be required to accurately complete their contact details, specifically their email address as this will be how eGAS will notify them of their role in the application and submission process.

7.1 Co-applicants

Please add details of all Co-applicants under the Research Team section of the application. Where a high number of co-applicants is being proposed, their individual contributions need to be fully stated and justified.

Do not include collaborators, who should be included in the ‘Expertise – Strengths and Contribution of Each Team Member’ section of the application form, under the Project Details tab. Co-applicants are those individuals with responsibility for the day to day management and delivery of the project. Collaborators normally provide specific expertise on particular aspects of the project. Please note that Co-applicants are considered part of the project team and are expected to share responsibility for its successful delivery.

We would expect the Lead Applicant to be the primary person for the application form therefore when adding on your Co-applicants do not tick to make them the primary person. Also do not use the role type of Principal Co-Applicant or Academic Mentor.

Ticking ‘Allow Public Project File Access’ will allow Co-applicants to access the application and documentation associated with the project i.e. uploads etc once the application has been formally submitted.

Under permissions, you can also choose which level of access you allow your Co-applicants to have to the application form during the application stage: ‘Read Only’, ‘Edit All’ or ‘No Access’.

As you complete and save the details of Co-applicants, eGAS will notify them by email inviting them to approve involvement with your project by participating in a one/two-task process, dependent on what permission rights have been assigned.

Important note: This is a one/two-task process (dependent on what permission rights have been assigned)

Task 1: Agree to participate in the Application
All Co-applicants will receive this task. They must login to eGAS via the email link and accept their role and complete their application contribution. They must click into the ‘Agree to Participate in the Application’ task located under the My Tasks tab (highlighted in blue) and then click on the Agreement page located on the left hand navigation menu. The Co-applicant must tick to say they agree to participate in the task and click save and continue and then click Submit located on the next page. A pop up window will be displayed which asks ‘Are you sure you wish to submit?’ Click OK.

You will not be able to complete and submit your application until ALL Co-applicants complete their ‘Agree to Participate in the Application’ task. It is your responsibility to ensure completion of the task by Co-applicants is in good time for the submission.

You will know if your Co-applicants have completed the task as the Outcome column on the Research Team page will change from ‘Not Submitted’ to ‘Submitted’ and the Status column will change from ‘Incomplete’ to ‘Complete.’

Task 2: Full Application

If the permission level of ‘No Access’ was selected then this task will not be available to Co-applicants.

It is this task that allows Co-applicants ‘Read Only’ or ‘Edit All’ access to the full application form, dependent on what permission levels you granted the Co-applicant when adding them to your application.

Each Co-applicant should work through the sections of the forms that are relevant to them on the left hand navigation menu e.g. uploading their CV using the template provided in eGAS via the Uploads page, or on the Health and Care Research Wales funding schemes website (CVs need to be kept to a maximum of two sides of A4.)

Please make sure that you:

- Allow sufficient time for your Co-applicants to complete their sections of the full form before the application deadline.
- Enter Co-applicants details accurately as we will use these to contact them (the exact email address is essential to ensure they receive the automatic communication as part of the application process). It is advisable to contact your Co-applicants in advance to ensure you enter the e-mail address they are registered with on our eGAS, and that this is spelt correctly.
- If you observe incorrect details of a Co-applicant you will be able to ‘re-open’ the task back to the Co-applicants to correct OR you can delete them from the list and re-add them with the correct information. The system does not allow the Lead Applicant to edit the Co-applicant’s details.

Your application must be submitted, including the Co-applicant’s section being completed by the closing date and time for the call.

Please note that any out of offices or undeliverable messages will only be received to an unmonitored email account so please ensure your Co-applicants are available to complete their tasks.

7.2 Supporting Roles

As a minimum the following Supporting Roles are required to be added to a full proposal application:

- The Nominated Administrative Authority or Finance Officer.
• The Nominated Head of Department or Senior Manager.
• The Sponsor.

If you add NHS costs in the Summary tab of the Budget and Justification spreadsheet you will also need to obtain the signature of an ‘NHS Costs Nominated Signatory’. **This only becomes mandatory when NHS costs are added.**

In addition, other listed Supporting Roles should be added as necessary. At the time of adding the necessary Supporting Roles required to approve your application you are advised to inform the Health Board or Trust R&D office of the site most likely to be the lead site for your proposed research. The aim is to help speed up the permissions process should your application be successful. Please note this will not apply to all proposals.

When adding on Supporting Roles, under permissions, you can also choose which level of access you allow the Supporting Role to have to the application form during the application stage: ‘Read Only’, ‘Edit All’ or ‘No Access’.

As you complete and save the details of the Supporting Roles, eGAS will notify them by email inviting them to approve involvement with your project by participating in a one/two-task process, dependent on what permission rights have been assigned.

Please note that if the Supporting Role of Administrative Contact is selected and the permission level of ‘No Access’ is selected then **NO tasks for this particular Supporting Role will be generated and no invite email from eGAS will be received.**

**Important note: This is a one/two-task process (dependent on the permission rights have been assigned)**

**Task 1: Sign off Full Application**

If a Supporting Role agrees to the role they have been assigned they must login to eGAS via the email link and accept their role and complete their application contribution. They must click into the ‘**Sign Off Full Application**’ task (highlighted in blue), located under the My Tasks tab and click on the Agreement page located on the left navigation menu. The Supporting Role will be required to tick to say they agree within the task, click **save and continue** and then click **Submit** located on the next page. A pop up window will be displayed which asks ‘Are you sure you wish to submit this task?’ Click **OK**.

You will not be able to complete and submit your application until **ALL** your Supporting Roles complete the ‘**Sign Off Full Application**’ task. It is your responsibility to ensure completion of the task by the Supporting Role in good time for the submission.

You will know if your Supporting Roles have completed the task as the Outcome column on the Research Team page for that individual will change from ‘Not Submitted’ to ‘Submitted’ and the Status column will change from ‘Incomplete’ to ‘Complete.’

**Task 2: Full Application**

If the permission level of ‘No Access’ was selected then this task will not be available to that particular Supporting Role.
It is this task that allows the Supporting Role ‘Read Only’ or ‘Edit All’ access to the full application form, dependent on what permission levels you granted them when adding them to your application.

Please make sure that you:

- Allow sufficient time for your Supporting Roles to complete their sections of the full form before the application deadline.
- Enter Supporting Roles details accurately as we will use these to contact them (the exact email address is essential to ensure they receive the automatic communication as part of the application process). It is advisable to contact your Supporting Roles in advance to ensure you enter the e-mail address they are registered with on our eGAS, and that this is spelt correctly.
- If you observe incorrect details of a Supporting Role you will be able to ‘re-open’ the task back to the Supporting Role to correct OR you can delete them from the list and re-add them with the correct information.

Your application must be submitted, including the Supporting Roles section completed by the closing date and time for the call.

Please note that any out of offices or undeliverable messages will only be received to an unmonitored email account so please ensure your Supporting Roles are available to complete their tasks.

No original or ‘wet ink’ signatures are required for this application.

8. Project Organisations

8.1 Host Organisation

Please give details of the organisation that will be the host or contractor if the project is funded and ensure that the correct organisation is identified as the primary one.

This will be the institution with which the Welsh Government will enter into a formal contract should the grant be successful.

8.2 Other Involved Organisations

Please list the other organisations that will be involved with the project and their role.

9. Uploads / Supporting Documentation

For some documents there is a maximum upload limit of 16MB per document. You will not be able to proceed with the upload if your document exceeds this size limit stated on the Upload Checklist. If this is the case you should reduce the file size as much as possible before trying to upload the document again.

9.1 Budget and Justification

Please use the template provided for the detailed budget breakdown.

This is a required document.

RfPPB Helpline: 023 8059 1925

Closing date for applications: 16 January 2017
9.2 Lead Applicant and Co-applicant CVs

Please use the template provided for the Lead Applicant and Co-applicant CVs, these documents are restricted to two sides of A4 and should not be in a font smaller than 8.

These are required documents.

9.3 Letters of Support

Please note that where you have indicated engagement with a Clinical Trials Unit, we require a letter of support from your unit and this must be uploaded with your application.

Health and Care Research Wales will not accept letters of support from Welsh Government officials. If these are included they will be removed prior to assessment of the application.

9.4 Project Plan or Flowchart

Please attach a project plan or flowchart illustrating the study design and the flow of participants. This should be in Microsoft Word and in portrait format and be one side of A4.

This is a required document.

Applicants should also describe complex interventions and controls as accurately and fully as possible within their diagram. If proposing an RCT, we advise you to refer to the CONSORT statement and website for guidance: www.consort-statement.org. Alternatively, you may find the EQUATOR Network website useful (www.equator-network.org) or the recently published ACCEPT paper (Charlesworth et al. BMC Medical Research Methodology 2013, 13:78 www.biomedcentral.com/1471-2288/13/78).

The file should be uploaded to the Project Plan or Flowchart section of the Uploads page and submitted along with your application form. If successful at the All Wales Prioritisation Panel, the project plan or flowchart will be projected on a large screen to the Scientific Board, so please ensure it is clear, and that any text is concise.

9.5 References

List all references cited in the application, using either the Vancouver or Harvard referencing conventions. References should be uploaded as a separate document. Please DO NOT include them in the same document as your flow diagram.

Please also use this section to upload a copy of any questionnaires or other documents that you have prepared to be used as part of your study

9.6 Suggested Referees

Applicants can upload a document with suggestions of potential referees.

You should provide details of two to three clinical experts who will be able to provide an independent assessment of your proposal using the template provided. Please note that the referees must not be from your host institution, or those of your Co-applicants. In addition you should not have recently (within the last five years) collaborated with any of the nominated referees. It is permissible to nominate overseas experts.
Nominated referees who are acceptable to Health and Care Research Wales may be approached shortly after the submission deadline. If they are willing to assist, they will be supplied with a copy of your proposal, an assessment form and guidance notes, and will be given a 2-3 week period to complete their review.

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

10. Agreement

10.1 Agreement

In confirming your role as Lead Applicant in this application you confirm that the information given in this form is complete and correct and that you take full responsibility for the accuracy of this submission. You confirm that your Co-applicants and Supporting Roles mentioned on this application have been given access to the application and accepted their role in this submission. You shall be actively engaged in, and in day to day control of, the project. You confirm that you understand that progress reports will be required by the funding programme and that no substantive variation in the scheme as outlined in the application will be permitted without prior reference to the funding programme.

Ticking this box constitutes an electronic signature of the Lead Applicant with regard to this full proposal application.

No original (wet or ink) signatures are required for this application. By agreeing to participate all parties are signing to confirm they will participate in the project.

11. Review and Submit

Please ensure that before you submit your application, you have completed the required fields and saved a version of your form. The application form can be viewed by clicking View PDF.

You must submit your application form, with the attached budget and justification document, CVs, etc., by the stated deadline before 1pm.

We will not enter into negotiations for extensions and the deadline will be strictly observed. You should therefore plan your application carefully.

All proposals must be submitted electronically.

Submit your application using the Review and Submit button on the last page of the application form. Please note that the Submit button will not appear unless all necessary sections have been completed. Warning signs (﹗) may appear to indicate that you may have omitted some information but this sign indicates the information is not mandatory and you can submit without it.

✓ Complete The section/form has been filled out correctly

RfPPB Helpline: 023 8059 1925

Closing date for applications: 16 January 2017
11.1 Submission Checklist

1: Electronic form completed with no sections showing red crosses.

2: Co-applicants have ALL completed their ‘Agree to Participate in the Application’ task and contributed to the ‘Full Application’ task (if applicable).

3: Supporting Roles have ALL completed their ‘Sign off Full Application’ task and contributed to the ‘Full Application’ task (if applicable).

4: Uploads are all attached in one of the accepted formats (doc, .docx, .mpp, .pdf, .xls, .xlsx.)
   - Budget and Justification (Required).
   - Project Plan or Flowchart (Required).
   - Co-applicant’s CV (Required).
   - Lead Applicant CV (Required).
   - References (can also upload a copy of any questionnaires or other documents that you have prepared to be used as part of your study).
   - Letter of support from Clinical Trials Unit (if required) uploaded under - ‘Letters of Support’.
   - Suggested referees.

Reminder: Attachments not listed above will not be considered by the programme.

You can then press Submit.

The Health and Care Research Wales RfPPB will send you an email acknowledging receipt of your application.

11.2 Un-submitted 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.