Health and Care Research Wales Fellowship Awards

Guidance Notes for Applicants

These guidance notes apply to:
Health Research Fellowship Awards

About these guidance notes

This document contains information and guidance to applicants submitting a FULL proposal to Health and Care Research Wales Health Research Fellowship Awards.

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.
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Part 1: Background Information

1. Introduction to the Call

The Health Research Fellowship Award is a response-mode funding scheme that will fund high quality research directed at supporting capacity building in health and care related research. Applicants will need to demonstrate how their work will benefit the public, patients, service users and/or carers, the quality of the research proposed, and the training and development element of the fellowship.

The Health Research Fellowship Award is one of a series of funding schemes that fall under the scope of Health and Care Research 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. Further information about Health and Care Research Wales and its funding schemes can be found at http://www.healthandcareresearch.gov.wales.

This is a one-stage application process. An applicant may only submit one application to this call. Applications will first go through a shortlisting panel, with the highest scoring applications continuing to external peer and public review and interview.

1.1 Call Remit and Priority Areas

The fellowship aims to support individuals to become independent researchers through leading and undertaking high-quality research.

The fellowship offers up to 3 years full-time funding, or 4 or 5 years part-time funding, to individuals who have no more than 60 months FTE postdoctoral research experience at the time of applying.

Applications are invited from individuals working across any health-related or scientific discipline to undertake research with demonstrable public, health service practice or policy benefit that will add to the health research evidence base.

Applicants are expected to show evidence of a clear commitment to a research career and demonstrate how the award will support their potential to become an independent researcher. Health and Care Research Wales consider this a training fellowship. Applications should therefore describe a comprehensive training and development programme the host institution and its research environment will provide in order to meet identified training needs leading to independent investigator status.

The scheme will support translational through to applied health services research, including prevention and population health research, and topics relevant to health and social care service integration. Projects focused on pilot and feasibility work, or the early stages of intervention development where knowledge obtained from these preliminary studies will inform larger future bids, are eligible.

All applicants, including those wishing to undertake earlier translational research, are required to clearly the likely impact of their findings in the short to medium term and explain how these will lead to improvements in healthcare or public and patient benefit.

Priority Areas

In addition to the broad range of health, public health, health and social care service related research topics set out in the ‘remit’ section of above, Health and Care Research Wales has identified priority areas in which it would particularly welcome applications that address the challenges set out in ‘A Healthier Wales’, the Welsh Government’s plan for health and social care.

Applicants should indicate in the relevant part of the application form if their application addresses these priority areas and explain how it does so. Please see the application guidance for more information on completion of the form.

Applications will be assessed in keeping with the standard assessment processes of the schemes. While applications that show clearly their relevance and importance to the priority areas will be well placed to score well when considering the importance of the research question, the quality and scientific merit of the
application and training programme are also important. As such, there is no ring-fenced funding for projects addressing priority areas.

To help researchers develop and frame ideas that address this priority area, some Welsh Government policy background is provided below.

**Policy background to priority areas**

The future direction for health and care in Wales was recently described in the Welsh Government’s document ‘A Healthier Wales’ – the Welsh Government’s response to the challenges posed by the Parliamentary Review report (‘A Revolution from Within: Transforming Health and Care in Wales’), published in 2018.

‘A Healthier Wales’ recognises changing the changing healthcare needs of a growing and ageing population, especially given advances in technology and medicine, and changing lifestyles and expectations. It strongly affirms a continuing commitment to ‘prudent healthcare’, with its central focus on ‘do no harm’. It also describes in detail a healthcare system providing the highest value, delivering the greatest return in terms of individual benefit and outcome for any given cost.

Key themes include:

- Supporting longer, healthier and happier lives;
- Shifting services from hospitals to community settings;
- Providing a seamless, whole system approach to health and social care, including more integrated health and social care services;
- Placing a greater emphasis on prevention, addressing factors which prevent ill-health and/or support wellbeing.

Applicants should be mindful of the four themes of the ‘Quadruple Aim’, as set out in ‘A Healthier Wales’, and the ten ‘Design Principles’ intended to help translate ideas into reality.

The key Welsh Government documents are:

- **Prosperity for All**: [https://gov.wales/about/cabinet/cabinetstatements/2017/prosperitforallwellbeingstatement/?lang=en](https://gov.wales/about/cabinet/cabinetstatements/2017/prosperitforallwellbeingstatement/?lang=en)

### 1.2 Eligibility

There is an indicative budget of approximately £900,000 for this call. Health and Care Research Wales expects to make around 3 or 4 awards. Applications up to 60 months in duration will be accepted - see criteria below. If the application is successful, a contract for the delivery of the research will be placed with the host organisation and all funds for the research will be issued to that organisation.

Applicants must satisfy the following criteria:

- Applicants must be based at an institution or organisation in Wales at the time of applying (or be in receipt of a job offer such that they will be employed by a host institution in Wales at the time the Fellowship starts).
- Fellowships can be undertaken on a full-time basis over 3 years (100% WTE), or part-time over 4 years (75% WTE) or 5 years (60% WTE).
• Applicants must have a PhD, or other research-based professional doctorate in health and social care-related research.
• Health and Care Research Wales will also accept applications from Applicants who have submitted their PhD thesis, or equivalent, to their institutions for assessment, provided they have been awarded their PhD by the time the Fellowship starts.
• Applicants must be supported by a named Academic Mentor.
• Applicants must have no more than 60 months FTE post-doctoral research experience at the time of applying.
• Applicants must be in a position to commence activities by 1 October of the relevant year of award.
• Applications must have the support of the Host Institution.
• Applications must include a clear and comprehensive training and development programme.

1.3 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*.
• Applications are then prioritised by the Shortlisting Panel based on the research need to patients, service users, carers and/or the organisation and delivery of effective healthcare and social services. Please refer to section 1.5 criteria for funding for further information on the assessment process.
• Shortlisted applications will then be sent out for external peer and public review prior to the applicant being called for interview by the Panel.
• The Panel makes funding recommendations to Health and Care Research Wales.

‘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 Fellowship Awards 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>Competition Launch</td>
<td>11 September 2019</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>27 November 2019</td>
</tr>
<tr>
<td>Stage 1, Shortlisting Panel</td>
<td>January 2020</td>
</tr>
<tr>
<td>Stage 2, Interview Board</td>
<td>May 2020</td>
</tr>
</tbody>
</table>

*Please note: these dates may be subject to change

1.4 Assessment Criteria for Funding

Applications will be judged on the potential and trajectory of the applicant as a researcher, the quality of the research proposed and on the quality of the academic and institutional support, and the training and development programme proposed. 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.

The applicant 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 or other outputs designed to reach a wide practitioner, patient and service user audience, so as to influence the ways in which health services are delivered.

1.5 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, the Wessex Institute adopts various procedures to use and protect data. This will impact on how we deal with you as an applicant, and your Co-applicants.

Privacy Notice

The Welsh Government grant Privacy Notice states how the Welsh Government will use the information provided at application stage. It is available here: [https://gov.wales/docs/caecd/publications/180516-privacy-notice-en.pdf](https://gov.wales/docs/caecd/publications/180516-privacy-notice-en.pdf)

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

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer:
Welsh Government
Cardiff
CF10 3NQ

Email Address: Data.ProtectionOfficer@gov.wales

The contact details for the Information Commissioner’s Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)
Part 2: Guidance for Completing your Electronic Application Form

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 to the left hand side 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’ tab where you will be taken to a list of available Funding Opportunities. Applying for a funding opportunity creates a task called ‘Full Application Fellowship Awards’. 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 Fellowship Awards’ 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 Form

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 Academic Mentor 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 the eGAS so that after 60 minutes of inactivity, the user will be logged out of the 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 the 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. **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.**

Spell checking and text box entry resizing is available in the eGAS for users using Chrome, Firefox, Safari and Opera web browsers. **This functionality is provided by the browser not the eGAS application.**

### 2.7 Giving Others Access to the Form

Use the following link: [wales.soton.ac.uk](http://wales.soton.ac.uk)

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*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 Academic Mentor but will not be accepted as an application form.*

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**Academic Mentor**

Guidance for how the Academic Mentor completes their sections can be found at: [http://www.healthandcareresearch.gov.wales/uploads/Funding/Health%20Research%20Fellowship%20Award/14.%20A%20guide%20on%20using%20eGAS%20for%20Academic%20Mentor.pdf](http://www.healthandcareresearch.gov.wales/uploads/Funding/Health%20Research%20Fellowship%20Award/14.%20A%20guide%20on%20using%20eGAS%20for%20Academic%20Mentor.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 your Academic Mentor to provide their CV information and collaborate on sections of the application. In order to do this, when adding your Academic Mentor on under the Research Team section of the application, the Allow Public Project File Access box needs to be ticked.

It is essential to ensure you accurately complete the Academic Mentor 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 All, Edit All or No Access). As a result of the nomination, your Academic Mentor will be invited via email to login to eGAS, accept their role and complete their application contribution.

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*The Academic Mentor 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 the ‘Agree to Participate in the Application’ task MUST be completed 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 the Academic Mentor is available to complete their sections.*

*If the Academic Mentor has been given the permission level of ‘No Access’ to the application, they will only have the task ‘Agree to Participate’ to complete.*

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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 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**

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’. 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, 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. It is essential to ensure you accurately complete the signatory contact details, specifically their email address, as this is how they will be registered into the 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
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 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 you 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 the eGAS FAQ's available on the following [web link](#), or by calling the Health Research Fellowship Awards helpline on 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 characters available will be slightly fewer than that of an MS 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 a 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).
3. Project Summary

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

Project Reference number

When you start an 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 well as on the task on your home page, as you will need it for any enquiries prior to completing your submission.

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.

3.1 Research Title

(Limit: 300 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 1 October, whether this is a working day or not. Alternative start dates will only be considered in exceptional circumstances.

In planning the project start you will need to take 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 panel assessment. Please note that should you be successful with your proposal we will expect your project to commence on the 1st October 2020.

If you find that your circumstances change during the assessment process, and that you may need an exception to the start date (for example, if you will be taking leave of any kind) you must inform Health and Care Research Wales as soon as you are aware of this. Health and Care Research Wales reserves the right to withdraw the funding offer should the applicant fail to inform them of any changes in circumstances in a timely manner.

3.3 Project End Date

Your project can be undertaken on a full-time basis over up to 3 years (100% WTE), or part time over up to 4 years (75% WTE) or up to 5 years (60% WTE). Shorter projects are also encouraged.

3.4 Scientific Abstract

(Limit: 3500 characters)

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 service users.

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)
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
- Design and methods used
- Public involvement
- Dissemination

The importance of a plain English summary
A plain English summary is a clear explanation of your research, free from jargon and acronyms.

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 shortlisting and interview panel 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 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. 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 as are relevant to support your application.
4.1 Reasons for Applying

(Limit: 2000 characters)

Please indicate why you wish to apply for the Fellowship Awards.

4.2 Date PhD Awarded

(Limit: 50 characters)

Please provide the date on which you were awarded your PhD.

4.3 Career History to Date

(Limit: 1500 characters)

Please provide a brief summary of your career history to date. This should highlight any career breaks or breaks in post-doctoral employment. Please do not use this section to list previous jobs as this will be included in your CV.

4.4 Long Term Career Development

(Limit: 2000 characters)

Please indicate how this award will contribute towards your long-term career development and the work of your departmental research group, and any other research groups, in which you may be involved.

4.5 Contribution of Academic Mentor

(Limit: 2000 characters)

Please describe how your Academic Mentor will support your overall development through the course of the project. Your Academic Mentor should be familiar with the research topic and methodology being used in the project.

Please note that funding will not support any fees the Academic Mentor wishes to charge to the Applicant.

4.6 Aims and Objectives

(Limit: 3500 characters)

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

4.7 Application Type

(Limit: 50 characters)

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

4.8 History of Application

(Limit: 2000 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.
4.9 Background and Rationale

(Limit: 5000 characters)

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 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.

4.10 Background and Rationale Evidence

(Limit: 2000 characters)

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.

4.11 Research Plan

(Limit: 25000 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.

Health Research Fellowship Awards 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 format and be prepared in portrait format or you may not be able to submit your application and it may be difficult for the interviewing panel to view the required information in order to assess your application. Only a one page file is permitted.
References MUST also be provided in Microsoft Word format or you may not be able to submit your application and it may be difficult for the interviewing panel to view the required information in order to assess your application. Only a one page file is permitted.

Both documents can be uploaded as part of the Uploads section on the application form under the ‘Uploads’ header.

Broadly, the detailed research plan should follow the format set out as follows:

**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. 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):**
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:**
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.

4.12 Programme Remit

(Limit: 3500 characters)

This section must include the following:

Please explain how your proposed research is within the remit of the Fellowship Awards. 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 Fellowship Awards looks at patients or people seeking healthcare or studies using healthy volunteers and animals are not within the remit of the programme.

4.13 Research Environment

(Limit: 2000 characters)

Please describe the Host Department research environment in terms of track record, critical mass, and capacity.

4.14 Training and Development Programme

(Limit: 2000 characters)

Please give details of the training and development programme that the Host Institution will provide over the Fellowship period. Training may include, for example, courses, workshops and conferences.

4.15 Equality and Diversity

(Limit: 2000 characters)

It is a requirement of Welsh Government grant terms and conditions that funded organisations apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability. Please confirm that your organisation operates such a policy which you will implement in all your research project activities, should it be funded.

Additionally, under the Equality Act (2010) the Welsh Government has a public sector equality duty to ensure that due consideration is given to groups with 'protected characteristics' across its policies. Protected characteristics include: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Please indicate the relevance of your research proposal to the protected characteristics and/or the thought you have given to equality and diversity in framing your research proposal.

4.16 Public Involvement – Active Involvement Plan and Approach

(Limit: 2000 characters)

Health and Care Research Wales expects involvement of patients, carers or the wider public in the research it supports. You are encouraged to consider whether the scientific quality, feasibility or practicality of a proposal can be improved with public involvement.

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 recognises that the nature and extent of active public involvement is likely to vary depending on the context of each study or award.

Health and Care Research Wales believes that public involvement and engagement have a key role to play in improving the quality, relevance and utility of research. As such we are committed to the implementation
of the National Standards for Public Involvement in Research. Our focus is on supporting meaningful public involvement and engagement activity that makes a difference to the quality and impact of research.

By public involvement we mean an active partnership between members of the public and researchers in the research process, rather than the use of people as 'subjects' of research. Public involvement means research being carried out with or by members of the public rather than it being something that is done to, about or for them. Examples of public involvement include: involvement in identifying research priorities; assisting in the design and management of a research project; being a co-applicant on a research grant or a joint grant holder; carrying out specific research activities; being members of a project advisory or steering group; disseminating research findings.

By public engagement we mean any activity that enables the public to interact with research, especially activities that provide a two-way exchange of ideas and views and where information and knowledge about research is provided and disseminated. Examples of engagement include: science festivals open to the public with discussions on research; open days at a research centre where members of the public are invited to find out more; raising awareness through media such as television, newspapers and social networks; public dissemination of the findings of a research study.

Both these types of activity are different to participation, which refers to people taking part in a research study through being recruited to a clinical trial or other research study as a 'subject' to receive a treatment, for example, or complete a questionnaire or participate in a focus group as part of a research study.

For reference purposes, please note that by 'public' we mean patients, potential patients, carers and users of health and social care service.

The Health and Care Research Wales 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.

Health and Care Research Wales has issued guidance for researchers on public involvement in research and the paying of service users actively involved in research. These are available from https://www.healthandcareresearch.gov.wales/public/

In this section please:

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;

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.

Further information on the National Standards for Public Involvement is available here.

4.17 Public Involvement - No Plans for Involvement

(Limit: 1200 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.

Health and Care Research Wales has issued guidance for researchers on public involvement in research and the paying of service users actively involved in research. These are available from https://www.healthandcareresearch.gov.wales/public/

4.18 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 public and patient benefit 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. 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 patient 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.

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.

4.19 IP - Background

(Limit: 4000 characters)

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 a 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 an 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.

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. 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.

4.20  **IP - Production and Management**

*(Limit: 4000 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.

4.21  **Expertise Conflicts**

*(Limit: 2000 characters)*

Please declare any conflicts or potential conflicts of interest that you or your Academic Mentor 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.

4.22  **Management and Governance - Research Timetable**

*(Limit: 2000 characters)*

Please provide a concise summary of the project plan of investigation, 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.

This timetable will be an important aspect of the monitoring framework during the life of the project.

4.23  **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.

4.24  **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.

4.25  **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.
4.26 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.

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.

4.27 Wider Context - CTU Involvement

(Limit: 1500 characters)

If a Clinical 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.

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.

4.28 Wider Context - Links to Other Organisations

(Limit: 5000 characters)

Where appropriate, you are expected to engage with relevant Health and Care Research Wales infrastructure groups. 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

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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/overview

Please add all codes that apply to your research.
5.2 UKCRC Health Categories
Please select 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 regions 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 Information
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 provide your email address.

Address
Please provide a postal address.

Phone
Please provide a contact phone number.

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; this is 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.

7.1 Academic Mentor
Please add details of your Academic Mentor. The Academic Mentor should be based at the same institution as the Lead Applicant. If a different arrangement is proposed, please contact Health and Care Research Wales to discuss prior to submitting your application.

If you wish to have more than one Academic Mentor for your Fellowship, please contact Health and Care Research Wales to discuss prior to submitting your application.

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

Ticking ‘Allow Public Project File Access’ will allow your Academic Mentor 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 Academic Mentor to have to the application form during the application stage: ‘Read Only All’, ‘Edit All’ or ‘No Access’.

As you complete and save the details of the Academic Mentor, eGAS will notify your Academic Mentor 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.

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

Task 1: Agree to participate in the Application

If your Academic Mentor agrees to participate, they must login to the 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 and click on the Agreement link located on the left hand navigation menu. The Academic Mentor 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 this task?’ Click OK.

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

You will know if your Academic Mentor has completed the task as the Outcome column on the Research Team page will change from ‘Not Submitted’ to ‘Submitted’.

Task 2: Full Application

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

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

The Academic Mentor should work through the sections of the forms that are relevant to them on the left hand navigation menu e.g. uploading their Academic Mentor CV, using the template provided in the 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 Academic Mentor to complete their sections of the full form before the application deadline.

- The Academic Mentor details are recorded 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 Academic Mentor 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 the Academic Mentor you will be able to ‘reopen’ the task back to the Academic Mentor 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 Academic Mentor’s details.

Your application must be submitted, including the Academic Mentor section being completed by the closing date and time for the call.

Fellowship Awards Helpline: 023 8059 1925
Application closing date: 27 November 2019
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 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 All’, ‘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.

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**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.**

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

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**Task 1: Sign off Full Application**

If a supporting role agrees to the role they have been assigned they must login to the eGAS via the email link and click into the ‘Sign Off Full Application’ task located under the ‘My Tasks’ tab. The supporting role is required to click on the Agreement page located on the left hand 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’.

**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 All’ 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 Documents

For some documents there is a maximum upload limit of 16MB. You will not be able to proceed with the upload if your document exceeds the 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, there is separate guidance for its completion. This is a required document.

9.2 Excess Treatment and Support Costs - Schedule of Events Cost Attribution Template (SoECAT)

Please note new Excess Treatment and Support Costs process.

Since October 2018, researchers applying for certain clinical research grants are required to complete a SoECAT as part of the grant application process. This allows funders to receive reassurance that the cost activities within the study have been attributed correctly in line with AcoRD.

You will therefore need to complete and upload a SoECAT, this document captures and calculates the different activities and costs associated with clinical research in a standardised consistent way. Your
SoECAT will need to be signed off by an AcoRD specialist, and you will need to submit your form to the specialist at least 10 days before the grant deadline. Detailed information is available on the Health and Care Research Wales website.

You can download the SoECAT here.

For more information, please also see the frequently asked questions which covers AcoRD, ETCs and SoECAT here. You can contact the AcoRD specialists for support if required:

- Mike Holloway michael.holloway@wales.nhs.uk
- Dr Helen Hodgson helen.hodgson@wales.nhs.uk
- Or contact research-fundingsupport@wales.nhs.uk for more information

9.3 Lead Applicant and Academic Mentor's CV

Please use the template provided for the Lead Applicant and Academic Mentor's CVs, these documents are restricted to two sides of A4 and should not be in a font smaller than 8. These are required documents.

The Lead Applicant must clearly demonstrate their total post-doctoral research experience by providing dates, type of research activity, and their role(s). If an Applicant has held a PhD for longer than 60 months, you must provide a clear calculation of why your post-doctoral experience is no more than 60 months.

9.4 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.

9.5 Project Plan or Flowchart

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

Applicants should 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 ACCEPT paper (Charlesworth et al. BMC Medical Research Methodology 2013, 13:78 http://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. Please bear in mind the project plan or flowchart will be projected on a large screen to the interview panel, so please ensure it is clear, and that any text is concise.

9.6 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.

9.7 Suggested Reviewers

Applicants can upload a document with suggestions of potential reviewers.

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 reviewers must not be from your host institution, or those of your Academic Mentor. In addition you should not have recently (within the last five years) collaborated with any of the nominated reviewers. It is permissible to nominate overseas experts.
Nominated reviewers 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.

10. Agreement

10.1 Agreement to the Terms and Conditions

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 Academic Mentor 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 for 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. Please note that the form will not appear in the same order in which you have completed it.

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.

<table>
<thead>
<tr>
<th>✓</th>
<th>Complete</th>
<th>The section/form has been filled out correctly</th>
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<tbody>
<tr>
<td>X</td>
<td>Incomplete</td>
<td>Mandatory information has not been provided and the task cannot be submitted until this has been completed</td>
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<td>❗</td>
<td>Attention</td>
<td>This section has not been completed but is not mandatory</td>
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11.1 Submission Checklist

1. Electronic form completed with no sections showing red crosses.
2. Academic Mentor has completed ‘Agree to Participate’ task.
3. Supporting roles have all completed the ‘Sign off Application’ task.
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)
   - Academic Mentor 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 reviewers

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

You can then click *Submit*.

**The eGAS will send you an automated 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.