Social Care Research Grant

GUIDANCE NOTES FOR COMPLETING FULL PROPOSALS

eGAS on-line Health and Care Research Wales Application Form

These guidance notes apply to:
Social Care Research Grant

About these guidance notes

This document contains information and guidance to Applicants submitting a FULL proposal to the Health and Care Research Wales Social Care Research Grants Funding Scheme.

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.

The Social Care Research Grant aims to support capacity and capability building in social care research by funding high quality research projects that will provide robust evidence with clear relevance to service users, carers, social care policymakers, and/or social care and support services and organisations. Research funded under this call should provide evidence to support efficient and effective social care and support in Wales, and/or improved service user or carer wellbeing. The 2017 call also incorporates a Theme Brief, which covers the following key area:

- Social Prescribing
All Applicants, including those wishing to undertake earlier translational research, should state clearly the likely impact of their findings in the short to medium term and how these will lead to improvements in social care or service user/carer benefit.

The All Wales Prioritisation Panel (AWPP) who advise on the importance of possible Social Care research will review applications deemed in remit and competitive.

The AWPP will see an anonymised extract of the application looking at sections 4.4, 4.5, 5.1 and 5.3 only. If you are shortlisted, the application form in its entirety will be sent for peer review.

If your application proceeds to the Scientific Board, which will recommend funding of research proposals to Health and Care Research Wales, sections 5.1 and 5.3 of the application will not be seen by the board.

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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
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Part 1: Background Information

Section 1: Introduction to Call

1.1 Introduction to Call

The Social Care Research Grant aims to support capacity and capability building in social care research by funding high quality research projects that will provide robust evidence with clear relevance to service users, carers, social care policymakers, and/or social care and support services and organisations. Research funded under this call should provide evidence to support efficient and effective social care and support in Wales, and/or improved service user or carer wellbeing. Evidence syntheses and meta-analyses fall within the scope of this call, as do pilot and/or feasibility studies with strong potential to facilitate or lead to future high-impact research projects.

Multidisciplinary research teams and research partnerships with social care practice are strongly encouraged. All Applicants should include a dissemination plan that shows clearly how the key messages from the research will be effectively communicated to relevant social care and support policymakers, organisations and/or individuals. Applicants should also state clearly the likely impact of their findings in the short, medium, and longer term and explain how these will lead to improvements to social care and support and/or service user/carer wellbeing.

The scheme will not fund:

- 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.
- Conceptual research.

Applications to the general call must address topics of current relevance and need, including, but not restricted to, the current policy priority areas for Wales: looked-after-children; people with dementia; and care and support at home.

The Social Care Research Grant aims to support capacity building by funding high-quality research projects which are led by researchers at an early stage in their careers. For the purposes of this call, an early stage career researcher is defined as a researcher with no more than 60 months post-doctoral research experience since obtaining their doctoral qualification. The qualifications accepted are a PhD, UK MD, or other research-based professional doctorate in social care-related research.

A senior researcher, acting as the Principal Co-applicant, should support the Applicant. The role of the Principal Co-applicant is to advise the Applicant at the application stage and to provide assistance and supervision throughout the duration of the research project if the grant is awarded.
Engagement with a breadth of social care stakeholders is encouraged throughout the research process. Where appropriate practitioners and service users should be involved to ensure maximum potential for uptake of research outputs. Close collaborative working between academic and service provider organisations is also encouraged. This can add value and increase impact, through facilitating and shaping the research and working with the project to increase knowledge exchange.

This call 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 Scientific Board.

For this call, Health and Care Research Wales is issuing a themed call for Social Prescribing. If you are interested in applying for this call, please refer to the Theme Brief.

1.2 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 Ministers, 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 at: wales@soton.ac.uk
Section 2: Eligibility, Financial Limits and Indicative Timetable

2.1 Background

The Social Care Research Grants 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.

2.2 Eligibility Criteria

Applicants must satisfy the following criteria:

- Applicants must be based at an institution or organisation in Wales at the time of applying.
- Applicants must be in a position to commence activities by 1 October 2018.
- Applicants must have a PhD, UK MD or other research-based professional doctorate in social care-related research, at the time of applying (Health and Care Research Wales will also accept applications from Applicants who have submitted their PhD thesis, or equivalent, to their institution for assessment. In these cases the Applicant must have been notified of a successful outcome by 20 December 2017).
- Applicants to the general call must have no more than 60 months of post-doctoral research experience. (this may exclude, for example, career breaks, maternity/paternity leave and illness).
- Applicants to the general call must have Principal Co-applicant support from a senior researcher, failure to provide this will prevent your application progressing.
- Applications to the themed call are welcome from both early career researchers (defined as no more than 60-months post-doctoral research experience since obtaining their doctoral qualification) and those individuals with over five years’ postdoctoral research experience.
- The period for which funding is requested must be no more than 24 months.
- The research costs of individual projects must not exceed £250,000.
- Applications must have the support of the host institution.

If the application is successful, a contract for the delivery of the research will be placed with the host institution or organisation and all funds for the research will be issued to that institution or organisation.

An application from an institution or organisation in Wales can include an academic partner organisation from outside Wales, provided a strong case is made that the chosen partner is best placed to provide the academic input to the planned research.
2.3 Financial Limits

A total sum of £1.5m is available for awards under this call. Health and Care Research Wales expects to fund between 6-8 projects. A maximum funding amount of £250,000 is available per project. Applications up to 24 months in duration will be accepted.

2.4 Assessment Structure and Indicative 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 All Wales Prioritisation Panel (AWPP) based on the importance of the research to social care service users, carers and/or the organisation and delivery of effective social care services in Wales.
- 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 Social Care Research Grants 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>5 October 2017</td>
</tr>
<tr>
<td>Submission deadline</td>
<td>20 December 2017</td>
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<tr>
<td>Stage 1 All Wales Prioritisation Panel</td>
<td>February 2018</td>
</tr>
<tr>
<td>Stage 2 Scientific Board</td>
<td>June 2018</td>
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*Please note: these dates may be subject to change
3. 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.

3.1 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.

3.2 To Access the Application Form

Use the following the 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 Social Care Research Grant’. 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 Social Care Research Grant’ 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.

### 3.3 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 and all Co-applicants using the template provided.

### 3.4 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.
3.5 Browsers that Best Support the Health and Care Research Wales 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

3.6 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. The browser not the eGAS application provides this functionality.

3.7 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/rfppb-social-care-grants/

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 Principle Co-applicant and 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.

It is essential to ensure you accurately complete the Co-applicant’s contact details, specifically their email address as this will be how the 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 the 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 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'. 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

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:**

The following signatories are mandatory:

Administrative Authority or Finance Officer – 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.

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.

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 on responsibility for securing the arrangements to initiate, manage and finance a study.

The following signatory is mandatory if NHS costs are being sought:

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

**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.

**3.8 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.
3.9 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.

3.10 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 Social Care Research Grants helpline on 023 8059 1925. If you leave a message a member of staff will return your call as promptly as possible.

3.11 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.

3.12 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.

3.13 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).
Part 2: Guidance for Completing your Electronic Application Form

This part of the document provides guidance, section by section, on how to complete the application for,

4: 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, 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-001001).

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.

4.1 Research Title
(Limit: 200 characters)

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

4.2 Project Start Date

Please note this should be from 1st 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 2018.

This is a condition of funding and a non-negotiable date.

4.3 Project End Date

Your project should be a maximum of 24 months duration, shorter projects are also accepted.
4.4 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.

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 social care service users, carers and/or the organisation and delivery of effective social care services in Wales.

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 part 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.

4.5 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.

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
- 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.

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 board and 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 service users / 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/

### 4.6 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. Ambiguities and omissions here are common cause of applications being rejected. Applicants should ensure that both they and the Principal Co-applicant thoroughly review this section prior to submission.

Social Care Research Grants wishes to encourage both qualitative and quantitative research designs and recognises that these need to be presented in different ways. If appropriate, please include with your research plan 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 prepared in portrait 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.
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 Panel 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 social care 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 anonymised format, you may feel you do not need to include this in your research plan unless you wish to include specific details.

**Research Plan:**
Outline the design of your research including the methods you plan to use; the target organisations, staff groups/professions, service user 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 intervention (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 social care 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.

Dissemination and Projected Outputs:
Please describe the main knowledge products or outputs from your research and how they will be presented, disseminated and used. State how you plan to promote knowledge mobilisation so that the findings from the research impact on the management of social care services and to improving practice and service delivery in Wales.

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.

4.7 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.

If applicable, you must ensure any NHS research costs have been approved.
5: 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.

5.1 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.

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.

5.2 Application Type
(Limit: 50 characters)

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

5.3 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.

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 social care policy and practice in Wales.
Please provide evidence explaining why this research is important in terms of providing evidence to support efficient and effective social care and support in Wales, and/or improved service user or carer wellbeing.

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 social care service users, carers and/or the organisation;
- implications for the further development of social care practice;
- potential impact on local decision-making and improvements in social care service delivery.

**5.4 Priority Area(s)**

*(Limit: 2000 characters)*

This section must include the following:

Please explain how your proposed research is within the remit of the Social Care Research Grants programme or the remit of the Themed Call/Health and Care Research Wales priority area (if applicable). You should include a clear explanation of the main (single) research question phrased in PICO terms (Population; Intervention; Comparator; Outcome) wherever appropriate.

Please describe, with reference to relevant policy materials, how this project addresses the identified priority area(s). Applications will be assessed on their relevance to Welsh Government policy and the need for and likely impact of the proposed question.

**5.5 Public Involvement - Active Involvement Plan and Approach**

*(Limit: 2000 characters)*

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 carers, service users, 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.
- outline the aims of active involvement in this project
- describe the social care service users, carers and/or members of the public to be involved
- 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 has benefited/will benefit the research
- the reasons for taking this approach
- arrangements for training and support

The Cynnwys 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 carers, service users 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 service users/carers 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](http://www.wales.nhs.uk/sites3/home.cfm?orgid=1023)

### 5.6 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.

### 5.7 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.
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.

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.

5.8 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.

5.9 Timetable and Milestones
(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 the 1 October 2018 as 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 Health Research Grants 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.

**Intellectual Property (IP) - Guidance**

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.

You should contact your Intellectual Property Advisor or Research and Development Office who will be able to give you further advice on Intellectual Property.

**5.10 Intellectual Property (IP) - Background**

*(Limit: 3000 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 service users/carers 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 Applicants. 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.

5.11 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.

6. 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/

6.1 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.
6.2 UKCRC Health Categories
Please tick all health categories that apply to your research.

6.3 Research Region
Please select the relevant regions from the list available.

6.4 Lead Applicant’s Profession
Please select the relevant profession from the list available.

6.5 Lead Applicant’s Place of Work
Please enter the Lead Applicant’s place of work stating which University, organisation or institution.

6.6 Research Multi-centred
Please state if the research will take place in more than one centre, yes or no.

7. 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.

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.
8. Research Team

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

8.1 Co-Applicants

Please add details of a Principle Co-applicant and all Co-applicants under the Research Team section of the application.

It is a requirement of the Social Care Research Grants that a Principle Co-applicant is included.

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 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 All’, ‘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 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 (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 Yes.
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 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 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.

**8.2 Supporting Roles**

As a minimum the following supporting roles are required to be added to a full proposal application:

1. The Nominated Administrative Authority or Finance Officer
2. The Nominated Head of Department or Senior Manager
3. 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.

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 the 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 Yes.

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.

9. Project Organisations

9.1 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 or organisation with which the Welsh Government will enter into a formal contract should the grant be successful.

9.2 Other Involved Organisations

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

10. 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.

### 10.1 Detailed Budget and Justification

Please use the template provided for the detailed budget breakdown.

This is a required document.

### 10.2 Lead Applicant and Co-applicant's CVs

Please use the template provided for the Lead Applicant and Co-applicant'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.

Applicants must clearly demonstrate their total post-doctoral research experience by providing dates and the type of research activities they have previously undertaken. The information you provide should clearly demonstrate that your maximum post-doctoral research experience is no greater than 60 months.

### 10.3 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.

### 10.4 Project Plan or Flowchart

Please attach a project plan of 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 refer to the CONSORT statement and website for guidance: [www.consort-statement.org](http://www.consort-statement.org). Alternatively, you may find the EQUATOR Network website useful ([www.equator-network.org](http://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](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. 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.
10.5 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.

10.6 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 board.

11. Agreement

11.1 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.**
12. 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 be 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.

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<th>✓</th>
<th>Complete</th>
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12.1 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 here 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 Social Care Research Grants will send you an email acknowledging receipt of your application.

### 12.2 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.