Application Form Guidance

Behavioural Insights Research Programme 2017

This guidance document is to be read alongside the application form on AIMS in order to help applicants complete the form correctly. Please ensure that you have read this guidance document, the 'Notes for applicants' document, the FAQs and the AIMS user guide before completing the application form on AIMS. All of these documents are available on the Health Foundation website.

1	Primary contact		
Provide details of the primary contact. These are the details of the person we will contact regarding the administration of the application – eg to arrange an interview. These details are pulled from the 'Contacts' tab on AIMS. If you need to amend these, save the form and then hover over the 'Contacts' tab underneath the Health Foundation logo. Select the 'Edit my details' tab and edit as required.			
1.1	**Primary contact**	**Question**	**Guidance**
		Application ID	Pre-populated.
		Programme	Pre-populated.
		Call	Pre-populated.

		Full name	Pre-populated from 'Contacts' tab (see above for details on how to edit).
		Email	Pre-populated from 'Contacts' tab (see above for details on how to edit).
		Telephone	Enter the primary contact's telephone number.
		Job title	Enter the primary contact's job title.
		Organisation name	Pre-populated from 'Contacts' tab (see above for details on how to edit).

2.	Principal investigator (PI)		
Provide details of the principal investigator/ project lead. These are the details of the individual who is leading on the proposed work programme.			
2.1	Principal investigator (PI)	Question	Guidance
		Full name	Enter the PI's full name.
		Email	Enter the PI's email address.
		Telephone	Enter the PI's contact telephone number.
		Job title	Enter the PI's job title.
		Organisation name	Enter the PI's organisation name.

3.	Organisation			
Give details of the lead organisation – ie the one that will be managing the funding. These details are pulled from the 'Contacts' tab on AIMS. If you need to amend these, save the form and then hover over the 'Contacts' tab underneath the Health Foundation logo. Select the 'Edit my details' tab and edit as required.				
3.1	Organisation	Question	Word count	Guidance
		Organisation name		Pre-populated.
		Type of organisation		Please indicate the type of organisation using the drop-down menu on AIMS.
		Organisation description	1,350 character limit (approx. 200 words)	Provide a brief description of the lead organisation in terms of its activities, organisational governance and management. Please assume that the Health Foundation has no prior knowledge of your organisation or its activities.
		Address line 1		Pre-populated from 'Contacts' tab (see above for details on how to edit).
		Address line 2		
		Address line 3		

		Address line 4		
		Postcode		
		Country		Please indicate which country the organisation is based in using the drop-down menu on AIMS.
		Tick the box if your registered address is different than above.		Indicate using the tick box on AIMS and complete the details of the registered address if applicable.
		Company registration number		Complete if applicable or enter N/A.
		Charity registration number		Complete if applicable or enter N/A.
		VAT number		Complete if applicable or enter N/A.
		Is your organisation registered to pay tax in the UK?		Please indicate whether your organisation is registered to pay tax in the UK using the drop-down menu on AIMS.

4.	Project idea			

Give details of your project idea.

		Question	**Word count**	**Guidance**
4.1	**Project title**	Project title	130 character limit (approx. 20 words)	Enter your project title using the box provided on AIMS.
4.2	**Priority area**	Select the main priority area your project relates to. You can only select one area; this should be the one that is most applicable to your project.		This call is framed in a way that aligns our interests in improving quality – with a focus on efficiency – with critical system priorities. To ensure that the programme has the greatest impact, research proposals are directed to focus on one or more of the three areas identified below: 1. Patient pathways: eg improving patient flow within the system, improving coordination and transfer of care, and expediting discharge. 2. Procurement, pharmacy and medicines optimisation: eg minimising cost and waste in procurement and prescribing, and improving medication adherence. 3. Care best practice: eg encouraging attendance and uptake of screening and health promotion by making every contact count, reducing unnecessary or ineffective care, better demand management, and reducing harms. Please indicate which of the above your idea predominately relates to by selecting the numerical value that relates to your priority area. You can only select one area; this should be the one that is most applicable to your project.

				If the programme you are applying for does not have priority areas select '0'.
				Details of the priority areas can be found in the 'Notes for applicants' document on the Health Foundation website.
4.3	**Proposal keywords**	Please add up to five keywords that relate to your proposal. One keyword is mandatory.		Please indicate your keywords using the boxes provided on AIMS (one keyword per box). You must enter at least one key word.
4.4	**Project duration**	Please enter duration in months.		Please enter your project duration in months using the box provided on AIMS.
4.5	**Total amount requested**	Total amount requested	12 characters	Please state the total amount of funding you are requesting from the Health Foundation using the box provided on AIMS.
4.6	**Project aim**		325 character limit (approx. 50 words)	Please detail in brief the aims and objectives of your proposed project using the box provided on AIMS.
4.7	**Summary of your project**		1,375 character limit (approx. 250 words)	Please highlight the main features of your proposed project. Please ensure that this includes defining and quantifying the problem; a diagnosis or assessment of underlying behavioural causes; and a justification for why behavioural interventions can generate a feasible solution. You might also want to include information on: ● background / context

				• aims • an outline of the method.
4.8	**What is the question, issue or problem you want to address through this work?**		1,375 character limit (approx. 250 words)	Please describe the question, issue or problem that you intend to address through this project. Please refer to the 'Notes for applicants' document, particularly the section around knowledge generation aims for this call.
4.9	**How does your proposed work link into existing policy and practice, and how might it impact on future policy and practice?**		1,375 character limit (approx. 250 words)	Please tell us how your research will lead to the generation of new knowledge that: • Provides an increased understanding of whether and how behavioural interventions motivate people to act in more efficient and less wasteful ways in health care services and/or; • Provides insights on how best to implement and then diffuse proven behavioural interventions that improve efficiency and reduce waste in a UK health care services context, and; • How other domains of quality are simultaneously impacted upon. Please then outline how your research fits into the current policy and practice debate. You might want to include information on: • the current impact of this issue • other research in this area • the current policy landscape.

5.	Project method			
		Question	**Word count**	**Guidance**
5.1	**Method**	Describe your method in detail. Supporting documentation can be uploaded below at 5.4.	2,500 words	Give full details of your research method. You may want to include information on: • context • aims • work undertaken already/feasibility • research questions/areas of work • specifics of your method • any ethics approval needed. Ensure your method relates clearly to the call, explaining how your methods are grounded in behavioural insight thinking. This section does not have a character/word limit, but, we do ask that answers are not more than 2,500 words. Please include references as a continuation sheet and upload the sheet using the upload box in section 5.4 'Supporting documentation' (details on how to do this are below).
5.2	**Method rationale**	Why do you think your proposed approach will be effective?	1,650 character limit (approx. 300 words)	Tell us what is unique or innovative about your proposed method, highlighting the gaps in knowledge that your research is seeking to address.

5.3	**Data**	List all the data sources you plan to use in this project, specifying how you will access each source.	2,750 character limit (approx. 500 words)	If appropriate, please outline all the data sources that you expect to use in this project. Please indicate what data sources you already hold or have immediate access to. Please state clearly what data sources you need to obtain, from whom, how you will do this and any challenges that you may encounter in obtaining this data (including potential impacts on the project timeline).
				If appropriate, please describe the information governance framework governing the dataset (or provide a reference to a published description).
				If appropriate, please indicate what permissions and allowances are required to access the data and from whom, and outline the estimated timeline for all required permissions to be obtained. Provide details of the current coverage, reach and reporting of the audit/registry data included in the study (using the inclusion criteria given in the NHS England Quality Accounts list 2017/18).
5.4	**Supporting documentation**	Supporting documentation		Please upload any supporting documentation here using the file upload box provided on AIMS. Please include any references from question 5.1, any supporting diagrams, pictures or figures in a single file.
				Maximum of one file attachment allowed. The total file size should not exceed 10Mb. Files larger than this may not be considered as part of this submission.
				Allowed file type(s): doc, docx, pdf, xls, xlsx.
				Please select 'Save' or 'Save & Continue' to ensure that the file is attached correctly. This can be found at the bottom of the page on AIMS.

6.		Communications and impact		
		Question	**Word count**	**Guidance**
6.1	**Key stakeholders**	Identify the key stakeholders and partners for this project. How have you engaged with the stakeholders/partners already and how will you continue to do so during the lifetime of this project?	2,750 character limit (approx. 500 words)	Please detail which individuals, groups and organisations you are targeting as key stakeholders/partners for the project. Groups to consider include: • health care staff • policy makers • patients • front-line decision makers and managers • research community • NGOs. Outline your engagement strategy for each distinct group. State whether you have engaged with the stakeholders/partners already and how you intend to continue doing so throughout the lifespan of this project. You may wish to use the Health Foundation's toolkit 'Communicating your research' help you answer this question as it contains tips and guidance for researchers on ways to engage stakeholder's from the outset of their projects.
6.2	**Communication plan**	Provide a full communications plan. Outline how you plan to effectively communicate your findings to your target audience in a way that prioritises action in response to evidence.	1,500 words	Please provide a full communications plan. For guidance on how to write a communications plan please see the Health Foundation's toolkit 'Communicating your research'.

		Ensure that the activities mentioned are accounted for in the budget section and project plan. Supporting documentation can be uploaded below at 6.5.		This section does not have a character limit, but, we do ask that answers are not more than 1,500 words. You may upload any supporting documentation using the file upload box in section 6.5 (details on how to do this are below).
6.3	**Impact**	How will your project impact on, influence or improve health and/or health care in the UK?	2,750 character limit (approx. 500 words)	Please tell us how your project will impact health and/or health care in the UK. For example, you may want to highlight publications, educational material or patient material. You can include information on a range of potential impacts. For example: - advancing scientific method, theory and application - changes to practice - changes to policy - benefits to individuals (including patients and service users), organisations and/or nations.
6.4	**Impact**	How will you maximise the opportunities for your project to lead to impact?	2,750 character limit (approx. 500 words)	Please describe how you will ensure that your project leads to the impact described above. You may wish to use the Health Foundation's toolkit 'Communicating your research' to help you answer this question as it contains tips and guidance for researchers to help them increase the influence and impact of their work in health and health care.

6.5	**Supporting documentation**	Supporting documentation		Please upload any supporting documentation here using the file upload box provided on AIMS. Include any supporting diagrams, pictures or figures in a single file.
				Maximum of one file attachment allowed. The total file size should not exceed 10Mb. Files larger than this may not be considered as part of this submission.
				Allowed file type(s): doc, docx, pdf, xls, xlsx.
				Please select 'Save' or 'Save & Continue' to ensure that the file is attached correctly. This can be found at the bottom of the page on AIMS.

7.	**Project management**			
		Question	**Word count**	**Guidance**
7.1	**Project plan**	Attach a project plan for your proposed project using the template provided.		Please click as indicated on AIMS to download the project plan template that we would like you to use.
				Complete the plan outlining the various stages of the project including all key milestones such as meetings and deadlines for outputs.
				Please ensure that you include at least two face-to-face meetings with the Health Foundation for each year of your research, submission of an annual and final grant report, as well as time for any data permissions, ethics approval and communications/dissemination activities.
				Once complete, please upload your project plan using the upload box provided.

				Maximum of one file attachment allowed. The total file size should not exceed 10Mb. Files larger than this may not be considered as part of this submission.
				Allowed file type(s): doc, docx, mpp, pdf, xls, xlsx.
				Please select 'Save' or 'Save & Continue' to ensure that the file is attached correctly. This can be found at the bottom of the page on AIMS.
7.2	**Project start date**	Proposed start date		Please enter the anticipated start date of your project using the drop-down menu on AIMS.
7.3	**Project duration**	Project duration		Please note that this information is pulled through from section 4.4 in the application form. If this is incorrect then please amend section 4.4.
7.4	**Outputs**	For each year of your project, list the main outputs you intend to produce. You may list up to three for each year. If not applicable, enter 'N/A'.	1,100 character limit (approx. 200 words) for each entry	Please list the most important outputs for each year of the project. You may list a maximum of three per year. This should be based on your project plan (section 7.1).
7.5	**Ethics approval**	Do you require ethics approval for this project? If yes, give details of the approval needed and how you will obtain this approval.	1,100 character limit (approx. 200 words)	Please indicate yes or no to this question using the buttons on AIMS. If you indicate yes, a comments box will appear asking you to give details of any ethics approval required. Please provide the details in the comments box including information on: ● what approval is needed and from whom

				• how you will obtain this approval • timescales.
7.6	**Quality assurance**	Outline the quality assurance systems you will use to ensure the research is implemented on time and to a high standard.	1,100 character limit (approx. 200 words)	Please outline the quality assurance system that you will be adopting to ensure the research is delivered on time and to a high standard. Consider: • Project management (oversight from senior staff, project and organisational governance, etc) • Quality assurance of all outputs (internal reviews, peer reviews, etc)
7.7	**Risk register**	Attach a comprehensive risk register. Include risk impact and mitigating actions.		Please provide us with a comprehensive risk register for the research, including risk impact and mitigating actions. Please be sure to include any ethics approval and/or any data access and collection considerations. Once completed, please upload your risk register using the upload box provided. Maximum of one file attachment allowed. The total file size should not exceed 10Mb. Files larger than this may not be considered as part of this submission. Allowed file type(s): doc, docx, mpp, pdf, xls, xlsx. Please select 'Save' or 'Save & Continue' to ensure that the file is attached correctly. This can be found at the bottom of the page on AIMS.
7.8	**Working with the Health Foundation**	Outline how the team envisages working with the Health Foundation throughout the project and beyond.	1,375 character limit (14pprox..	Please outline how the research team envisages working with the Health Foundation throughout the project, and beyond. Be specific about numbers of meetings, individuals involved, etc.

			250 words)	

8.	Budget			
		Question	**Word count**	**Guidance**
8.1	**Total amount requested for this application**	Total budget		Please note that this information is pulled through from section 4.5. If this is incorrect please amend section 4.5.
8.2	**Project budget**	Project budget		Please click as indicated on AIMS to download the budget template that we would like you to use. Use the budget template provided, breaking down your activities accordingly. This must include a breakdown of all staffing costs and non-staffing costs (eg travel, meetings/workshops/events, communications and dissemination activities, data acquisition, etc). Once completed, please upload the budget document using the upload box provided. Maximum of one file attachment allowed. The total file size should not exceed 10Mb. Files larger than this may not be considered as part of this submission. Allowed file type(s): doc, docx, pdf, xls, xlsx.

				Please select 'Save' or 'Save & Continue' to ensure that the file is attached correctly. This can be found at the bottom of the page on AIMS.
8.3	**Budget rationale**	Provide justification for items requested in the budget and the level of funding requested.	1,375 character limit (approx. 250 words)	Provide justification for items requested in the budget and the level of funding requested; please note that the Health Foundation will be assessing value for money.
8.4	**Other funding**	Have you approached the Health Foundation or any other organisations to fund this proposal (or a significant part of this)?	1,375 character limit (approx. 250 words)	Please indicate yes or no to this question using the buttons provided. If you indicate yes, a comments box will appear asking you to give details. Please provide details including: • The organisation(s) approached and the name of the programme. • If the Health Foundation was approached, specify which programme. • When they were approached for funding. • What funding was asked for. • The outcome (if this is unknown, then please give the date that you expect to find out).

9.	**People**			
		Question	**Word count**	**Guidance**
9.1	**Collaboration**	Provide details of the collaborating organisations/individuals/partners you are proposing will comprise the project team.	1,650 character limit	Please provide details of each party and a brief description of their role in the team.

			(approx. 300 words)	We are particularly interested in applications from multi-disciplinary and collaborative teams potentially made up of suitably qualified academics and researchers, psychologists and behavioural experts, health care professionals, allied health professionals and other front-line decision makers and those with design expertise.
	Collaboration	Why will this collaboration be successful?	1,650 character limit (approx. 300 words)	Please provide details of any previous or current collaboration among partners and any others factors that you believe will ensure the success of this collaboration.
	Collaboration	What is unique about the team and its resources?	1,650 character limit (approx. 300 words)	Please describe why this team is best placed to deliver this programme of research – ie what is unique about your proposal, team and/or the resources that you bring to this work?
9.2	**Team expertise and experience**	Provide a brief description of the team members in terms of the specific expertise and relevant experience that they bring to this proposal.	1,100 character limit (approx. 200 words)	Please provide details of the proposed research team members including their name, job title and organisation as well as their expertise in relation to the project. Add a line per person as indicated on AIMS using the 'ADD' button provided. Please note that 'ADD' is a multi-function button. You should click on 'ADD' to save the data entered in each row.

				You will be left with a blank row when you have completed this question in order for the last row to be saved.
9.3	**Suitable peer reviewers**	Suggest two potential independent expert reviewers who have the relevant expertise to provide appropriate peer review for your application.		Please fill in the requested details of your suggested peer reviewers – ie their name, organisation, email address and telephone number.
	Suitable peer reviewers	How do you know these people?	250 character limit (approx. 40 words)	Please provide details of how you know each reviewer. These reviewers should be independent and have no conflict of interest with respect to your application. Your suggestions will be used as only one source of peer reviewers and may not be approached to undertake this review.
9.4	**Supporting documentation: CVs**	Attach the CVs of the primary members of the project team, detailing any relevant publications that support this application.		Please attach the CVs of the primary members of the project team, detailing any relevant publications that support this application. You may attach one document per team member containing CV, biography and list of relevant publications. The maximum number of uploads is six. The total file size for each upload should not exceed 10Mb. Files larger than this may not be considered as part of this submission. Allowed file type(s): doc, docx, pdf, xls, xlsx. Select 'Save' or 'Save & Continue' to ensure the file is attached correctly. This can be found at the bottom of the page on AIMS.

10.	Declaration		
		Question	**Guidance**
10.1	**Declaration**	Declaration of applicant	Please tick the box provided on AIMS to confirm that: • you have the authority to submit the proposal on behalf of the applying organisation • the information supplied is, to the best of your belief, correct • you consent to the use of your data as indicated above the tick box on AIMS.
10.2	**Feedback and marketing information**	This standard application form is a new approach for the Health Foundation's Research award programmes. Are you happy to be contacted to give feedback on the questions and guidance?	Please use the drop-down menu provided on AIMS to indicate whether or not you are happy to be contacted by the Health Foundation in order to give feedback on the application form and guidance.
	Feedback and marketing information	Tell us how you first heard about this programme.	Please use the drop-down menu provided on AIMS to indicate how you found out about the programme that you are applying to.

Once you have completed all the questions above, provided that you are happy with your answers you may now submit the application form by clicking 'Save & Continue' at the bottom of the page on AIMS. This will bring you to the submission page. Any responses that you have missed will be picked up at this stage; please go back and complete them accordingly. Once fully completed, provided that you are happy with your application click the 'Yes, submit entire form now!' button in order to submit your application.

Many thanks for your interest in the Health Foundation's Behavioural Insights Research Programme; please refer to the 'Notes for applicants' document on our website for details of the application timeline.