

The Health Foundation

The economic and social value of health research programme

Application Form Guidance

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 and the AIMS user guide before completing the application form on AIMS.

All of the above documents are available on the Health Foundation [website](#).

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| 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 e.g. to arrange 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 contacts' telephone number. |
| | | Job title | Enter the primary contacts' job title. |
| | | Organisation name | Pre populated from 'Contacts' tab (see above for details on how to edit). |

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| 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. |

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| 3. | Organisation | | | |
| Give details of the lead organisation i.e. 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 | 1375 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. <i>Continued.</i> |

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| | | 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. | | |
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| | | 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. | | If the programme you are applying for does not have priority areas, select '0'. |
| 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 | | 1375 character limit (approx. 250 words) | Please highlight the main features of your proposed project and how it will expand our understanding of the impact of individual's health on their economic and social outcomes. You might also want to include information on: <ul style="list-style-type: none"> - Background / context - Aims - An outline of the method |
| 4.8 | What is the question, issue or problem you want to address through this work? | | 1375 character limit (approx. 250 words) | Please describe the question, issue or problem that you intend to address through this project. <i>Continued.</i> |

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| | How does your proposed work link into existing policy and practice, and how might it impact on future policy and practice? | | 1375 character limit (approx. 250 words) | Please then outline how your research fits into current policy and practice debates. You might want to include information on: <ul style="list-style-type: none"> - the current impact of this issue - other research in this area - the current policy landscape |
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| 5. Project Method | | | | |
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| | | Question | | Guidance |
| 5.1 | Method | Describe your method in detail. Supporting documentation can be uploaded below at 5.4. | 2,500 words | <p>Give full details of your research method. You may want to include information on:</p> <ul style="list-style-type: none"> - Context - Aims - Work undertaken already / feasibility - Research questions / areas of work - Specifics of your method - Any ethics approval needed <p>Ensure your method relates clearly to the call.</p> <p>This section does not have a character / word limit, but, we do ask that answers are not more than 2,500 words.</p> <p>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).</p> |
| 5.2 | Method rationale | Why do you think your proposed approach will be effective? | 1650 character limit (approx. 300 words) | <p>Tell us what is unique or innovative about your proposed method, highlighting the gaps in knowledge that your research is seeking to address.</p> <p><i>Continued</i></p> |

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| 5.3 | Data | List all the data sources you plan to use in this project, specifying how you will access each source. | 2750 character limit (approx. 500 words) | <p>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).</p> <p>If appropriate, please describe the information governance framework governing the dataset (or provide a reference to a published description).</p> <p>If appropriate, please indicate what permissions and allowances are required to access the data and use it as outlined in your methods, 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).</p> |
| 5.4 | Supporting documentation | Supporting documentation | | <p>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.</p> <p>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.</p> <p>Allowed File Type(s): doc, docx, pdf, xls, xlsx.</p> <p>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.</p> |

| 6. Communications and Impact | | | | |
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| | | 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? | 2750 character limit (approx. 500 words) | <p>Please detail which individuals, groups and organisations you are targeting as key stakeholders / partners for the project.</p> <p>Groups to consider include:</p> <ul style="list-style-type: none"> - Health care staff - Policy makers - Patients - Frontline decision makers and managers - Research community - NGOs <p>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.</p> <p>You may wish to use the Health Foundation's Communications Toolkit for Research to 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. You can find the toolkit here: http://www.health.org.uk/collection/communications-health-research-toolkit</p> |
| 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. Ensure that the activities mentioned are accounted for in the budget section and project plan. Supporting documentation can be uploaded below at 6.5. | 1500 words | <p>Please provide a full communications plan. For guidance on how to write a communications plan please see the Health Foundations' Communications Toolkit for Research here: http://www.health.org.uk/collection/communications-health-research-toolkit.</p> <p>This section does not have a character limit, but, we do ask that answers are not more than 1,500 words.</p> <p>You may upload any supporting documentation using the file upload box in section 6.5 (details on how to do this are below) <i>Continued.</i></p> |

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| 6.3 | Impact | How will your project impact on, influence or improve health and / or health care in the UK? | 2750 character limit (approx. 500 words) | <p>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.</p> <p>You can include information on a range of potential impacts. For example:</p> <ul style="list-style-type: none"> - 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 | | How will you maximise the opportunities for your project to lead to impact? | 2750 character limit (approx. 500 words) | <p>Please describe how you will ensure that your project leads to the impact described above.</p> <p>You may wish to use the Health Foundation's Communications Toolkit for 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. You can find the toolkit here: http://www.health.org.uk/collection/communications-health-research-toolkit</p> |
| 6.5 | Supporting documentation | Supporting documentation | | <p>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.</p> <p>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.</p> <p>Allowed File Type(s): doc, docx, pdf, xls, xlsx.</p> <p>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.</p> |

| 7. Project Management | | Question | Word count | Guidance |
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| 7.1 | Project plan | Attach a project plan for your proposed project using the template provided. | | <p>Please click as indicated on AIMS to download the project plan template that we would like you to use.</p> <p>Complete the plan outlining the various stages of the project including all key milestones such as meetings, and deadlines for outputs.</p> <p>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, comms/dissemination activities.</p> <p>Once complete, please upload your project plan using the upload box provided.</p> <p>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.</p> <p>Allowed File Type(s): doc, docx, mpp, pdf, xls, xlsx.</p> <p>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.</p> |
| 7.2 | Project start date | Proposed start date | | Please enter the anticipated start date of your project using the pull down menu on AIMS. |
| 7.3 | Project duration | Project duration | | Please note that this below information is pulled through from section 4.4 in the application form. If this is incorrect then please amend section 4.4. |

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| 7.4 | Outputs | <p>For each year of your project, list the main outputs you intend to produce. You may list up to three for each year.</p> <p>If not applicable, enter 'N/A'.</p> | 1100 character limit (approx. 200 words) for each entry | <p>Please list the most important outputs for each year of the project. You may list a maximum of three per year.</p> <p>This should be based on your project plan (question 7.1).</p> |
| 7.5 | Ethics Approval | <p>Do you require ethics approval for this project?</p> <p>If yes, give details of the approval needed and how you will obtain this approval.</p> | 1100 character limit (approx. 200 words) | <p>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:</p> <ul style="list-style-type: none"> - 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. | 1100 character limit (approx. 200 words) | <p>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:</p> <ul style="list-style-type: none"> - Project management (oversight from senior staff, project and organisational governance etc.) - Quality assurance of all outputs (internal reviews, peer reviews etc.) |

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| 7.7 | Risk register | Attach a comprehensive risk register. Include risk impact and mitigating actions. | | <p>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.</p> <p>Once completed, please upload your risk register using the upload box provided.</p> <p>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.</p> <p>Allowed File Type(s): doc, docx, mpp, pdf, xls, xlsx.</p> <p>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.</p> |
| 7.8 | Working with the Health Foundation | Outline how the team envisages working with the Health Foundation throughout the project and beyond. | 1375 character limit (approx. 250 words) | 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. |

| 8. Budget | | | | |
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| | | Question | | Guidance |
| 8.1 | Total amount requested for this application | Total budget | | Please note that the below information is pulled through from section 4.5. If this is incorrect please amend section 4.5. |
| 8.2 | Project budget | Project budget | | <p>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.</p> <p>This must include a breakdown of all staffing costs and non-staffing costs (e.g. travel, meetings/workshops/events, Communications & dissemination activities, data acquisition etc.).</p> <p>Once completed, please upload the budget document using the upload box provided.</p> <p>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.</p> <p>Allowed File Type(s): doc, docx, pdf, xls, xlsx.</p> <p>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.</p> |
| 8.3 | Budget rationale | Provide justification for items requested in the budget and the level of funding requested. | 1375 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. |

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| 8.4 | Other funding | Have you approached the Health Foundation or any other organisations to fund this proposal (or a significant part of this)? | 1375 character limit (approx. 250 words) | <p>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 said details including:</p> <ul style="list-style-type: none"> - 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). |
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| 9. People | | | | |
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| | | Question | Word count | Guidance |
| 9.1 | Collaboration | Provide details of the collaborating organisations / individuals / partners you are proposing will comprise the project team. | 1650 character limit (approx. 300 words) | <p>Please provide details of each party and a brief description of their role in the team.</p> <p>We welcome applications from multi-disciplinary teams.</p> |
| | Collaboration | Why will this collaboration be successful? | 1650 character limit (approx. 300 words) | Please provide details of any previous or current collaboration amongst 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? | 1650 character limit (approx. 300 words) | <p>Please describe why this team is best placed to deliver this programme of research i.e. what is unique about your proposal, team and / or the resources that you bring to this work?</p> <p><i>Continued.</i></p> |

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| 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. | 1100 character limit (approx. 200 words) | <p>Please provide details of the proposed research team members including their name, job title and organisation as well as their expertise as related to the project.</p> <p>Add a line per person as indicated on AIMS using the 'ADD' button provided.</p> <p>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.</p> |
| 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 i.e. their name, organisation, email address and telephone number. |
| | | How do you know this person? | 250 character limit (approx. 40 words) | <p>Please provide details on 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.</p> |
| 9.4 | Supporting documentation: CVs | Attach the CVs of the primary members of the project team, detailing any relevant publications that support this application. | | <p>Please attach the CV's 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.</p> <p>Files larger than this may not be considered as part of this submission.</p> <p>Allowed File Type(s): doc, docx, pdf, xls, xlsx.</p> <p>Select 'Save' or 'Save & Continue' to ensure the file is attached correctly. This can be found at the bottom of the page.</p> |

| 10. Declaration | | | |
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| | | Question | Guidance |
| 10.1 | Declaration | Declaration of applicant | Please tick the box provided on AIMS to confirm that: <ul style="list-style-type: none"> - You have the authority to submit the proposal on behalf of the applying organisation. - That the information supplied is, to the best of your belief, correct. - That you consent to the use of your data as indicated above the tick box on AIMS. |
| 10.2 | Feedback & 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 pull 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. |
| | | Tell us how you first heard about this programme. | Please use the pull 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 and provided that you are happy with your answers you may submit the application form by clicking 'save and 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 and 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 economic and social value of health research programme; please refer to the Notes for Applicants document on our [website](#) for details of the application timeline.