Outline proposal application form guidance

Insight Research Programme 2019

April 2019

This guidance document is to be read alongside the *Outline proposal application form* 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 *Frequently asked questions* document before completing the application form. All documents can be downloaded at: www.health.org.uk/insight2019

Candidates are expected to complete the *Outline proposal application form* in full. The completed application form should be submitted via email to InsightResearch@health.org.uk. **Please include the programme title and principal investigator's name in the subject heading.**

Outline applications must be received by 12 noon, Thursday 16 May 2019. Late submissions will not be accepted.

This *Outline proposal application form* is part of a two-stage application process. Candidates who are successful with their outline application will be invited to submit a full application via our AIMS system (for more information please see the *Notes for applicants* document).

This guidance document is only intended to support applicants with the *Outline proposal application form.*

1.	**Principal investigator**
	Please provide details of the principal investigator (PI – the lead applicant) for the project.

These are the details of the individual who is leading on the proposed research project, the individual with overall responsibility for the day-to-day management, outputs and dissemination of the project. This individual will be the main point of contact for the Health Foundation.

	Question	**Guidance**
1.1.	Full name	Enter the PI's full name.
1.2.	Email	Enter the PI's email address.
1.3.	Job title	Enter the PI's job title.

2.	**Lead organisation**
	Please provide details of the lead organisation.

The lead organisation is the institution that will be managing the funding.

	Question	**Guidance**
2.1.	Organisation name	Enter the name of the lead organisation.
2.2.	Address	Enter the address of the lead organisation.
2.3.	Postcode	Enter the postcode of the lead organisation.
2.4.	Website	Enter the website of the lead organisation.
2.5.	Type of organisation	Please indicate the type of organisation – for example academic institution, NHS Trust, local authority body, third sector organisation.
2.6.	Country	Please indicate the country in which your organisation is based.

3.	**Project team**
	Please provide details of the project team.

The project team is the core team with responsibility for the day-to-day management and delivery of the project. Co-applicants are considered part of the core project team and include individuals who are responsible for the day-to-day operations and delivery of the project alongside the PI.

(The PI will remain the lead and point of contact for the Health Foundation and assume overall responsibility for the project.)

	Question	Guidance
3.1	Title	Please provide the title, name, position and organisation of all co-applicants. Please use one line per co-applicant, adding a new line for each member of the project team. We do not need to know team members' specific roles on the project at this point (this information will be required at full proposal stage).
	Name	
	Position	
	Organisation	

4.	**Collaborators and partner organisations**
	Please identify any collaborators or partner organisations you will be working with on the project.

These are individuals or organisations who may provide specialist support, advice or guidance at a particular stage or throughout the study. For example, they may provide specific advice on data access and information governance, or support the project team to engage specific stakeholder groups.

These are not the same as co-applicants and do not assume any responsibility for the day-to-day management or delivery of this research.

	Question	Guidance
	Please identify any collaborators or partner organisations you will be working with on the project (max. 300 words).	Please list any individuals or organisations that you plan to partner or collaborate with on the project. Please include details of their role on the project, and whether they have agreed to partner/collaborate with you on the project.

5.	Duration of the project and funding requested	
	Question	**Guidance**
5.1	Total amount requested (£)	Please indicate the total amount of funding requested from the Health Foundation in GBP.
		These are indicative figures at this stage. Full details of costings (including justification of the resources requested) will be required at full proposal stage. The indicative costs presented here must, therefore, be accurate and realistic.
		Please note, costing should be based on what you expect to be the items of direct expenditure required to carry out your research. Items commonly covered include travel costs for meetings, relevant conferences, data analysis support, transcription of interviews and focus groups, venue hire/refreshments for research meetings/focus groups, travel costs for patients and health and social care staff to attend focus groups. You can include 'honorarium' payments for patient participants and some backfill payments for health and social care staff to participate in specific research activities but not where this would constitute covering the cost of the research team, or for any length of time beyond a few days.
		As a charity, we will fund only the full directly incurred costs of the research. We do not fund overheads. Furthermore, the research will be supported as a charitable grant and as such is not liable for VAT.
5.2	Proposed start date (month/year)	Please insert the proposed start date.
	Proposed end date (month/year)	Please insert the proposed end date.
	Total duration (months)	Please insert the total duration of the proposed project.
		We recognise that many projects will need to incorporate a start-up phase in their project plans to allow for staff recruitment, and ethics and governance approvals. The maximum duration of the project should therefore be 48 months (including start-up phase).
5.3	Have you previously approached the Health Foundation or any other organisations to fund this research proposal or any significant component of it?	Please indicate if you have previously made an application that has comprised all or a significant component of this research proposal to the Health Foundation or any other organisation.

	If yes, please provide further details.	Please provide details of any applications you have made that have comprised all or a significant component of the current research proposal. Please provide details including: - the work for which funding was requested - 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 - the amount of funding requested (in GBP) - the outcome and reason for the decision (if this is unknown, then please give the date that you expect to find out). Failure to disclose accurately or fully may be considered by the Health Foundation as academic misconduct and treated accordingly.

6.	About your research proposal	
Please give details of your research proposal.		
	Question	**Guidance**
6.1	**Project title** Please provide a short title for the proposal (max. 20 words).	The project title should state clearly and concisely the proposed research. Any abbreviations should be spelled out in full.
6.2	**Plain English summary** Please provide a summary of the proposed research written in language accessible to a non-expert audience (max. 300 words).	Please write a clear, plain English explanation of your research. This should be suitable for a non-technical audience and reviewers who may not be experts in this field. If your application for funding is successful, the summary will be used on the Health Foundation websites. A good quality plain English summary providing an easy to read overview of your whole study will help: • those carrying out the review to have a better understanding of your research proposal • inform others about your research, such as members of the public, health professionals, policymakers and the media • the research funders to publicise the research that they fund. **If it is felt that your plain English summary is not clear and of a good quality then you may be required to amend it prior to final funding approval.** When writing your summary, you might want to include information on: • background/context • aims of the research • an outline of the method • patient and public involvement • key stakeholders • dissemination. 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.
6.3	**Priority area** Please indicate the priority area to	The majority of Health Foundation open award calls have several priority areas. Please indicate which of the priority areas your research proposal predominately relates to by writing the number and title of the

| | | which your research relates. | relevant priority area. You should select only one area; this should be the one that is most applicable to your project.

Details of the priority areas for the programme can be found in the relevant Notes for applicants document.

If the Notes for applicants document does not list any priority areas, please enter "0 – no priorities listed". |
| --- | --- | --- | --- |
| 6.4 | **Proposal keywords**

Please add up to five keywords that relate to your proposal (one keyword is mandatory). | Please list up to five keywords that best identify your project. You must enter at least one keyword.

When choosing the keywords please think from the point of view of the reader (ie what keywords would a reader use if searching for your proposal?); choose keywords and phrases that represent what the research is about; and consider using keywords drawn from the US National Library of Medicine's collection of Medical Subject Headings (MeSH). | |
| 6.5 | **Rationale**

Please provide the case for the importance of the project, including the gaps in knowledge and the question(s) your research is seeking to address (max. 350 words). | Please provide a clear explanation of the issue or question to be addressed by the research and how this research would fill a gap in knowledge.

Explain how your proposed research is within the remit of the programme, specifying how it addresses the priority area you listed in question 6.3, and how the research will be used to improve health and/or care in the UK. | |
| 6.6 | **Stakeholders, dissemination and impact**

Briefly identify the key stakeholders for this project and explain how the findings will be used to improve health and/or care in the UK (max. 300 words). | Please indicate the stakeholders you have identified for this research project and their importance to this project. Stakeholders are key individuals or organisations who you have pinpointed as the target audience for the output and dissemination of this research. This may include, but is not limited to, patients, service heads, health care commissioners and managers, policy leads and regional and national bodies.

Please also describe the main outputs from your research, who will use the outputs, how they will know about them and how they will be used.

Finally, include details about the impact you anticipate the study may have. | |
| 6.7 | **Project design**

Please outline your proposed programme of research (max. 5 | Please use this section to clearly explain your proposed research.

As this is a key part of your application which will be considered during the internal review you should ensure that the information is accurate, succinct and clearly laid out.

You should provide details under each of the following headings: | |

	pages/approx. 2,500 words).	• **Context/background** – provide a clear explanation of the health problem to be addressed by the study and why this research is needed now, both in terms of time and relevance. Also, how the existing body of evidence supports this proposal.
		• **Aims & objectives** – provide details on the key aims & objectives of the research.
		• **Research questions/areas of work** – explain the questions to be answered by the research and provide details of the work package/activities comprising the project.
		• **Specifics of your method/approach** – provide a clear summary of the study methods, and explain why you have chosen the proposed methodology. As appropriate, this should include information on (but not limited to) the data required for the study, data collection, sampling and analysis methods, governance and or ethics approvals needed for the project, and the anticipated timelines for the study.
		• **Patient and public engagement** – describe how patients/service users and the public have been involved in the development of the application as well as plans for involvement in the proposed research.
		• **Plans for disseminating the outputs / findings of this research** – describe the main knowledge products or outputs from your research and how they will be presented, disseminated and used.
		• **Expected impact** – provide information about the impact you anticipate the study may have on health and / or care in the UK.
		Please note that while all outline proposals will be reviewed by senior Heath Foundation staff, outline proposals are not sent for peer-review by experts in the particular field. Applicants are encouraged to take this into consideration when setting out the case for their proposal.

7.	Declaration	
	Question	**Guidance**
	I confirm that I have read and understood the above privacy notice.	Please tick the box to confirm that you have read and understood the privacy notice.
	I confirm that the organisation named on this proposal has given me authority to submit this application on its behalf. I confirm that the information I have supplied is, to the best of my belief, correct.	Please tick the box to confirm that the organisation named on the proposal has given you authority to submit the application on its behalf. Failure to disclose accurately or fully may be considered by the Health Foundation as academic misconduct and treated accordingly.

8.	Feedback and marketing information	
	Question	**Guidance**
8.1	This outline proposal form is a new approach for the Health Foundation's open award programmes. Are you happy to be contacted to give feedback on the questions and guidance?	Please tick either the 'Yes' or 'No' box to confirm whether or not you are happy to be contacted to give feedback on the outline proposal form. Your decision will not affect whether you are invited to submit a full proposal.
8.2	Tell us how you first heard about this programme.	Please provide details of how you heard about the programme call.

The Outline proposal application form should be submitted via email to InsightResearch@health.org.uk . Please include the programme title and principal investigator's name in the subject heading.