MRC-NIHR TRIALS METHODOLOGY RESEARCH PARTNERSHIP FUNDING TO SUPPORT A 12 MONTH PROJECT LED BY TMRP WORKING GROUP MEMBERS

APPLICATION GUIDANCE FOR TMRP PROJECT GRANTS – November 2020

Please read the guidance below and complete the form in accordance with these terms.

Deadline: Monday 25th January 2021, 12 noon.

Notification: Friday 12th February 2021.

Earliest Start Date: 1st March 2021 (as soon as Research Agreement has been signed by all parties).

Maximum award length: 12 months (All project spend must be completed by 31st May 2022).

Funding available: Total funding available: £20,000. Maximum project award: £10,000.

- The Lead Applicant must be a member of a TMRP Working Group.

- At least one co-applicant must be a member of a TMRP Working Group from a different institution to the Lead Applicant to encourage collaboration. New collaborations, and the involvement of Early Career Researchers and PhD students are encouraged.

- Non-Working Group members can be co-applicants although no funding can be transferred to them unless there are exceptional circumstances.

- Project awards are a maximum of £10,000. Funds must be used only for the approved Project work and supported by evidence of expenditure (Final Expenditure statement) provided within one month after the Project end date.

- Core staff salaries cannot be included in the costs, however directly incurred staff costs related to the project e.g. temporary administration or research staff, can be included.

- Funds may be used to cover expenses such as travel (standard-class rail and economy air fares), subsistence and associated expenses connected with running a workshop.

- The Lead Applicant shall inform TMRP of any relationships with other entities which may give rise to a conflict of interest or otherwise, that may be relevant to the funded research.

- Applications should be concise, while providing enough information for reviewers to assess feasibility and value. TMRP reserves the right to contact the applicants for clarification or additional information prior to a decision being made. TMRP reserves the right to delay any final decision on an application.

- Applicants are advised to discuss their proposal with their finance officer at an early stage.

- Please attach a Letter of Support from the co-leads of the Working Group leading on this project.

- Complete applications must be submitted by email in both PDF and word format. Please note 'TMRP WG Funding Application' in the subject line: Enquiries@methodologyhubs.mrc.ac.uk

- **For successful awards**, the University of Liverpool will issue a Research Agreement which must be signed by a formal representative of the Host Institute prior to the start date. The Lead Applicant must confirm in advance the actual start date and length of the Project after decision notification.

- Successfully awarded Projects will be funded by a one-off payment allocated directly to the Host Institution of the Lead Applicant after the completion of the Project. The award will be made on a basis of **100% of directly incurred costs only, not Full Economic Costs**.

- A final report, of expected length of 2-4 pages, will be submitted to the TMRP describing the objectives achieved, project outcomes and future outputs within one month of the award end date. Following review by the TMRP Executive Committee the report will be uploaded to the TMRP website.

- The support of the TMRP **must** be acknowledged in all research communications, including websites, arising from the award, including publications and conference presentations with the TMRP logo and/or note: *This work was supported by the MRC-NIHR Trials Methodology Research Partnership (M*R/S014357/1*).*

- The TMRP reserves the right to contact the Lead Applicant at future dates to establish the progress, outputs and impact of any funded Projects.

APPLICATION FORM FOR MRC-NIHR TRIALS METHODOLOGY RESEARCH PARTNERSHIP FUNDING TO SUPPORT A PROJECT LED BY TMRP WORKING GROUP MEMBERS

Please complete all sections fully using Arial (11pt) typescript.

Applications must be submitted by email in both PDF and word format. Please note 'TMRP WG Funding Application' in the subject line: Enquiries@methodologyhubs.mrc.ac.uk

Expand each section as necessary.

A. Summary

A.1   Title of the Project:

A.2   Which TMRP Working Group(s) would be involved in the Project proposed:

A.3   Expected start date of the Project that the funding is requested for:
[Earliest start date: 1st March 2021]

A.4   Duration of funding award requested to conduct the project work
[Max.12 months, latest possible end date 31st May 2022 including completion of all project spend]:

A.5   Total Budget requested to support the project work described below:
[Please provide a breakdown in section C]

A.6   Applicant details- (complete tables below)

Lead Applicant Name:	
Lead Applicant's Job Title	
Host Institution	
Address	
Tel:	
E-mail:	
TMRP Working Group membership:	(insert group)
Role in the project- short summary	

Co-applicant Name:	
Co-applicant's Job Title	
Institution	
Address	
E-mail:	

TMRP Working Group membership:	(insert group)
Role in the project – short summary	

Duplicate co-applicant detail box as necessary.

B. Details of Project Funding Request

Please indicate* which of the below best describes the project:

Workshop / Research Project / Guidance development

B.1   Please provide an abstract describing the proposed project with clear reference to the objectives [max 200 words]

B.2   Publishable Summary

 [The text in B.1 will be shared across TMRP e.g. TMRP website, Newsletter. If you would prefer us to use a different summary to your abstract please insert here.]

B.3   **The Research Proposal- Request for Funding support**

B.3.1   Please describe the Project background and rationale for the research.

[max 500 words for this section]

B.3.2   Details of the work proposed including aims and objectives. Please outline plans for public involvement or engagement proposed in the Project. If no plans, <u>please explain.</u>

[max 800 words for this section]
[Please also insert a Gantt chart estimating key activities and timelines].

B.3.3   Please provide details of any planned outputs. Will impact will be measured? Does this activity fit within a programme of wider research? Is there a plan for data sharing?

B.4   **Request for Funding Support - further information**

B.4.1   Collaborators: Provide brief detail of collaborators expected to be involved in the project. [Please note that collaborators are not co-applicants on the Project]

C. Financial details- please complete using the following subheadings:

C.1   **Direct research cost- summary**

Please provide a full breakdown of costs requested (<u>directly incurred costs only</u>), together with a justification for each request under the following headings.

C.1.1   Staff

[*If the project requires employment of staff please provide individual names, where known, or describe the expected recruitment process. If staff recruitment is required please provide reassurance that risks associated with recruitment have been considered, and any potential delays which may be associated with recruitment when setting the duration of the project.]*

C.1.2   Other research costs (e.g. workshop venue, catering, consumables etc.)

[*Detail the costs requested for this project and provide a detailed justification as to how these funds will be used. E.g. for a workshop you would need to provide details of the size of the workshop (and how you estimate this number) costs for facilities/travel/ accommodation/admin support, details of the venue etc. Accommodation and subsistence costs for people attending a workshop must be reasonable and will be reimbursed on the basis of actual expenditure. Open-access publication costs cannot be requested. Workshop attendees' time cannot be claimed]*

D. Lead Applicant: Acceptance of TMRP Regulations and Conditions

D.1 Signature of Lead Applicant

As Lead Applicant I confirm the following:

i. To the best of my knowledge the information provided in this application is accurate and complete.

ii. I have read the conditions detailed in the 'APPLICATION GUIDANCE FOR TMRP PROJECT GRANTS' November 2020 and, if this application is successful, I agree to abide by these and the terms contained within the Project Research Agreement.

iii. I will submit a project award final report (maximum 4 pages) within one month of the award end date. Funding for the award will not be released until this report is received by the TMRP Executive Committee.

iv. All publications from this project award will be published open access either through my institution or through free access publishing.

Print name   Signature

University

Date

D.2 Full legal title and address of Lead Applicant's host institute:

D.3 Signature of research / finance office of the host institution of the Lead Applicant:

Print name   Signature

University

Date

Applications will not be accepted without both signatures.