**Small Project Grant Application Form**

**Lead Applicant**

|  |  |
| --- | --- |
| Surname |  |
| Forename |  |
| Correspondence address |  |
| Telephone |  |
| Email |  |

**Collaborator (s)**

|  |  |
| --- | --- |
| Name |  |
| Correspondence address |  |
| Telephone |  |
| Email |  |

**Research institution/organisation**

|  |  |
| --- | --- |
| Name |  |
| Finance officer |  |
| Correspondence  address |  |  |
| Email |  |  |

|  |
| --- |
| **Title of project** |
|  |

|  |  |
| --- | --- |
| **THE PROJECT** |  |

|  |
| --- |
| **Title** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed start date** |  | **Duration in months** |  |

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| **Abstract of research** (Up to a maximum **250** words, please summarise the central research question, key aims, methodology, and the scientific and clinical implications of the study.) |
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| **Lay summary** (maximum **250** words, explain to a lay audience the nature of the proposed research. This must include the expected benefits in terms of improvement to human health, with an estimate of the time frame to any clinical translation). |
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| **Details of the project** (maximum **1500** words)  Include (a) Hypotheses (b) Background to the proposal (c) Experimental design and methods (ensure sufficient detail, including a statement on power calculation where relevant) (d) Timetable with key milestones, (e) Potential barriers or risks |
|  |

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| --- |
| **Bibliography** (maximum **20** references, numbered consecutively as they appear in the text, including first author only, title, journal, year, pagination and **PMID**) |
|  |

|  |  |
| --- | --- |
| **FINANCE** |  |

**A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Salary costs (including any collaborator salary costs)** | **Yr 1**  **£** |  |  | **Total**  **£** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**B Travel costs** (registration, economy travel and accommodation)

|  |  |  |
| --- | --- | --- |
| **Brief description of item** | **£** | **Total**  **£** |
|  |  |  |
|  |  |  |
|  |  |  |

**C Equipment**

|  |  |  |
| --- | --- | --- |
| **Brief description of item**  (NB avoid generic terms e.g. consumables) | **£** | **Total**  **£** |
|  |  |  |
|  |  |  |
|  |  |  |

**D Other costs**

|  |  |  |
| --- | --- | --- |
| **Description** | **£** | **Total**  **£** |
|  |  |  |
|  |  |  |
|  |  |  |

**Summary**

|  |  |  |
| --- | --- | --- |
| **Total costs** | **Yr 1**  **£** | **Total**  **£** |
| Total salary (A above) |  |  |
| Total consumables (B, C, D above) |  |  |
| **Final total** |  |  |

**Justification of costs**

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| --- |
| *Justify all financial resources requested* **(maximum one side of A4)** |
|  |

**Other Funding Applications** (Please advise of any other pending funding applications and any current funding for this project)

|  |  |
| --- | --- |
| **Organisation** | **Amount** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **PERMISSIONS** |  |

**Human research**

|  |  |
| --- | --- |
| **Research ethics committee approval:** | |
| Approved? | REC number: |
| Submitted? | Date decision due: |
| Not yet submitted? | Estimated date of submission: |
| Not applicable? |  |

**NHS service support costs** (Where the proposed research draws on NHS facilities, it is likely to incur service support and/or excess treatment costs which the NHS is obliged to meet).

|  |  |
| --- | --- |
| Has the funding to service support costs been guaranteed by the appropriate NHS provider(s)? |  |
| Has the funding for excess treatment costs been approved by the appropriate NHS provider(s)? |  |

**Animal research (if applicable)**

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| --- | --- |
| **Does the proposed research involve the use of vertebrate animals or other organisms covered by the Animals (Scientific Procedures) Act (MANDATORY)**  If **YES**, in section **F4** (Research to be undertaken), please provide details of any areas of substantial/moderate severity. |  |
| *If* ***YES****, please provide details of any areas of substantial/moderate severity.* | |
| Are the appropriate Home Office Project Licences in place? |  |
| Are the appropriate personal licences in place? |  |
| Has the application already been approved through a local ethics process regarding the use of experimental animals? |  |

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| --- |
| **Please outline the justification for the use of animals and how are the 3Rs addressed?** (Maximum **250** words) |
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| **Curriculum Vitae** |  |

**Please insert a short CV for the lead applicant**

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| **SUPPORTING STATEMENTS AND SIGNATURES** |  |

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| **LEAD APPLICANT**   * I undertake and manage the project      * I will ensure timely submission and of progress and final reports | |
| **Full Name:** |  |
| **Signature:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **HEAD OF DEPARTMENT** | |
| **Full Name:** |  |
| **Signature:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **COLLABORATOR (S)** | |
| **Full Name:** |  |
| **Organisation & Job Title:** |  |
| **Signature:** |  |
| **Date:** |  |

To apply for funding, please email the completed form to [research@headlines.org.uk](mailto:research@headlines.org.uk)