

**PROJECT GRANT APPLICATION FORM & GUIDANCE NOTES**

**Application Checklist:**

Send via email one copy of the completed application form in Word and PDF versions to Charlotte Coates, Head of Research Funds, [charlotte@scarfree.org.uk](mailto:charlotte@scarfree.org.uk)

* You are asked to respond to all questions in the application form in a separate document.
* Where relevant, example tables are provided.
* For questions with word limits include a word count.

1. **Applicant Details**

Use example box below(Chief Investigator to be listed first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Surname** | **Forename(s)** | **Title** | **% FTE** | **Role** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Project Title**
2. **Project Acronym** (if applicable)
3. **Abstract of Research** (400 words max)
4. **Plain English Summary of the Project** (250 words max)
5. **Duration of Project** (Proposed start date and duration in months)
6. **Summary of Requested Support**

Provide a table (example below) to show totals of support requested. You will be asked to provide more detail on funds requested later in the application.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Salaries |  |  |
| **Equipment** |  |  |
| **Consumables** |  |  |
| **Travel** |  |  |
| **Other expenses** |  |  |
| **Total** |  |  |

1. **Parallel Submission**

## Is this application or elements of it currently being submitted elsewhere? If so, please list other organisations and the timelines for learning the outcome of the application.

1. **External Review**

Indicate two external peer reviewers who could review this application and the reasons for your choice

Provide prospective reviewers’ contact details (example box below)

|  |  |  |
| --- | --- | --- |
| **Name** | **Contact Details** | **Reason for choice** |
|  |  |  |
|  |  |  |

1. **Intellectual Property**

a. Could the research in this application lead to the generation of a new product/process, or the generation of intellectual property? If so, please give details.

1. **Project Design**

Have you involved a Research Design Service (RDS) or Clinical Trials Unit (CTU) in the design of the application and/or research project?

Please note: If you are conducting a clinical trial, it is mandatory that you involve a CTU in the design of the application and/or research project.

Please provide details of the organisations consulted in the development of this application and the CTU’s UKCRC registration number if applicable:

1. **Public and/or Patient Benefit** (350 words)
   1. Please describe how the public and/or patients have been involved in the research to date and the development of this application:
   2. Please describe how the public and/or patients will be involved in this work:
   3. Please describe how the proposed research will have benefit for the public and/or patients affected by scarring:
   4. Please describe how you will disseminate the outcomes of the research to the public and/or patients:
2. **Ensuring Value in Research**

The Scar Free Foundation is a member of the Ensuring Value in Research Funders’ Collaboration and Development Forum and subscribes to the Forum’s Guiding Principles. (Available in the Guidance Notes).

Provide information about how the proposed project aligns with the Forum’s Principles.

1. **Research involving animals**

If you are applying for research involving animals, you must answer these questions:

1. Does your proposal include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act?
2. Have the following necessary approvals been given by The Home Office (in relation to personal, project and establishment licences)?   
   Animal Welfare and Ethical Review Body?
3. Do your proposals involve the use of animals or animal tissue outside the UK?
4. Has the Home Secretary granted a project license under the terms of the Animals (Scientific procedures) Act 1986, authorising the proposed experiments?
5. Please state the name and address of the licensee, the Home Office reference and the date of issue. Please attach a photocopy of the front page to your application.
6. **Use and storage of relevant human material**

If you are applying for research involving human material, you must answer these questions:

* 1. Does your proposal include procedures to be carried out on human tissue?
  2. Please provide information about the arrangements for the documentation, storage and use of human tissue.
  3. Will the human material be stored under HTA licence? If so, which one.
  4. Will the material be made available for other researchers under an appropriate access agreement?

1. **Contact Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Details of Lead Applicant | | Full postal address of Department administering the award | |
| Name: | | Address: | |
| Tel: | Email: | Tel: | Email: |

Contact details of Head of Department and Authority

The Head of Department and the Officer with administrative responsibility for any award should sign the following declaration:

*‘I confirm that I have read this application and that, if this application is successful, the work will be accommodated and administered within this body in accordance with the Written Agreement that will form the contractual obligations. All costs are correct and in accordance with the normal practice of this institution.’*

|  |  |
| --- | --- |
| Name of Head of Department: | Signature: |
| Address (if different from applicant): |

1. **Proposed Research Project**

You should not exceed 10 sides in length. This should include one page for references and one page maximum for a ‘Gantt’ chart or timeline.

Include following (not necessarily in this order):

* The relevance of the study to the Scar Free Foundation Conflict Wound Priorities (see Annex A)
* The need for the study and how the research question is relevant to the needs of those affected by scarring.
* Pilot study or feasibility/supporting data.
* Plans to ensure regulatory compliance of any drugs/appliances/biological materials used in study.
* Description of the research, design, methods in the context of previous research.
* Any difficulties that can be foreseen and strategies for mitigation.
* Provide evidence that work has been undertaken to assess feasibility of recruiting proposed sample size.
* Team expertise.
* Plans to manage and deliver the project.
* Predicted outputs of research.
* Justification of support/resources.
* Collaboration with NHS Research Organisations and/or other HEI.
* Impact of the research.
* Knowledge mobilisation/dissemination plan including Open Access publications planned

1. **Details of Support Requested** (example tables below)

The Scar Free Foundation is a member of the Association of Medical Research Charities (AMRC) therefore please ensure costs reflect AccoRD guidance[[1]](#footnote-2)

Staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Medical / Scientific / Technical | Grade | Inclusive salary costs | |
| Year 1 | Year 2 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total (£)** | | |  |  |

Expenses and Apparatus

|  |  |  |
| --- | --- | --- |
|  | Year 1 (£) | Year 2 (£) |
| Materials / Consumables |  |  |
|  |  |  |
| Equipment |  |  |
|  |  |  |
| Travel |  |  |
|  |  |  |
| Other expenses |  |  |
|  |  |  |
| **Total (£)** |  |  |

1. **Ethical Approval**

a. Does the proposed research require ethical approval?

b. If yes, how long do you anticipate the approval process taking and when will it take place?

c. Detail the Research Ethics Committee from which approval is being, or will be sought.

1. **Curriculum Vitae of Applicant** **(One to be completed for each named applicant)**

Please note: CV’s are to be no longer than 2 pages per applicant.

|  |  |
| --- | --- |
| Surname: |  |
| Forename: |  |
| Current Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

|  |
| --- |
| Qualifications: |
|  |
| Posts Held: |
|  |
| Please detail current research projects you are working on, with details of funding: |
|  |
| **List 5 Recent Publications:** |
|  |

**GUIDANCE NOTES**

**Completing the Project Grants Application Form**

**Applicant details**

The Chief Investigator should be listed first. Detail all individuals who will be involved with the project, and for whom a CV will be provided.

**Study title**

A title must be provided. The title should not be generic but should relate to the proposed research.

**Study acronym**

The acronym for the project (if applicable).

**Abstract of research**

A concise summary of the proposed research, including the aims, background, methods and expected outcomes of the project. Statistical predictions may be included. The abstract should be no more than 400 words.

**Plain English Summary of Project**

Give a summary of the project title in plain English. In accessible language detail the proposed research, avoiding the use of complex medical terms and acronyms. Applicants should assume that readers have little or no detailed knowledge of science. However, please make sure that the summary contains enough detail so that the reviewer can make an informed decision about the project. 250 words

**Summary of Requested Support**

Summarise all requested amounts on a year by year basis, with totals. Please note this is the amount that The Scar Free Foundation will provide, if the application is successful. The amount awarded will not be increased if there are errors in calculations so ensure the total amount requested is correct.

**Parallel submission**

If this application or elements of it have been submitted to another funding body for consideration, please give details and the date that a decision is expected.

**Intellectual Property**

Please advise whether the research could give rise to a new product or process, and whether Intellectual Property will be generated. Include existing agreements as Annex to your application.

**Involvement of a Research Design Service or Clinical Trials Unit in the design of the application and/or research project**

Please give details of whether you have involved your local Research Design Service or Clinical Trials Unit in the development of the research proposal, including details of any discussions you have had with the RDS/ CTU, whether these discussions have led to any amendments/ improvements to the proposal as a result of the advice offered and their ongoing involvement in the project. Please note: involvement of a Research Design Service (or equivalent) is recommended. Involvement of a Clinical Trials Unit is mandatory for a clinical trial application.

**Public and/or Patient Benefit and Involvement**

The funded activity should have a focus on patient outcomes. Please outline how you have involved public and/or patients in this research and/or the application, how you will involve public and/or patients in this research going forward, what the impacts and benefits will be for them (short and/or longer term) and how you plan to disseminate this work to them.

**Ensuring value in research (EViR)**

The Scar Free Foundation is a member of the international Ensuring Value in Research Funders Forum. The Forum has been convened by the NIHR (England), PCORI (USA) and ZonMW (Netherlands) and membership includes MRC, AMRC, Marie Curie, Wellcome Trust, Welsh Government as well as other international bodies (USA, Ireland, Sweden, Netherlands). The development of the Forum was given added stimulus by the work of Sir Iain Chalmers’ on identifying waste in medical research

We ask that researchers play their part in ensuring its Guiding Principles are adhered to in all Scar Free Foundation-funded research projects. Researchers are asked to embed the Principles into the planning, execution and dissemination of their research.

You can view the EViR Guiding Principles here: <https://sites.google.com/view/evir-funders-forum>

**Research involving animals**

The Scar Free Foundation supports the Association of Medical Research Charities position statement on the use of animals in medical research[[2]](#footnote-3).

These questions are mandatory for all applications for funding that propose research using animals. Applications may be referred to the NC3Rs for review. Where animal work is sub-contracted, these questions must be completed by the organisation conducting the animal studies. Please note, we will also ask peer reviewers who will assess your application if there is appropriate justification for the use and number of animals. Applicants should refer to the NC3Rs website for further information and guidance on the responsible and ethical use of animals in research, and this will help to answer the questions in this section [www.nc3rs.org.uk](http://www.nc3rs.org.uk)

**Research using human tissue**

These questions are mandatory for all applications for funding that propose research using human materials. Applicants should refer to guidance on the HTA website regarding the use and licensing of human tissue. <https://www.hta.gov.uk>

**Addresses and signatures**

Please ensure that the full postal addresses and contact details of the lead applicant and the administering department are given.

**Proposed research project**

Your proposal statement should not exceed eleven single-sided pages in length. References (one page maximum) can be listed on an extra page. A Gantt chart/timeline can also be included as a separate page or document. The following areas should all be incorporated, but not necessarily in the order listed below.

* The need for the study and how the research question is relevant to the needs of those affected by scarring.
  + What are the principal research questions the study will address?
  + Why is the study needed?
  + Evidence from the medical literature should be provided, including discussion of the need for the trial in light of any systematic reviews that have been completed.
  + Are there any other projects that are currently underway (both nationally and internationally) which are relevant to the proposed study?
  + How will the results of this trial be used?
* **Pilot Study or Feasibility/Supporting Data**

Include any relevant data from pilot or feasibility studies and a description of how this provides supportive evidence that this proposed project will build upon.

* **Proposed Trial Design**

Provide as much detail as possible concerning the methodology of the proposed research.

* **Difficulties that can be foreseen and plans for mitigation**: Detail any potential issues that may affect the project, cause the start to be delayed, or affect the smooth progress of the research (e.g. patient recruitment difficulties etc). Outline plans to address such issues. Views from the NIHR Clinical Research Network (NIHR CRN, or equivalent in Scotland, Northern Ireland or Wales) on the feasibility and proposed targets of your study are especially relevant.
* **Team expertise:** applicants should outline the contribution each member of the project team will make towards the project. The team should include all the relevant expertise that will enable delivery of the proposed project.
* **Plans to manage and deliver the project:** please refer to a visual aid e.g. a Gantt Chart and include project milestones.
* **Detailed justification for the support/resources requested:** Evidence of the of value for money should be given. This should include justification for staff, proposed expenses and equipment.
* **Collaboration with NHS Research Organisations and/or HEI:** Support in developing studies is available from University Research Support Services, NIHR Research Design Services, UKCRC Registered Clinical Trials Units. When preparing your proposal, applicants are encouraged to seek support from these organisations. If a project will involve the use of CRN resources, you are encouraged to contact your local research network to discuss support costs, feasibility and recruitment.
* **Impact**: describe the impact the proposal may potentially have upon research and patient care, or any other impact that the study may have.
* **Knowledge/Mobilisation/Dissemination Plan:** Outline how you plan to disseminate the results of the study and outline your knowledge mobilisation plan

**Details of funds requested**

Support may be sought for the following items:

* Salaries of research staff. Supervision costs will not be met.
* Equipment to be used exclusively in the research project.
* Consumables that are specific to the research project should be itemised and costed individually over the duration of the award.
* Travel expenses, which are integral to the project as, for example, when participants must be visited in their homes.
* Full justification for any travel/conference costs must be provided.
* Expenses for bringing together representatives from participating trial centres will be considered,but must be included in the original application.
* Open Access publishing costs may be incorporated into the application.

**Attributing the costs of health and social care Research and Development (AcoRD)**

For studies eligible for NIHR Portfolio adoption, The Scar Free Foundation, as an AMRC registered charity, will not be required to pay research costs detailed in AcorRD Appendix A, Part B. Information about AcoRD is available here:

<https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research>

**Ethical Approval**

If the proposed research requires approval from a Research Ethics Committee give details of the anticipated time for approval to be gained, and the Research Ethics Committee from which approval is, or will be, sought. A copy of the ethical approval must be submitted to The Scar Free Foundation before the first invoice will be paid.

**Curriculum Vitae of key academic and management personnel.**

Include a CV for each person who is named in section one of the form. The CV for the lead applicant should be given first.

CV’s are to be no longer than 2 pages per applicant.

**Annex A:**

**Scar Free Foundation Conflict Wound Research Priorities**

**Theme 1: Acute wound care and diagnosis**

* What tools or protocols could be developed to assist the objective assessment, rapid diagnosis and categorisation of conflict wounds?
* What steps can be taken to mitigate secondary injury prior to casualty recovery from conflict zones, for example tools to aid the detection of sepsis?
* What treatments, such as ’magic ingredient’ wound dressings, should be developed for use in austere conflict and humanitarian environments?
* Considering the possible nature and environment of future conflicts, which models would best inform acute wound care research?

**Theme 2: The biology of scarring**

* What is the best suite of models to investigate high energy complex injuries? How can we make the best use of humans as models including the preparedness for future conflict/events? (How can the research community engage with the regulatory community to facilitate this work?)
* What can we learn from other fields either for therapeutics or the understanding/monitoring of biology, for example imaging and bioengineering?
* What work should be undertaken to develop our understanding of the wound microbiome?
* How can we understand the long-term effects of relevant injuries for example accelerated aging and the influence of psychology on biology?

**Theme 3: Life-long scar impact, revision and rehabilitation**

* How do we ensure the best psychosocial outcomes for military personnel with conflict injuries that has altered their appearance, and their families?
* What is the physiological, life-long impact of limb amputation and prosthetic use?
* What is the role of physiotherapy and other treatments such as laser therapy in breaking down disabling, internal scar tissue and supporting return to function?

1. <https://www.nihr.ac.uk/funding-and-support/study-support-service/early-contact-and-engagement/acord/> [↑](#footnote-ref-2)
2. <https://www.amrc.org.uk/sites/default/files/doc_lib/AMRC_Statement_on_the_use_of_animals_in_research_Updated_Oct_2014.pdf> [↑](#footnote-ref-3)