

**GUIDELINES FOR THE ‘DEVELOPMENT AWARD’ APPLICATION FORM**

These notes are for guidance in completing the application form. The guidelines and the ‘Research scope and eligibility criteria’ document should be read by all those involved with the proposal before completing the application form. Failure to comply with the instructions contained within these guidelines may result in the application being rejected. Applications outside the research scope of the grant call, that do not meet the eligibility criteria, or that seek more funding than is offered in the award category will be rejected straightaway.

For details of the award’s terms and conditions see the Guts UK’s website.

**GENERAL NOTES FOR COMPLETING THE APPLICATION**

* The deadline for submitting this grant application is **5pm on 19th August 2019.**
* Enter the applicant’s name into the header of the application form.
* This grant call has two streams.

One stream accepts applications from research established clinicians and scientists for translational or proof of concept research in any area of gastroenterology (including pancreatology and hepatology)

The second stream accepts applications from research established clinicians (including gastroenterology specialist dietitians) and scientists for research on any aspect of nutrition that is related to gastroenterology (including hepatology and pancreatology).

* Please ensure all information requested is included in the application and clearly conveyed. In general, abbreviations should not be used unless fully explained.
* Adhere to the word limits when present (text on diagrams/images is not included in the word limit). Text boxes can be adjusted to accommodate all required text and diagrams/images.
* In order to use the check boxes double click on each tick box to bring up a dialogue box with an option to have the box checked (the default is unchecked). You might need to activate the Forms Toolbar (steps vary by version of Microsoft Word).
* Email your application together with a scanned copy with wet signatures of the application to research@gutscharity.org.uk (including copies of supporting letters/emails). You will need to post a wet-signed copy to Research Awards, Guts UK, 3 St Andrew’s Place, London, NW1 4LB (this can be received a week later than the submission date). Both the electronic and hard copies are required for the application to be considered complete. Late or incomplete applications will not be accepted.
* If you have any questions about the application procedure, contact research@gutscharity.org.uk or 020 7486 0341.
* **Important:** Applicants or their colleagues may not contact a Research Award Committee member or charity Trustee to discuss any aspect of an application or the decision reached on it.

**PART A: CONTACT INFORMATION**

**A1**  **Principal applicant:** Please include your ORCID ID number if you have one. Refer to [www.orcid.org](http://www.orcid.org) for information.

**A2 Contact details:** Ensure the correct addresses are given (postal and email) as these will be used for any correspondence regarding the application and the future grant. All questions pertaining to the application will be directed to the principal applicant. If there is more than one applicant please put the principle applicant in this section, and add details of all others in part B.

**PART B: RESEARCH TEAM**

**B1 Research team details:** Provide name and contact details for all applicants in the research team. Add rows for additional co-applicants. You do not need to add details in this section for non-applicants involved in the research (i.e. technicians, etc.).

Briefly but clearly describe the main contribution to the research project for each applicant and the expected time involvement. This will help reviewers get an overview of the research team composition, including relevant access to expertise. Additionally, all co-applicants **must** provide letters or emails of support that show their commitment to the proposal (include copies as attachments to the application).

**B2 Additional information about the applicant(s):** Please duplicate this section for all co-applicants. The Full employment history list should start with current post and read in reverse chronological order. In publications please give title and reference of no more than **ten** publications in peer-reviewed journals in full, including title of paper, journal, all authors and the first and last page numbers **(please choose the one relevant to the application).** Highlight the applicant’s names in bold and add an asterisk next to publications that are **particularly** relevant to this application. If any quoted paper is "in press", one copy of each paper and the letter of acceptance from the editor of the journal must be enclosed with the application. **Papers submitted but not in press should not be included.**

**PART C: ABOUT THE RESEARCH PROJECT**

**C1 Title of the research project:** Please provide a descriptive title. Symbols and Greek characters must be spelt out in full. Maximum 50 words.

**C2 Timing of the research project:** Add a proposed start date. This date is not binding but it needs to be as accurate as possible. The actual start date must be within 6 months of the award date. Please inform Guts UK immediately of any delays to the start date. Add the proposed duration of the project in months. Projects may be up to 24 months in duration.

**C3 Abstract of research:** Structure the abstract under the headings Background, Hypothesis and objectives, Design and methods, Clinical and scientific impact. The research abstract ofsuccessful applications may be published on our website. Maximum 500 words.

**C4 Keywords:** Up to a maximum of six keywords which are helpful in classifying and coding research.

**C5**  **Lay summary:** Please write a summary of your proposed work that will be understood by a lay audience. Structure the lay summary under the headings Background; Questions and objectives; How it will be done; and Potential impact. Potential impact should include the expected outcomes and how they could help improve human health.

Please check the readability score of your lay summary using online checkers such as: <http://www.readabilityformulas.com/free-readability-formula-tests.php>

The lay summary ofsuccessful applications will be published on our website. Maximum 500 words.

**C6 Clinical Research Network:** For clinical research, investigators should contact their Local Clinical Research Network (or equivalent in Scotland, Wales and Northern Ireland) to discuss funding of NHS Service Support Costs associated with their project, as well as advice on the development and delivery of the study. Provide details of the outcome if you have contacted your local CRN. Maximum 200 words.

**C7 Patient and public involvement (PPI):** Provide information on how patients and the public have been involved in the development of the application and the study protocol (including setting and/or prioritising the research question or topic), the delivery of the research and the dissemination of the research findings. Provide details of any patient and/or public organisation that are involved in this research project.

**C8 Details of the research project:** Provide the information requested below in each of the boxes. There is no word limit for each specific subsection but the total in this section should not exceed 2,000 words. Please ensure all subsections are appropriately addressed.

1. Aims of the research: outline the main research question and the aims of the research project.
2. Background to the research project: assess the published research and available data that justify the rationale of your proposed project. Include any relevant proof of concept or pilot studies. Please also refer to any ongoing studies relevant to the research question, to help position your project in the current research landscape. Ensure you convey the importance of the proposed research question and provide appropriate references.
3. Hypothesis and objectives: ensure the hypothesis is clear, focused and plausible. The research objectives should be specific and relate to the hypothesis.
4. Timeline and key milestones: provide a detailed timeline with clear milestones that are linked to the research objectives. Please note that a realistic timeline is essential to show the feasibility of the research project.
5. Experimental design, setting and methodology: provide sufficient detail and a strong justification of the proposed research approach and the population and/or experimental model chosen. Novel approaches are welcomed but should be explained, justified and, if possible, appropriately referenced.
6. Statistical analysis: provide a power calculation that justifies the study sample size and describe and explain the planned statistical analyses.
7. Feasibility assessment and contingency plan: please use this section to show that you have thought carefully about the feasibility of the research project and have identified what could go wrong and what you could do about it.
8. Potential scientific and clinical impact: describe the expected outcomes of the study and provide a realistic assessment of their potential impact, covering both the scientific and the clinical aspects of the research. Explain how the research could benefit people affected by the condition and outline what additional research or work might be needed before direct impact can be achieved.

**C9 References for the research project:** Provide citation in full, including title of paper, all authors, journal and the first and last page numbers. If any quoted paper is "in press", one copy of each paper and of the letter of acceptance from the editor of the journal must be enclosed with the application. Manuscripts that are in preparation or submitted for publication should not be included.

Maximum 30 references.

**PART D: SPECIFIC CONSIDERATIONS**

**D1 Regulatory approval:** Applications will be considered before the consent of the relevant research ethics committee is obtained, but where possible, ethical approval should have been sought before the application is submitted. **No award will be made until ethical approval has been granted.**

**D2 Animal Research:** Please note that all relevant certifications and approvals must be in place before the application is submitted.If experiments will be carried out on animals outside the UK, the experiments proposed must be performed to standards which accord with the spirit of UK Home Office legislation. Furthermore, the housing and care of animals must similarly accord with the spirit of the UK legislation.

Please note that if animals are used in the research the application must have addressed these issues in the relevant sections:

* Why animal use is necessary: are there any other possible approaches?
* Is the species to be used the most appropriate? This is especially important when an animal is being used as a model for a human physiological or pathological condition.
* The experimental design should include the case for the number of animals required to achieve significance and the factors that might affect this. The sample size calculations used to estimate the number of animals required in the proposed experimental design should be stated where appropriate.

**The three Rs:** Any researcher planning to use animals in their research must heed the guiding principles underpinning the humane use of animals in scientific research and show how the 3Rs are being put into practice in the study. Refer to <https://www.nc3rs.org.uk/the-3rs> for more information.

**PART E: OTHER FORMS OF SUPPORT**

**E1 Submissions elsewhere:** If this application, or closely similar work, is being submitted elsewhere, please provide details, state the funding body and date of expected decision.

**E2 Other funding already obtained:** If additional funding has been obtained, provide details of the award and the funding body, and explain clearly what those funds will cover and how that work complements, but is different from, what is asked for in this application. This is an opportunity to explain how other funds can be used to leverage the funds requested here.

**PART F: FINANCIAL INFORMATION**

**F1 Research costs:** Guts UK will allow research expenses essential for the research project. Please note that Guts UK does not fund equipment costs (including computer hardware, software and maintenance costs) or general laboratory costs that do not specifically relate to the project. Clinical research should be costed using AcoRD (refer to the Department of Health guidelines for Attributing the cost of health and social care Research and Development). Please contact your local NIHR Clinical Research Network as soon as possible for advice costing the research. All costs should be justified on question F3.

**(a) Salaries**

Provide figures for the salary and for any NI and superannuation. Incorporate any expected salary increases directly into the yearly amounts.

**(b) Materials and consumables**

Please give full details of required costs. Please describe consumable items in the terminology in which they will be invoiced. When costing for research expenses do not allow for inflation.

**(c) Animals**

The cost per annum should be shown here and a detailed breakdown should be given in section F2, for each species requested.

**(d) Miscellaneous**

Please detail any other allowed costs under this heading.

**F2 Additional detail on animal costs:** When projects involve experiments on animals, all questions in this section must be addressed. Failure to do so may result in your application being rejected. In order to ensure animal experimentation costs are accurate, applicants are advised to complete this table after consultation with their animal house or biological services manager. A detailed justification for the use of animals should be given in F3.

**(a) Animal species**

Please indicate the animal species used. A separate table should be completed for each animal species and the table duplicated as necessary.

Please provide a breakdown of the number of animals and costs requested under the following headings:

**(b) Purchase**

Details of intended source of supply (e.g. commercial company or in-house breeding programme) and the microbiological quality (e.g. barrier or non-barrier bred) should be provided with appropriate costs detailed in F1.

**(c) Maintenance**

Details of the number of animals to be maintained and the number of weeks they will be kept should be provided in addition to the cost of maintenance per animal per week.

**(d) Experimental procedures**

State the experimental manipulations (e.g. injections, operations, blood sampling) which will be performed and the charge(s) levied for this.

**F3 Justification for support:** Please itemise all costs and structure them under the same headings used in the budget breakdown. Justify all items in terms of the proposed research project. It is not acceptable to state that costs are based on the average consumable expenses for a research worker in the host laboratory: the expenses must be directly related to the proposed project.

**PART G: COMMERCIAL CONSIDERATIONS**

**G1 Commercial involvement:** Provide details of any relevant commercial involvement with consultancies and/or companies that might be interested in the research.

**G2 Commercial exploitation:** Please use this document to flag up any potential commercial exploitation from the research. Refer to the Guts UK terms and conditions.

**PART H: DECLARATION AND SIGNATORIES**

All applications must have a signed Standard Release Form, signed by an appropriately authorised member of staff.

All grant applications should be wet signed by the grant applicant, the appropriate Head of Department of the prospective institution, and the Administering Authority (e.g. the institution's finance officer). In signing, the officials are indicating their formal approval of the application, their willingness to offer an appointment for support staff where applicable for the tenure of the award subject to their normal employment practices, their approval of the salaries sought, and the acceptance of the terms and conditions associated with the grant. **Electronic signatures are not acceptable on either the hard copy or the scanned copy of the application.**

**PART I: REQUEST FOR ASSESSORS**

Please provide names and contact details for potential peer reviewers. Peer reviewers must not have a conflict of interest with the application. This entails the reviewers must not be based at the same institution as the main applicant, they must not be involved with this application or have applied to this year’s grant call, or they must not be a collaborator, have published or be in any other way close to the applicant for at least the past 5 years.

**IMPORTANT: Please ensure this section is on a separate sheet(s) to the rest of the questions and is returned as a separate document by email.**