**GUIDELINE****S FOR COMPLETING THE 2024**

**BSG/GUTS UK TRAINEE AWARD APPLICATION FORM**

The guidelines and ‘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.

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

**GENERAL NOTES FOR COMPLETING THE APPLICATION**

* The deadline for submitting this grant application is:

**Monday 2nd September 2024 at 5pm.**

* This grant call is for UK-based gastroenterology and allied Specialty Trainees (who hold a National Training Number) who would like to conduct research or audit/Quality Improvement in any area of gastroenterology (including pancreatology and hepatology) or nutrition in relation to gastroenterology.
* Applications are encouraged that are align with our [current research priorities](https://gutscharity.org.uk/research/our-approach/).
* Please display the principal applicant’s name in the application header and ensure all information requested is included and clearly conveyed. In general, abbreviations should not be used unless fully explained.
* Please 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.
* To use 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 completed application to [research@gutscharity.org.uk](mailto:research@gutscharity.org.uk) (including e-signed copies of any supporting letters/emails).
* If you have any questions about the application procedure, contact [research@gutscharity.org.uk.](mailto:research@gutscharity.org.uk)
* **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 1a: About the project**

**Project title:** Please provide a title that accurately describes the proposed study. Symbols and Greek characters must be spelt out in full.

**Proposed start date and project duration (in months)** This start date is not binding but needs to be as accurate and realistic as possible. The actual start date must be within 6 months of the award date. Please inform Guts UK immediately if you become aware of any potential delays to the start date after you have submitted your application. Projects may be up to 12 months in duration.

**Please state type of research proposed – basic science or clinical?** Please indicate the type of research proposed to assist internal classification and monitoring.

**1b. Guts UK Research Priority Areas**

**Please select the relevant box if the application covers any one of** [**Guts UK’s 7 Priority areas:**](https://gutscharity.org.uk/research/our-approach/)Please indicate which strategy area your project aligns with to assist internal classification and monitoring. Alongside the 7 priority areas, funding will be considered in areas such as other cancers, liver disease and inflammatory bowel disease (IBD) where proposals are considered of outstanding quality. For more information, visit Guts UK’s [Our Approach webpage](https://gutscharity.org.uk/research/our-approach/).

**2. Plain English Description**

Please describe the research and objectives in simple terms, in a way that is accessible to a general audience. If awarded this information will be made publicly available (max. 500 words).

**Plain English title:** Please provide a short and basic title describing the proposed work.

**Plain English summary**: This section – and section 3 - are extremely important and will be reviewed and scored by [Guts UK Expert’s by Experience (EBE’s) panel](https://gutscharity.org.uk/about-us/experts-by-experience/). These are individuals who live with, or have cared for, someone with a gut condition. Representatives from the EBE’s panel will attend the Research Awards Committee (RAC) decision meeting to feedback the panel’s comments and scores. The EBE’s scores carry equal weight to the RAC panel.

Please provide a brief explanation of the research questions you are seeking to answer, a description of the methods you will use, and the main objectives of the work proposed. Ensure to demonstrate how the study responds to a genuine patient need and provide details of the anticipated benefits to the person.

Ensure to write in a clear, accessible manner, without use of jargon, abbreviations, scientific references or puns/plays on words. To check the readability score of the Plain English section, visit the [Hemingway App website](https://hemingwayapp.com/), with a grade 9 and below recommended for ease of public understanding.

**3. Public and Patient Involvement and Engagement (PPIE)**

Describe how patients or members of the public have been involved with the development and design of this application (max. 500 words).

Consulting with people impacted by gut conditions can better inform research designs, identifying areas of importance for those affected and the relevancy of anticipated outcomes. We expect researchers to have communicated with people impacted by gut conditions while designing their study, including consideration of reasonable adjustments to ensure disabled people can take part.

Please explain how you have involved people in developing your application and highlight any changes that have been made because of their involvement. State plans for public involvement, and if your application has several stages, demonstrate how PPIE will be meaningfully considered at each stage and going forwards through the project lifecycle.

Please budget for the participation of individuals at different stages of your study. Use the [INVOLVE website’s cost calculator](https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/) for guidance around costings.

**4: Technical Summary**

Describe the research and objectives in a manner suitable for a specialist reader - (max 500. Words):

Please provide an in-depth summary of the research proposed and intended objectives aimed at reviewers who have some knowledge of the area of science involved.

|  |
| --- |
| **5: Beneficiaries**  Describe who will benefit from the research - (max 500. Words): |

Please outline how the proposed research will benefit stakeholders. For example, how will the work benefit other researchers in the field and other disciplines? What actions will you take to ensure they benefit?

**6: Communications Plan**

Please outline your plans for engagement, communication and dissemination of your research and its outcomes including, where appropriate, with patients and the general public. - (max 500. Words):

Please outline how you will communicate your research to academic and non-academic audiences; stating any reasonable adjustments that will be made to ensure communications are accessible to disabled people.

|  |
| --- |
| **7: Case for Support:** max 2 pages including figures. |

Please provide a self-contained description of the proposed project with sections covering background, programme and methodology, and references. As each project is nuanced in complexity, it is the applicants’ responsibility to ensure adequate information is given to reasonably address the RAC panel’s questions. Please do not include URLs to web resources to extend this section.

|  |
| --- |
| **8a: Research involving Human Participation** |

Please describe briefly any ethical issues arising from the involvement of people, human samples or personal data in the proposed research, and actions that will be taken to mitigate risk.

Please give the status of ethical approval (if required) and outline the safeguards that will be implemented to ensure compliance with General Data Protection Regulation.

**8b: Justification of Human Participation**

Justify the use of human participants, human tissue and/or biological samples. Please include information on the numbers (and sexes) involved and/or the nature and quantity of human material to be used, where appropriate. - (max 500. Words):

Please provide a justification for the use of human participants, human tissue and/or biological sample and outline why an alternative cannot be used.

**9a. Research Involving the Use of Animals**

All relevant certifications and approvals must be in place before applications are 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.

**9b: Justification for Research Involving the Use of Animals**

Justify your use of the species proposed and outline any proposed procedures which fall under the Animals Scientific Procedures Act, including the severity level required. Explain why no realistic non-animal alternatives exist. This should be in line with the principles in the NC3Rs ‘[Responsibility in the Use of Animals in Bioscience Research](https://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research)’ - (max 500. Words):

Please make sure that you have considered alternatives to the use of animals when designing your study. Please offer explanation as to i) why animal use over other approaches is necessary ii) the species to be used is the most appropriate. This is especially important when an animal is being used as a model for a human physiological or pathological condition.

This section 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

**10. Reproducibility and Statistical Design**

Please outline your proposed experimental and statistical design, including justification of any sample size/s, plans to reduce potential biases and the planned statistical analyses – (mas 500. Words):

Please explain the actions taken to ensure the reliability and robustness of the chosen methodology and experimental design.

**11. Narrative Résumé** – (max 500. Words, principal applicant details and table not counted in total):

The Narrative Résumé should focus on evidencing your (or your network’s) ability and potential to carry out the proposal. Please refer to the [UK Research and Innovation’s ‘Resume for Research and Guidance'](https://www.ukri.org/apply-for-funding/how-to-apply/resume-for-research-and-innovation-r4ri-guidance/) for further information on what to cover in each section.

**12a. Financial Information**

All relevant non-capital project costs can be funded under this award. This can include, for example, network-related set up costs such as website, database expenses as well as project-related travel or volunteers expenses but excludes conference and training course attendance.

1. **Non-capital project costs**

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.

1. **Miscellaneous**

Please detail any other allowed costs under this heading.

**12b. NHS Costs**

If your proposal involves clinical research in the NHS, it is a mandatory requirement to complete a [Schedule of Events Cost Attribution Template (SoECAT).](https://www.nihr.ac.uk/documents/online-soecat-guidance/30396)

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](https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research)). Please contact your local NIHR Clinical Research Network as soon as possible for advice costing the research.

**12c. Justification of Resources**

Outline funding rationale for the budgeted headlines – (max. 500 Words):

Please explain why the key costs are essential for the importance and scientific potential of the research.

For proposals using animals, please provide a detailed breakdown of costs associated with the purchase and maintenance of animals as well as costs for any experimental procedures required.

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.

**13. Intellectual Property**

Please outline if any applicants/supervisors hold conflicts of interest with the proposed study’s findings. Refer to Guts UK terms and conditions of grants for more information.

Please address if:

* the research will use materials subject to patent or other intellectual property protection.
* the research is in whole, or partly, subject to agreement with a third party.
* the proposed research is likely to generate commercially exploitable results.
* consent has been gained where tissue derived from human participants may lead to potentially commercially exploitable results.

**14. Declaration and Signatories**

All applications must include a Standard Release Form, electronically signed by the principal 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.

**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.

**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.