

**NATIONAL INSTITUTE FOR HEALTH RESEARCH  
SCHOOL FOR SOCIAL CARE RESEARCH**

**Call for Proposals**

**July 2014**

**Reference for this call T14-035**

**Guidance Notes**

This document provides guidance to applicants responding to the NIHR School for Social Care Research Call for Proposals. This document should be read alongside the Research Brief for full (single stage) proposals and the full (single stage) proposal form.

**Application Guidance**

The completed full proposal form should be submitted via the London School of Economics and Political Science's Bravo Solution system (<https://lse.bravosolution.co.uk/lse>)

Please contact Bravo Solution helpdesk with any queries about using the Bravo Solution system [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk) tel: 0800 368 4850

Applications should be submitted via the system by **16.30 on Monday 29 September 2014**. No applications can be accepted after this deadline.

**The forms**

There are **two** forms to download and complete.

**Form 1.** A full research proposal form to be submitted via the Bravo system by **16.30 on Monday 29 September 2014**.

Please note that the Full proposal form contains **three** signed declarations. A scanned copy of the relevant pages from the full proposal form should be submitted via the Bravo system by **16.30 on Monday 29 September 2014**.

**Form 2.** A financial resources form to be submitted via the Bravo system by **16.30 on Monday 29 September 2014**.

Completion of all parts is mandatory.

1. The **full research proposal form** requires:
  - a summary of the application
  - a detailed description of the research project
  - a summary of requested financial resources
  - curriculum vitae for all lead and co-applicants.
  - provision of responses to qualification questions

## 2. The **financial resources form**

The financial resources form requires detailed information on funding requested for the proposed project. This should be supported by the information included in the full research proposal form (Justification of resources and Summary of resources).

Where proposed projects require ethics approval, please submit two versions of the Financial Resources Form labelled "FR Form Pre-EA" for Phase I activities (where ethical approval is not required), and "FR Form Post-EA" for Phase II activities (where ethical approval is required). Where the project has no ethical requirements or requires ethical approval for the full project please only submit one version of the Financial Resources Form labelled "FR Form".

### **Ethics considerations and impact on proposed research**

Where ethics approval is required for any/all activities within the proposal, please be aware that the NIHR School for Social Care Research can only release funding for those activities once ethics approval has been provided by the National Social Care Research Ethics Committee, NRES or equivalent. Funding can be released for activities not requiring ethics approval where these are stand-alone activities (such as scoping reviews) with independent outputs. Funding cannot be provided for preparatory activities for ethics applications. The research proposal should separate activities requiring ethics approval from those that do not as appropriate. The breakdown of costs provided in the Financial Resources Form should also reflect any such separation (as outlined above).

### **Terms and conditions of contracts**

Contracts will be reviewed with shortlisted applicants. SSCR is bound by the Terms and Conditions set out by NIHR. NIHR's standard contract can be found at <http://www.ccf.nihr.ac.uk/RfPB/Documents/NHS%20Trust%20Contract.pdf>. Any queries should be addressed to [sscr@lse.ac.uk](mailto:sscr@lse.ac.uk) ahead of the proposal submission deadline.

## **General Guidance**

The forms should be completed using a font size no less than Verdana size 11, Ariel size 11 or Times New Roman size 12 - accessibility requirements are a minimum of Arial size 12.

## **PART 1**

### **Section 1 Summary of Application and Applicant Details**

#### **Summary of application**

Please provide details as requested. The summary should state the relevant theme from Section 3 of the Research Brief.

#### **Lead applicant details**

Please provide details as requested. This individual will be the contact person for all queries relating to the proposal and subsequently the project if funding is awarded.

#### **Abstract of research**

Please provide an abstract which outlines the aims of project, overall vision for the project, methodology to be employed and expected outcomes of the proposed research.

#### **Plain English summary**

Please provide an accessible lay summary of your proposed research project. This should be less than 500 words and in plain English. This should be a clear summary of the entire research project (what it sets out to research, why, and how it will to be done), that avoids jargon and is easily understandable by a non-specialist reader. The summary should be in line with guidance from INVOLVE on Plain English Summaries: <http://www.invo.org.uk/makeitclear/>.

#### **Relevance of the research project to adult social care practice in England including relevance to users, carers and practitioners.**

Please provide an outline of how the research project is relevant to and will inform adult social care practice in England, highlighting anticipated implications and/or benefits for users, carers and/or practitioners.

#### **How can the proposed research improve adult social care practice in England?**

Please provide an outline of who the research is aiming to influence and how. This should summarise your pathways to impact plan.

#### **Co-applicant details**

Please provide details for each co-applicant(s) as requested. Please insert additional boxes as needed.

#### **Division of responsibilities for each individual involved in the research project**

Please state the responsibilities that each individual involved in the proposal has in relation to the project.

## **Section 2 Detailed Description of the Research Project**

This section should **not exceed 12 pages** (including references) once completed. Please read Part 1 Application Guidance above before completing Section 2 of the proposal form.

### **Background**

Please explain the context to the research focus/question you have chosen and why it is important. Provide a brief overview of the known literature, including, if appropriate, reference to own relevant previous work. Please outline your own understanding of how this project builds on and adds to the existing evidence base and demonstrate any relevant links to ongoing policy developments, practice and outcomes for adult social care in England. Applicants should set out how the proposed study compliments or adds to previous or current SSCR or NIHR-funded research, and/or addresses an identified evidence gap.

### **Aims and objectives**

Please indicate the main aims of the project, how the project will address the specific research theme/question chosen, making clear how the aims of the research project reflect the aims of the NIHR School for Social Care Research.

### **Design, methods and data collection and analysis**

Please provide a clear and detailed description of the overall research design and the methodological approach to be employed. Applicants should provide a justification of the approach and methods to be employed, and full details of the study design including, for example the number of groups, number of participants, sample size, selection and exclusion criteria where applicable and the proposed means of collection and analysis for qualitative and quantitative data. Please outline the ease or difficulty of obtaining the relevant data, including any relevant research ethics considerations, and outline steps to be taken to overcome any anticipated difficulties in data collection and analysis. Please state whether the proposal will contribute to methodological development, and, if so, how. Applicants should explain how they will have access to research sites and data providers.

### **User, carer, practitioner involvement**

Please provide details of how the project plans to involve users, carers, and practitioners. If such involvement will not feature in the proposal, please explain why and provide justification. Applicants should set out whether – and if so how – users, carers or practitioners were involved in formulating the proposal. You should also consider how such involvement can help improve the relevance or the proposal and assist in achieving impact from the work.

### **Research governance and ethics**

SSCR requires all commissioned research to be conducted in accordance with Department of Health guidance *Research Governance Framework for Health and Social Care* ([www.dh.gov.uk/research](http://www.dh.gov.uk/research)) and in accordance with guidance from the Health Research Authority (<http://www.hra.nhs.uk/>) and the national Social Care Research Ethics Committee (<http://www.scie.org.uk/research/ethics-committee/>).

Applicants should highlight any issues relating to the Mental Capacity Act and how they will address these.

Funding arrangements for proposals where ethics approval is required are set out in Part 1 Application Guidance above.

Please set out ethics and research governance considerations for the proposed project and outline appropriate ethics and research governance measures to be taken. Applicants do not need a full ethics application here, but should demonstrate that they have considered the likely main ethical issues to arise in your proposed study.

Please also highlight the role of any advisory or reference groups associated with the project.

### **Pathways to impact plan and knowledge exchange activities**

SSCR requires all applicants to thoroughly plan knowledge exchange activities relevant to the proposed project, their timing in the project and the resources required, and how these will lead to impact from the proposed study. SSCR considers knowledge exchange to be an ongoing activity from the start of all studies and an integral part of the research process. Applicants are required to set out proposed knowledge exchange activities explaining why specific activities have been chosen and why they will take place as proposed in the project timetable. SSCR welcomes use of innovative methods and/or tried and tested /traditional methods for the sector where these are appropriate to the proposed study.

### **Minimum requirements**

As a minimum, SSCR requires all funded projects to provide an end-of-project report comprising:

- a short administrative report;
- one or more peer-reviewed paper(s) submitted to high quality journals (in pre-submission manuscript form) that communicate the main findings of the project;
- a short note reflecting on the methods used and any issues/lessons that arise (things that did and did not work); and
- a brief, accessible 'Findings' document to be placed on the School website, indicating key messages from the project. This is our main output from projects and is aimed at a variety of audiences, especially those where we can help have an impact on improving practice.

In addition, project teams are required to ensure at least three presentations are given, one of which should be to a relevant social care agency, and one as part of an SSCR-organised event (annual conference or seminar).

Applicants should set out how they will meet the above requirements.

Applicants should note any intellectual property they anticipate being developed in the course of the project.

### **Pathways to impact**

All proposed studies should ensure consideration is given to possible impacts (economics, social and other) arising from the research and outline what processes they will put in place to achieve impact (recognising that this is not immediate and takes time). Applicants should indicate the processes and

structures in place within host institutions to facilitate the proposed impact plans, as well as organisational links and affiliations relevant to their plans.

SSCR will carry out an annual impact assessment with all funded studies. Applicants should note any additional evaluation they might carry out to evaluate the impact of their proposed research.

### **Open access**

SSCR complies with NIHR's Policy on Open Access ([http://www.nihr.ac.uk/research/Pages/Research\\_Open\\_Access\\_Policy\\_Statement.aspx](http://www.nihr.ac.uk/research/Pages/Research_Open_Access_Policy_Statement.aspx)) and endeavours to ensure all SSCR-funded outputs are openly accessible in line with this Policy. Applicants are advised to familiarise themselves with this Policy in drawing up their knowledge exchange plans.

The cost breakdown for Section 3 of the proposal form should include resources for these impact activities.

### **References**

Please provide references to any literature, research papers, policy papers and/or publications that are cited in - and relevant to - your proposal.

### **Indicative timetable and milestones**

Please provide an indicative timetable and milestones. This should include information pertaining to specific research activities and impact plans. SSCR welcomes submission of a Gantt chart as an annex to the research proposal form.

### **Justification of resources**

Please provide a detailed justification for the resources requested. Proposal resources should include all relevant costs, including payments or salaries for those involved in the project from non-academic settings (such as local authorities involved in providing data for a study).

Applicants should describe any financial contributions to be made through host institutions, project partners or other to support the research. Limited or no support will not impact the Selection Panel's decisions.

### **Research team**

Please list the key members of the researcher team (i.e. lead and co-applicants) and summarise their interests, expertise in both the research area, the wider field of adult social care practice in England and engagement of relevant stakeholders. Please state time commitments and roles for each.

### **Section 3 Resources**

Please provide a summary of resources requested in the Financial Resources Form(s) for the project. The total requested should be appropriate to the research question and design, fully justified and reflect good value for money.

Costs should include any applicable salary increment awards and inflation.

Universities, HEIs and others can request up to 25% of total salary costs in overheads as long as these are fully justified. All other direct costs should be set out individually and full justification provided in the proposal. SSCR will provide resources for items traditionally associated with full economic cost charges were these are relevant to the proposed project and fully justified (such as administrative support time, equipment, some consumables (telephone calls, printing), staff training).

Awards made under this call are presently outside the scope of UK VAT. Should this situation change during the course of the Call or during the course of funded projects arising from this Call, this will be dealt with by an amendment to the award contract.

### **Section 4 Declaration and signatures**

All applicants should ensure they discuss their proposals with

- all co-applicants listed in Section 1 of the proposal form;
- their Head of Department or relevant other to ensure the information provided is correct and the Department will host the research if an award is made;
- their institutional authorised signatory to confirm all information provided is in accordance with practices and principles within their Institution/Organisation and that all information provided is correct to the best of their knowledge.

Section 4 should be signed by hand by the relevant authorities and a scanned version upload as part of the full proposal form by **16.30 on Monday 29 September 2014.**

### **Annex. 1 Curriculum Vitae for Staff**

Please complete for each named individual on the proposal. CVs for each person should be a **maximum** of one page.

### **PART 2 Qualification Questionnaire**

Please provide the requested information in Sections 1 and 2. The research/contracts division for the institution/organisation might be best placed to respond to these questions. Please note the authorised representative is usually the person within the host institutional that has responsibility for signing research contracts – this may be the institutional Finance Director or Research Division Director.

Section 3 should be signed by hand by the authorised representative and a scanned version uploaded by **16.30 on Monday 29 September 2014.**

**CHECK LIST**

<b>Element</b>	<b>Deadline</b>	<b>Route</b>
<b>Full proposal form Part 1 and Part 2 &amp; financial resources form</b>	<b>4.30 pm. 29<sup>th</sup> September 2014</b>	<b>Bravo on-line system</b>