NIHR SCHOOL FOR SOCIAL CARE RESEARCH

Call for Research Proposals

4 August 2020

Guidance Notes

This document provides guidance to shortlisted applicants responding to the NIHR School for Social Care Research Call for Proposals 2020. This document should be read alongside the Research Brief.

Applicants are asked to submit an expression of interest by **16.30 on Monday 12 October 2020**. This is to support NIHR SSCR in estimating the number of applications and does not commit any individual to submit an application.

1. Application guidance

Applicants should download and complete the following forms for this call from https://www.sscr.nihr.ac.uk/call-for-proposals-august-2020:

Mandatory

- A full research proposal form. This should be in a format from which text can be directly copied electronically (i.e. word processed or some forms of pdf file, but not the 'photograph' scanned format.)
- A financial resources form. This should be completed using the Excel template provided

Optional

- A contractual queries form
- A pre-qualification questionnaire

The completed forms should be submitted at https://www.sscr.nihr.ac.uk/call-for-research-proposals-submission-2020.

Please note that where signatures are needed a scanned copy of the relevant page of the form or electronically signed version should be submitted.

All completed documentation should be submitted by **16.30 on Monday 30 November 2020**. No applications can or will be accepted after this deadline.

Contents

2. Form 1: General guidance

The form should be completed using Arial font size 12. No adjustments should be made to the margins of the form.

PART 1

Section 1: Summary of application and applicant details

Summary of application

Please provide details as requested.

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 itself if funding is awarded.

Plain English summary

Please provide an accessible lay summary of your proposed research study. This should be no more 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 be done), that avoids jargon and is easily understandable by a non-specialist reader. The summary should also outline the relevance to adult social care practice in England and expectations for contributing to improving it.

The summary should be in line with guidance from INVOLVE on Plain English Summaries[1].

Relevance to adult social care practice in England

Please set out how the proposal is relevant to adult social care practice in England. This should be no more than 200 words and in plain English. Where the proposed study will be relevant to a particular group or practice, please set this out.

How will the proposed project improve adult social care practice in England?

Please set out how the proposal will improve adult social care practice in England. This should be no more than 200 words and in plain English.

Co-applicant details

Please provide details for each co-applicant(s) as requested. Please copy and insert additional sections for co-applicants as needed.

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[1] http://www.invo.org.uk/makeitclear/

Division of responsibilities for each individual involved in the research project

Please state the responsibilities that each individual will have in relation to the project, if funded, and their expected percentage of full-time equivalent time allocation to it.

This section should **not exceed 12 pages of A4** (excluding references section) 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 your previous work. Please outline your understanding of how this project builds on and adds to the existing evidence base and demonstrate any relevant links to practice and policy developments and outcomes for adult social care in England. Applicants should specify how the proposal addresses an identified evidence gap. Applicants should set out how the proposed study complements or adds to previous research, whether funded by NIHR or any other source.

Research questions/aims and objectives

Please indicate the main questions/aims of the project, how the project will address the specific research themes/questions chosen, making clear how the aims of the research project fit with the aims of the NIHR SSCR.

Design, methods and data collection and analysis

Please provide a clear justification and description of the overall methodological approach. Applicants should provide a justification for sampling, data collection and analysis addressing any anticipated challenges/risks for the design and the proposed solutions. This section should also contain description of key ethical considerations and requirements for related approvals.

Applicants should be aware that the School requires all applicants to demonstrate they have fully considered potential data management and archiving possibilities in the Stage 2, full application. The School is committed to making data as openly available as possible, and for data to be re-used and archived wherever that is appropriate.

The design of the proposed study should include consideration of making the research as inclusive as relevant and possible. NIHR SSCR will fund relevant work to make projects inclusive, such as support with communication needs or work to include people who lack capacity to consent.

User, carer, practitioner involvement

Please provide details of user, carer, and practitioner *involvement in the planning of the study to date including in the writing of the proposal as well as future* plans to involve users, carers, and practitioners *in conducting the study*. You should also consider

how such involvement can help improve the relevance of the proposal and assist in achieving impact from the work, stating, as relevant, how users, carers and/or practitioners are likely to play a role in the pathway to impact for your proposed study. If no involvement is planned, please explain why and provide justification.

Research ethics and governance issues and processes

Please set out the key ethical issues you will face and, broadly, how will they be managed.

Please indicate the required ethics and governance approvals for your proposed study and the timetable for obtaining these.

For information on research ethics and governance see:
http://www.hra.nhs.uk/

Pathways to impact plan and knowledge exchange activities

NIHR SSCR considers knowledge exchange to be an activity which continues throughout each study and an integral part of the research process. NIHR SSCR welcomes use of innovative methods or traditional methods of knowledge exchange and dissemination.

The School requires all applicants to thoroughly plan knowledge exchange activities relevant to the proposed study, their timing in the study and the resources required, how these will lead to impact from the proposed study, and any intellectual property they anticipate being developed.

Minimum requirements: As a minimum, the NIHR SSCR contract will require all funded studies to provide an end-of-project report comprising:
- a short academic and 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; and
- a brief, accessible 'Findings' document to be placed on the School website, indicating key messages from the project. This is the School's main output from projects and is aimed at a variety of audiences, especially those who can help make an impact on improving practice.

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

Pathways to impact: All proposed studies will be required to ensure consideration is given to possible impacts (economic, social and other) arising from the research and outline what processes they will put in place to achieve these (recognising that they are not always immediate and may take time). Applicants are asked to indicate the processes and structures in place within host institutions to facilitate the proposed impact plans, as well as other organisational links and affiliations relevant to their plans.

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

Open access: NIHR SSCR complies with NIHR's Policy on Open Access[2] and requires the main findings from each study to be published through the Gold Open Access route. Applicants are advised to familiarise themselves with this Policy in drawing up their knowledge exchange plans and ensure adequate funding has been budgeted.

Indicative timetable and project milestones

Please include a timetable for the project and set out project milestones. Please submit a separate Gantt chart. Note that all projects will need to start between 1 April and 1 June 2021 and complete by 31 December 2023.

Research team to undertake the proposed study

Please include detailed information on the research team, and their specific roles and responsibilities within the study.

References

Please provide references to any literature, research papers, policy papers and/or publications that are cited in - and relevant to - your proposal. This section is not part of the 12-page limit.

Section 3: Summary of resources

Total funding requested

Please complete the accompanying financial resources form (Form 2) and include a summary in Section 2 under Total funding requested.

Applicants should note the following when calculating the total funding for the proposed project. It is expected that there may be some variation between outline and full proposal budgeting, but this is expected to be less than 10%.

The total requested should be appropriate to the research design and reflect *good value for money*.

Ethics

Where studies require ethics approval, please provide a breakdown of costs for activities that can take place pre-approval, and those that will require ethical approval.

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[2] https://www.nihr.ac.uk/documents/nihr-open-access-policy/12251

Justification of resources

Please include detailed information on the resources requested. This should set out how each item was calculated with full justification provided.

Applicants should describe any financial contributions to be made through host institutions, project partners or other to support the research for which no cost reimbursement is sought.

PART 2

Declaration and signatures

Form 1

The lead applicant should ensure they discuss their proposals with
- all co-applicants listed in Section 1 of the proposal form;
- the relevant representative of their institutional/organisation with authority to confirm that the financial details are accurate;
- the relevant representative of their institutional/organisation with authority to confirm that the institution/organisation will host the research if an award is made.

Part 2 can be signed electronically (signature image) by the relevant authorities and uploaded as part of the Full Proposal Form.

Electronic signatures are acceptable.

PART 3

Curriculum Vitae for Staff

Please include a CV for each applicant of 2 pages (Arial, font 12, 2cm margins) maximum. The CV should detail each applicant's experience as relevant to the proposed study.

3. Form 2: General guidance

The provided financial resources form template should be completed. No adjustments should be made to the form except to add additional rows under specific categories should this be needed.

Costs should be set out using NIHR SSCR's financial year – April to March – rather than project years.

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). NIHR SSCR will pay justifiable costs to ensure that projects are as inclusive as possible. Please note that we expect studies to make full use of the support from local Clinical Research Networks where appropriate.

Costs should include any applicable salary increment awards and inflation.

NIHR SSCR does not provide full economic costs. Universities, HEIs and others can request up to 25% of total salary costs in overheads as long as these are fully justified. The School will provide resources for items traditionally associated with full economic cost charges where these are relevant to the proposed project and are fully justified (such as administrative support time, equipment, some consumables (telephone calls, printing), staff training).

Awards made by the School 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 it, this will be dealt with by an amendment to the award contract.

4. Form 3: General guidance

The provided pre-qualification questionnaire will be required by applicants recommended for funding where the host organisation has not previously held a contract with the London School of Economics and Political Science (LSE).

Applicants are welcome to complete and submit this as part of their proposal submission if they wish to. This is optional at this stage of the process.

This will only be required for the host institutional only. NIHR SSCR expects that the host institution will have checked that collaborators meet the criteria set out in the questionnaire and does not require this questionnaire to be provided for other parties.

5. Form 4: General guidance

Research agreements will be between LSE on behalf of NIHR SSCR and the successful applicant's organisation. NIHR SSCR's research project agreement is provided with call documentation.

Host institutions should set out any clauses for which they may seek clarification or propose amendments at this stage.

This form does not affect the processing of proposal submission and is provided to allow for the time required for contracting proposes to be minimised. Should no queries be provided, a contract will be issued based on the NIHR SSCR's research project agreement.

Check list

Form	Element	Deadline	Route
1	Full proposal form with signatures and completed declaration	16.30, 30 November 2020	NIHR SSCR website
2	Financial resources form		
3	Pre-qualification questionnaire		
4	Contractual queries form		