**Application Form: Patient and public involvement and engagement grants**

This application and the data contained will be processed by the Royal Free Charity and held on electronic databases. By submitting the application, the lead applicant and all members of the project team have consented to sharing their data with the charity. The Royal Free Charity will not disclose details of this application to a third party without the lead applicant’s permission. However, your application may be shared with reviewers for the purpose of assessing your application. Your application will be processed in accordance with our [privacy policy](https://royalfreecharity.org/about/privacy-policy/).

We may publicise the award on our website. We will not include any confidential information.

This form should be completed in plain English using non-technical language. It is strongly recommended that you read the accompanying guidance document for this grant round.

**Section 1: Applicant details**

|  |  |  |
| --- | --- | --- |
| **Lead applicant** |  | |
| **Job title** |  | |
| **Department** |  | |
| **Email address** |  | |
| **Primary employer (UCL or RFL)** |  | |
| **Project title** | | |
|  | | |
| **Start date** [dd/mm/yyyy] |  | |
| **End date (Up to 1 year)** [dd/mm/yyyy] |  | |
| **Which organisation will administer this award? UCL or RFL** | |  |
| **Total amount requested (£)** |  | |
| **Are you applying with anyone else?** (add rows as necessary) | | |
| **Co-applicant name** |  | |
| **Co-applicant job title** |  | |

**Section 2: Project details**

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| **Research project summary:** Describe your planned research project in a short, plain English summary that this application will contribute to [200 words] |
|  |
| **Need for patient and public involvement and engagement (PPIE):** Outline the need and importance of PPIE in this work and what the impact will be [150 words maximum] |
|  |
| **PPIE project outline:** What you are planning to do and the activities through which people with lived experience will be involved. You should include a brief timeline. [300 words] |
|  |
| **Recruitment:** Outline how you will recruit people to your project, including how you will engage a diverse / representative range of people. Please also detail any support you will offer to enable people to take part. [150 words] |
|  |
| **Evaluation:** Briefly outline how you will evaluate the project [150 words] |
|  |
| **Environmental sustainability.** Outline how you have considered the environmental impact of your project and the measures, if any, in place to reduce the impact on the environment. [100 words] |
|  |

**Section 3. Costs**

|  |  |
| --- | --- |
| **Budget:** Please give a breakdown of costs for the project, adding rows if necessary | |
| **Item** | **Cost** |
|  |  |
|  |  |
|  |  |
| **Total** |  |
| **Justification:** Please give a brief justification of the costs above [100 words] | |
|  | |

**Section 4. Approvals**

Typed or electronic signatures are acceptable. Both signatures are required irrespective of which organisation is the host.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead applicant** | | | |
| I confirm that the information given in this application is complete and correct. | | | |
| Name |  | Date |  |
| Signature |  | | |
| **RFL Involvement and Inclusion Manager for Research** | | | |
| I confirm that this application is aligned with research at RFL and that the project and costs are appropriate. | | | |
| Name |  | Date |  |
| Signature |  | | |