**Application development support grant**

**Application Form**

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 external peer 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 aim to showcase all our awards on our website. If your application is successful, we may publicise the award on our website including an abstract. We will not include any confidential information.

It is strongly recommended that you read the accompanying guidance document for this grant round.

**Section 1: Application details**

|  |  |
| --- | --- |
| **Applicant name** |  |
| **Project title** |
|  |
| **Start date** [dd/mm/yyyy] |  |
| **End date** [dd/mm/yyyy] |  |
| **Location** (tick all that apply) | **Royal Free Hospital** |  |
| **Barnet Hospital** |  |
| **Chase Farm Hospital** |  |
| **North Middlesex University Hospital** |  |
| **Other (please state)** |  |
| **Total amount requested (£)** |  |

**Section 2: Strategic alignment**

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| Outline how this application complements or aligns with the [RFL R&D strategy](https://www.royalfree.nhs.uk/research). [200 words maximum] |
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**Section 3. Research career and development**

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| **Describe why you are applying for this grant and how this application fits with your research career aspirations and plans.** (300 words)  |
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| **Research experience.** Describe your research experience to date. (200 words) |
|   |
| **Application development plan.** Describe how you will use the time allocated to develop a prospective application. You should include key milestones as well as a brief timeline. (400 words) |
|  |
| **Research supervision/mentorship.** Outline the support that will be provided by your research supervisor/mentor and other colleagues. Applicants are encouraged to seek mentorship and should give details of any mentorship arrangements here. (200 words) |
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| **Training needs.** Identify any relevant courses you require. You can also include conferences, shadowing, and any other relevant needs in this section. Please justify how each item included will contribute to your development and development of a prospective application. (300 words) |
|  |

**Section 4: Project details**

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| **Research area.** Provide a short summary of your area of research [200 words maximum] |
|  |
| **Why is this research needed?** Describe the clinical challenge your research area is seeking to address, the current state of knowledge and, if applicable, any work leading up to this application. [400 words maximum] |
|  |
| **Research approach.** Outline how you would approach your research topic and the main methodological approaches you might use to answer your research question. [400 words maximum] |
|  |
| **References.** Include the references to the research outlined in this application. |
|  |

**Section 5: Plain English section**

This section should be completed in plain English using non-technical language. If your application is successful, this section will enable our fundraising and communications teams to get a better understanding of the research and may be quoted by them when communicating with our supporters and donors.

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| **Plain English title.** Describe your project in a one sentence summary. |
|  |
| **Plain English summary.** Please give a plain English summary of your research topic and its clinical importance. Please do not include any confidential information as this abstract may be published on the Royal Free Charity’s website. [200 words maximum] |
|  |
| **Patient and public involvement and engagement (PPIE).**  |
| How will you involved people with lived experience in this project? [400 words maximum] |
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**Section 6: Additional support**

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| Provide details of any support provided by the host institution (RFL), special purpose fund or any other sources to support this project. |
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| What collaborations are in place, if any, to support this project? |
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| If you are successful with this application, which funder(s) and grant funding scheme(s) are you going to develop an application for? |
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**Section 7. Further information**

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| **Environmental sustainability.** Outline how you have considered the environmental impact of your research project and the measures, if any, in place to reduce the impact on the environment. [300 words max]. |
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| **Compliance information** |
| **Is any part of the grant intended to pay a third-party? (via or outside of RFL’s PECOS e-procurement process)** This refers to a third-party delivering a service or supplies that requires a specific contract. We are not referring to a third-party supplier of general consumables or general supplies.  | **Yes/No** |
| If yes, please provide details. |
|  |
| **Is anyone named on this application conflicted with the third-party?****Is there a conflict or potential conflict of interest (CoI) with any RFL/UCL member of staff connected with this third-party?** | **Yes/No****Yes/No** |
| If yes, please provide details.  |
|  |
| **Is any patient identifiable data being used in any part of this project or moved to any third-party whether anonymised or other?** | **Yes/No** |
| If yes, please provide details.  |
|  |
| What assurances are in place in relation to the retention of the data? |
|  |
| **If you have answered ‘yes’ to any of the above questions, please confirm you have read the relevant conflicts of interest policy.****For RFL applications:** [Trust’s conflict of interest policy](https://freenet2.royalfree.nhs.uk/policy/90104/Management-of-Conflicts-of-Interest-Policy)**For UCL applications:** [UCL’s conflicts of interest policy](https://www.ucl.ac.uk/enterprise/staff/policies-supported-innovation-enterprise/ucl-disclosure-conflict-and-declaration-interest) | **Yes/No** |
| **If yes to any of the above questions:** **Please provide confirmation that the conflict of interest relevant to the application has been registered on the trust or UCL platform.**[Trust’s declaration of interest platform](https://royalfree.mydeclarations.co.uk/home)You must attach the trust Declaration of Interest Notice approval e-mail.[UCL’s declaration platform](https://www.ucl.ac.uk/enterprise/staff/policies-supported-innovation-enterprise/disclosure-conflict-and-declaration-interest-policy-1)If yes, you must attach UCL’s e-mail confirming that the conflict has been approved or it has been determined there is no conflict. |
| **Please also confirm that a contract exists between any third-party supplier and either the trust or UCL, and has been approved by the relevant contracts department and signed by an authorised signatory.** If this can only be progressed after the grant is awarded, confirmation will be required at a later date.  | **Yes/No** |

**Section 8. Applicant details**

Applicant

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| --- | --- |
| **Name**  |  |
| **Job title**  |  |
| **Band & spine point** |  |
| **Profession**  |  |
| **Registration body** |  |
| **Department** |  |
| **Employer** |  |
| **Address**  |   |
| **Email address** |  |
| **Employment history** (Add rows as necessary) |
| **Dates** (Years) | **Position** | **Organisation** |
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|  |  |  |
| **Education & Training** (Add rows as necessary) |
| **Date** | **Qualification** | **Organisation** |
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| **Professional body membership** (Royal Colleges, scientific/learned societies, professional organisations, etc.) |
|  |
| **Grant funding** (If applicable, list any awarded grants from the Royal Free Charity and external funders in the last 5 years) |
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| **Publications** (If relevant, list your most important research publications that are relevant to the application) |
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| **Relevant prizes, awards or other achievements** |
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Line manager

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| --- | --- |
| **Name**  |  |
| **Job title**  |  |
| **Department** |  |
| **Employer**  |  |
| **Address**  |  |
| **Email address** |  |

Research supervisor/mentor

|  |  |
| --- | --- |
| **Name**  |  |
| **Job title**  |  |
| **Department** |  |
| **Employer**  |  |
| **Address**  |  |
| **Email address** |  |
| **How long have you known the applicant and in what capacity?** |
|  |
| **Supporting statement.** Outline the suitability of the applicant for this award. Describe how you will supervise/mentor the applicant and assess progress. [400 words maximum] |
|  |

**Section 9. Finances**

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| **Breakdown of costs.** Provide a breakdown of the costs requested in this application under each heading, if applicable. The Royal Free Charity will only fund directly incurred costs. Please ensure that the breakdown matches the total requested on Page 1.  |
| **Salary costs** (the salary you are requesting – up to 0.2 FTE. Not your full-time salary) |
|  | FTE | Basic salary | N.I. | Superannuation | London weighting | Total  |
| Year 1 |  |  |  |  |  |  |
| **Other costs** (add rows as necessary) |
| Item  | Unit cost | Total |
|  |  |  |
|  |  |  |
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| **Justification of costs.** Provide a detailed justification for the costs requested in this application*.* [400 words maximum] |
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| **Additional funding**  |
| Provide details of any matched funding associated with this application. |
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**Section 10. Attachments**

You must attach the research supervisor/mentor’s CV.

The following must also be attached to this application only if they are relevant:

* Letters of support, such as host institution (RFL)

**Section 11. Approvals**

Typed or electronic signatures are acceptable.

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| **Lead applicant** |
| I confirm that the information given in this application is complete and correct, and that I will be responsible for the project’s overall management. I will spend one day per week on research for the duration of this award. |
| Name  |  | Date  |  |
| Signature |  |
| **Line manager** |
| I support this application and confirm that the applicant will be released from their responsibilities and current role for the entire time allocated to this project (one day per week) and for the duration of this award, as stated in this application. |
| Name  |  | Date  |  |
| Signature |  |
| **Research supervisor/mentor** |
| I confirm that I will provide research supervision/mentorship to the applicant for the entire duration of the award. |
| Name  |  | Date  |  |
| Signature |  |
| **RFL Director of Research and Innovation** |
| I confirm that the finance costs in this application are reasonably accurate for this application. RFL agrees to administer the award if granted. I understand that if this application for funding is successful, the host organisation (RFL) will be required to confirm acceptance of the charity’s terms and conditions.  |
| Name  |  | Date  |  |
| Signature |  |

**Section 12. Submitting your application**

You must ensure you have all the necessary approvals and sign-offs before you submit your application. The completed application including approvals and sign-offs must be submitted by **4:00pm on Thursday 4 December 2025**. Any applications received after 4:00pm will not be accepted.

Applications must be sent to grants@royalfreecharity.org. You will receive confirmation of receipt of your application.