**Diabetes research 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**

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| --- | --- | --- | --- | --- |
| **Lead applicant** | |  | | |
| **Project title** | | | | |
|  | | | | |
| **Start date** [dd/mm/yyyy] | |  | | |
| **End date (Up to 2 years)** [dd/mm/yyyy] | |  | | |
| **Research location** (tick all that apply for a multi-site study) | | **Royal Free Hospital** | |  |
| **Barnet Hospital** | |  |
| **Chase Farm Hospital** | |  |
| **University College London** | |  |
| **Other** | |  |
| **Which organisation will administer this award? UCL or RFL** | | |  | |
| **Total amount requested (£)** | |  | | |
| **Is your application associated with a clinical study?** | | | Yes/No | |
| **If yes, state the name of the trial and the EudraCT/ISRCTN number** | | | | |
|  | | | | |
| **Co-applicant/collaborator names** (add rows as necessary) | | | | |
| **Co-applicant name** |  | | | |
| **Co-applicant name** |  | | | |
| **Collaborator name** |  | | | |

**Section 2: Strategic alignment**

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| Outline how this application complements or aligns with the [RFL R&D strategy](https://freenet2.royalfree.nhs.uk/sites/group-services/research-and-development-r-d/SitePage/84121/rfl-r-d-strategy-2022-27) and with the trust’s clinical priorities [250 words maximum] |
|  |
| How will the outcomes of this research project inform future clinical research at RFL? [250 words maximum] |
|  |

**Section 3: Project details**

This section should be completed in scientific language.

|  |
| --- |
| **Scientific abstract.** Provide a scientific abstract of the work that will be carried out during the project. You should briefly include background, aims, methodology and outputs and patient benefit. [200 words maximum] |
|  |
| **Background.** Describe the background to the project, the current state of knowledge and the work leading up to this application, including any preliminary data. [800 words maximum] |
|  |
| **Aims and objectives.** The proposed research should be hypothesis-led and seek to answer a specific question(s). [300 words maximum] |
|  |
| **Project plan.** Describe the experimental and methodological approaches including how they relate to the aims of the project. Include the analyses you will use. [800 words maximum] |
|  |
| **Expected outputs and outcomes.** Describe the anticipated outputs and outcomes, and their significance. [600 words maximum] |
|  |
| **References.** Include the references to the research outlined in this application. |
|  |

**Section 4: Plain english section**

**This part of your application will be reviewed and assessed by the charity’s research involvement group.** The group is made up of patients, carers, and members of our community. This group will assess applications from a person with lived experience perspective.

This section should act as a comprehensive, stand-alone explanation of your project. It should be completed in plain English using non-technical language.

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| **Summary sentence.** Describe your project in a one or two sentence summary. |
|  |
| **Plain English summary.** The proposed research should be hypothesis-led and seek to answer a specific question(s). Please do not include any confidential information as this abstract may be published on the Royal Free Charity’s website. [200 words maximum] |
|  |
| **Background.** Outline the background to this application. You should explain the need for this research and the wider research landscape [400 words maximum] |
|  |
| **Aims and objectives.** Explain the aims and objectives of your project. Outline the project structure and explain how the planned activities relate to these aims. [400 words] |
|  |
| **Impact.** What impact will this project have for patients? If successful, when will the benefits of your research reach patients? What will the next steps be following this project? [400 words maximum] |
|  |
| **Reducing health inequalities.** Addressing health disparities has been identified as a strategic priority for diabetes research. Explain how you have considered this when planning your project and the relevance of these issues to your research. [400 words maximum] |
|  |
| **Patient and public involvement and engagement.** How have you involved people with lived experience in your research and proposal development? How will you engage and involve people with lived experience in your project? [600 words maximum] |
|  |

**Section 5. Relevance to priority areas**

Last year, Diabetes UK and the National Institute for Health and Care Research (NIHR) launched a [strategy](https://diabetes-resources-production.s3.eu-west-1.amazonaws.com/resources-s3/public/2023-03/UK%20Strategy%20for%20Clinical%20and%20Applied%20Diabetes%20Research.pdf) to set the direction of clinical and applied diabetes research in the UK. It identified several key areas where there is a need to increase research activity. More information on these areas is available in the strategy document.

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| **Priority areas.** If relevant to your application,describe how your project aligns with one or more of the areas in the strategy. [500 words maximum] |
|  |

**Section 6. Further information**

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| --- | --- |
| **Ethics and regulatory approval** | |
| Does this application require ethical and/or regulatory approval? | Yes/No |
| If yes, provide details of the ethical and/or regulatory approval(s) that you have or will seek for this project. You must include details of 1) the Committee or regulator; 2) the date of (actual/planned) application(s); 3) the outcome or date of expected outcome. | |
|  | |
| If ethical and/or regulatory approval is not required, please enter a justification. | |
|  | |
| If approval is already in place for this research, include the final letter as an attachment when you submit this application. | |

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| **Research involving human participants** | |
| Does your application involve human participants? | Yes/No |
| ***If you answered yes, you must also complete Annex 1: Research involving human participants, and submit this along with your application form.*** | |

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| **Research involving animals** | |
| Does your application include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act 1986? | Yes/No |
| ***If you answered yes, you must also complete Annex 2: Research involving animals, and submit this along with your application form.*** | |

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| **Intellectual Property (IP)** | |
| Is there any existing or potential intellectual property associated with your project? | Yes/No |
| ***If you answered yes, you must also complete Annex 3: Research involving intellectual property, and submit this along with your application form.*** | |

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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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**Section 7. 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.  For RFL costs, the lead applicant can provide the RFL costs without costing the application via RFL R&D. However, if the application is intended to cover a new clinical study, the application must be costed via RFL R&D.  For UCL costs, the lead applicant must provide the costings as calculated via Worktribe. | | | | | | | | | | | | |
| **Salary costs** (add rows as necessary) | | | | | | | | | | | | |
| Staff member 1. Position (or named individual): | | | | | | | | | | | | |
|  | FTE | Basic salary | N.I. | | | Superannuation | | London weighting | | Total | | |
| Year 1 |  |  |  | | |  | |  | |  | | |
| Year 2 |  |  |  | | |  | |  | |  | | |
| **Consumables** (add rows as necessary) | | | | | | | | | | | |
| Item | | | | | | | | | Unit cost | | Total |
|  | | | | | | | | |  | |  |
|  | | | | | | | | |  | |  |
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| **Animal costs** (add rows as necessary) | | | | | | | | | | | |
| Species | | | | Number | Purchase costs | | Maintenance/experimental procedure costs | | | | Total |
|  | | | |  |  | |  | | | |  |
| **Other costs** (add rows as necessary) | | | | | | | | | | | |
| Item | | | | | | | | | Unit cost | | Total |
|  | | | | | | | | |  | |  |

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| **Justification of costs.** Provide a clear justification for the costs requested in this application, clearly outlining how these relate to the objectives and proposed timescales. [300 words maximum] |
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| **Additional funding and support.** | |
| Has this application been submitted, or recently submitted, elsewhere? | Yes/No |
| If yes, provide dates, the outcome and funder. | |
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| Provide details of any matched funding associated with this application. | |
|  | |
| Provide details of any support provided by the host institution, special purpose fund or any other sources to support this project. | |
|  | |
| If this research project is successful, what planned applications will be made to other funders? | |
|  | |

**Section 8. Applicant details**

Lead applicant

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | | |  | | | | |
| **Job title** | | |  | | | | |
| **Department** | | |  | | | | |
| **Primary employer (UCL or RFL)** | | |  | | | | |
| **Address** | | |  | | | | |
| **Email address** | | |  | | | | |
| **Role on this project** | | |  | | | | |
| **Time spent on research** | | |  | **Time spent on this project** | | |  |
| **ORCID ID** (if registered) | | |  | | | | |
| **Relevant employment history** (Add rows as necessary) | | | | | | | |
| **Dates** (Years) | **Position** | | | | **Organisation** | | |
|  |  | | | |  | | |
|  |  | | | |  | | |
|  |  | | | |  | | |
| **Relevant education & Training** (Add rows as necessary) | | | | | | | |
| **Date** | | **Qualification** | | | | **Organisation** | |
|  | |  | | | |  | |
|  | |  | | | |  | |
|  | |  | | | |  | |
| **Grant funding** (List all the awarded grants from the Royal Free Charity and external funders in the last 5 years) | | | | | | | |
|  | | | | | | | |
| **Publications** (List your most important research publications that are relevant to the application) | | | | | | | |
|  | | | | | | | |

Co-applicant(s) (Duplicate table as necessary)

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Department** |  |
| **Institution (UCL or RFL)** |  |
| **Address** |  |
| **Email address** |  |
| **Role on this project** |  |
| **ORCID ID** (if registered) |  |
| **Grant funding** (List all the awarded grants from the Royal Free Charity and external funders in the last 5 years) | |
|  | |
| **Publications** (List your most important research publications that are relevant to the application) | |
|  | |

Collaborator(s) (Duplicate table as necessary)

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Department** |  |
| **Institution** |  |
| **Address** |  |
| **Email address** |  |
| **Role on this project** |  |

**Section 9. Peer review**

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| **Peer reviewers.** This information will be treated confidentially. Please list names and email addresses for three peer reviewers. You must not have any conflicts of interest with your suggested reviewers. These include they must not be from the Royal Free London NHS Foundation Trust or UCL and you must not have published or collaborated with them in the last three years. Please provide their names and email address. | | |
| Reviewer 1 | Name |  |
| Email address |  |
| Reviewer 2 | Name |  |
| Email address |  |
| Reviewer 3 | Name |  |
| Email address |  |
| You may also include the names of people who you do not want to review your application. Please provide their names and institution. | | |
|  | | |
| **Keywords.** Please list 5 keywords that describe the content of your research application. These will be used to help identify suitable peer reviewers. | | |
|  | | |

**Section 10. Attachments**

A GANTT chart must be submitted with the application.

Please include any relevant attachments from the below list with your application:

* For UCL submitted applications, a Worktribe costs spreadsheet, unless provided in the Finance table above
* Collaborator(s) letter of support
* Other letters of support, such as host institution
* Ethical approval letter(s)
* Quotes for equipment greater than £5,000
* Annexes on human participants, animal use and intellectual property

**Section 11. Approvals**

Typed or electronic signatures are acceptable. The lead applicant and R&D clinical theme lead for theme 2 must sign the application irrespective of which organisation is the host.

|  |  |  |  |
| --- | --- | --- | --- |
| **Lead applicant** | | | |
| I confirm that all co-applicants and collaborators have agreed and signed-off this application.  I confirm that the information given in this application is complete and correct. | | | |
| Name |  | Date |  |
| Signature |  | | |
| **R&D clinical theme lead.** R&D clinical theme lead for theme 2 at RFL. | | | |
| I confirm that this application is aligned with clinical priorities at RFL. | | | |
| Name |  | Date |  |
| Signature |  | | |

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| --- | --- | --- | --- |
| **UCL Research Finance Office representative – UCL costs.** If UCL is administering this grant or there are UCL costs, the UCL Finance Office representative signature is required. UCL costs need to be submitted using Worktribe.  If there are no UCL costs and only RFL costs, a UCL Finance Office representative signature is not required. | | | |
| I confirm that the finance costs in this application are accurate for this research project and if UCL is the lead organisation, UCL agrees to administer the award if granted. I understand that if this application for funding is successful, the host organisation will be required to confirm acceptance of the charity’s terms and conditions. | | | |
| Name |  | Date |  |
| Position |  | | |
| Signature |  | | |
| **RFL Clinical Director of Research and Innovation – RFL costs.** If RFL is administering this grant or there are RFL costs, the RFL Clinical Director of Research and Innovation’s signature is required.  If there are no RFL costs and only UCL costs, the RFL Clinical Director of Research and Innovation’s signature is not required. | | | |
| RFL-led application – I confirm that the finance costs in this application are reasonably accurate for this research project and if RFL is the lead organisation, RFL agrees to administer the award if granted. I understand that if this application for funding is successful, RFL will be required to confirm acceptance of the charity’s terms and conditions. | | | |
| Name |  | Date |  |
| Signature |  | | |
| **Head of Department (UCL).**  If UCL is administering this grant or there are UCL costs, the relevant head of department signature is required. | | | |
| UCL-led application – I confirm that the finance costs in this application are accurate for this research project and if UCL is the lead organisation, UCL agrees to administer the award if granted. I understand that if this application for funding is successful, UCL will be required to confirm acceptance of the charity’s terms and conditions. | | | |
| Name |  | Date |  |
| Department |  | | |
| Signature |  | | |

**Section 11. 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 Monday 8 April 2024**. Any applications received after 4:00pm will not be accepted.

Applications must be sent to [grants@royalfreecharity.org](mailto:grants@royalfreecharity.org). You will receive confirmation of receipt of your application.