

# Outline Application for a Research Project Grant

## Guidance Notes [**SAMPLE 2009**]



Medical Research Scotland is committed to supporting research of the highest quality, the outcome of which will make a contribution to improving the health of the nation. Its support is not restricted to any one disease or condition, so applications are welcome from early career researchers in any of the clinical, biomedical, physical or engineering sciences related to medicine, including from those in the nursing, midwifery and allied health professions. (*Applicants from the physical sciences should have a co-applicant with expertise in the biomedical sciences.*) Proposals, from applicants at the start of a research career, should be innovative and suitable for pump priming to enable them to proceed subsequently to mainstream funding. Only in exceptional circumstances will applications be considered from researchers older than 35 years. Such exceptions might include a necessary career break or prolonged study for research degrees. Applications should not exceed £150,000 over three years.

*Medical Research Scotland operates a two-tier system for applications for the award of Research Project Grants. In order to proceed to Full Application, intending applicants must first make an Outline Application. The Outline Application form for a Research Project Grant should be completed in conjunction with these notes and intending applicants should also read the Standard Conditions Applying to the Award of Medical Research Scotland Research Funding.*

### GENERAL INFORMATION

- Applications from principal applicants who have had previous support (as a principal applicant/investigator) from Medical Research Scotland/SHERT will not normally be eligible to be considered for further funding for a research project grant.
- Since Medical Research Scotland came into being as an independent research charity on 1 November 2005, there are no restrictions on the same application being made to the CSO as well as to Medical Research Scotland, however if funding is obtained from another funding body, the Applicant cannot hold more than one grant for the same research project.
- All sections of the Outline Application form should be completed, including Appendix 1 – Principal Applicant’s CV [Section 9 of the Application Form].
- You may submit up to two Figures to support your application, but they must be inserted, together with any necessary legends or annotations, into Appendices 2 & 3 (see Sections 7.4, 7.6 & 8 below)
- The application form is an MS Word form, only suitable for completion using MS Word on a PC (the use of open-access or other emulation software will result in its corruption) and completion should not be attempted on a MAC. It should be downloaded and saved to your hard drive/local network server for **completion offline** (it cannot be saved or submitted if completion is attempted online). The system cannot read Word 2007 documents, so once complete, it should be saved as Word 2003/XP, closed and then uploaded to the secure website. The Appendix forms are also MS Word documents and they should be downloaded, saved, completed offline and saved as above, closed and then uploaded.
- Many of the fields on the application form have been character-delimited, so there is a maximum to the amount of information you can provide in each. You will have to be concise.
- If you prepare a draft of your application prior to completing the application form itself, you should note that if you ‘copy & paste’ from your draft into the form fields:
  - make sure your text is written concisely and will fit, otherwise you may lose valuable information
  - you may lose much of any text formatting you may have in any draft document (bold, italics, tabulation etc.)

- you should spell out any Greek characters you need to use for which you may have keyboard shortcuts (alpha, gamma, delta, etc.), as the system will not be able to read them.

**NOTES TO ASSIST IN COMPLETING THE OUTLINE APPLICATION FORM** (numbered according to the sections on the form)

## 1. Principal Applicant

Provide full details of the principal applicant, to whom correspondence will be addressed. These should be the same as provided on first registering on the extranet as an applicant. [PLEASE NOTE: A short CV for the principal applicant should also be supplied in Section 9 (Appendix 1) of the application form and all fields on it should also be completed.]

## 2. Project Description

- 2.1 Keywords – Please supply up to 5 keywords describing the proposed project.
- 2.2 Project title – Restrict the title to a maximum of 20 words.
- 2.3 Duration – Maximum possible is 36 months.
- 2.4 Number of Hours (per week) to be spent by the Principal Applicant on the research.
- 2.5 Classification – Classification of research project by Disease type, Study method and Technique. Please check **all** the boxes that apply and give details if none listed applies.

## 3. Summary of Costs

Provide details of the consumables requested in addition to all other items.

## 4. Co-applicants, Collaborators & Mentor

Provide full details of all co-applicants collaborators and your project mentor as appropriate. (If you have more than the spaces allow, please email [enquiries@medicalresearchscotland.org.uk](mailto:enquiries@medicalresearchscotland.org.uk) and we will provide you with a suitable form.) It is not necessary for you to supply date of birth and age details for your co-applicants. It is, however, **essential** that you provide an indication of the level of their contribution (hours per week and/or other input) to your project. Medical Research Scotland defines a **Co-applicant** as one whose active and regular scientific and/or technical input is essential to the successful completion of the project: and a **Collaborator** as one whose expertise in a specific area of research is necessary for the success of the project. You **must** have a **Mentor** for your project. If your **Mentor** for the project is not one of your co-applicants, please supply all the details requested; otherwise, please indicate which of your co-applicants has this role.

## 5. Other Funding

Provide details of **all** other funding currently available to you, your supervisors and/or co-applicants, including information about the sources and amounts of such funding.

## 6. Previous Medical Research Scotland/SHERT Grant Awards

Provide details of past Medical Research Scotland/SHERT awards made to all the applicants to this current application, together with Grant reference numbers, scores for the Final Reports and titles of the research project(s) involved. If you do not know these details, then e-mail [enquiries@medicalresearchscotland.org.uk](mailto:enquiries@medicalresearchscotland.org.uk) providing as much information as you can about the previous grant(s) and we will do our best to find the details and e-mail you back.

**7. Outline of the Research Project** – You should address **all** the points mentioned below. Please remember that the form's fields are character delimited, so you will have to be concise throughout.

7.1 Summary – Please make it concise, about 150 words in length

7.2 Introduction – Please begin by giving a *short* explanation of why you feel that you should be considered for funding and explain any special circumstances which you think contribute to your case (for example, duration of academic qualification and training, career break, illness,

change of occupation etc.). Follow this (if applicable) with information about any NHS supplementation for clinical costs. Thereafter, provide a *brief* explanation of the current knowledge of the research, citing key references.

7.3 Aims of proposed study – These should be stated clearly.

7.4 Results of pilot studies – These should provide a firm base for expecting that the research proposal is feasible. You may upload one image to illustrate your results, but this has to be done, with any necessary legend or annotation, in the appropriate fields in the separate document “Appendix 2 – Figure 1 & Legend” [see Section 8 below].

7.5 Research questions – These should be stated clearly.

7.6 Plan of the research – the methodology to be used should be described clearly and in sufficient detail to be assessed by peer reviewers. To enable peer reviewers to evaluate the likelihood of success of the project, the existing expertise of the principal applicant, co-applicants and any collaborators should be given. Statistical analysis and power calculations, to assess the results obtained, should be provided, together with the name(s) and affiliation(s) of the biostatistician(s) consulted. The principal applicant should describe his/her function in the research. You may upload one image to illustrate your results, but this has to be done, with any necessary legend or annotation, in the appropriate fields in the separate document “Appendix 3 – Figure 2 & Legend” [see Section 8 below].

7.7 Expected Outcomes – These should include any relevance to health benefits.

7.8 Key references – These should be provided **in full**, including titles, all authors and publication details, and should be supplied in alphabetical order of first author.

## **8. Figures/illustrations/images**

You may incorporate up to two images to support your application. These illustrations should not be uploaded on their own, they **must** be inserted with their legends, in the spaces indicated on the relevant Appendix forms (MS Word documents). Images should be in .gif or .jpeg format only. There are no restrictions on the width or height of your images, other than those needed to allow them to be scaled to fit onto the A4 page size of the Appendix form. To ensure legibility, however, you should try to ensure that the original image has a resolution of no less than 600 dpi and also that the image file you insert into an Appendix document is no larger than 900KB in size. The system will not accept the upload of an Appendix with a filesize greater than 1MB.

**9. Principal Applicant’s CV** - You should provide a short CV by completing all sections in Appendix 1.