

# Research and Innovation for Global Health Transformation Stage 2 application form

This Word template of the Research and Innovation for Global Health Transformation Stage 2 application form can be used to assist applicants complete the online application form; it **cannot** be submitted as an application. Only applications submitted online via the NIHR Research Management System (RMS) will be accepted. However, information can be copied from the Word template into the online application form.

This document shows the main fields in the online application form for a Stage 2 application to call 5 of the [NIHR Research and Innovation for Global Health Transformation (RIGHT) programme](https://www.nihr.ac.uk/explore-nihr/funding-programmes/research-and-innovation-for-global-health-transformation.htm).

There are a number of **guidance prompts**available to you throughout the online form to help you when completing an application. It is **strongly advised** that you also read the [RIGHT Call 5 Guidance for Applicants](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-stage-2-guidance-for-applicants/31413), [Application Form Guidance](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-stage-2-application-form-guidance-for-applicants/31414) and [Finance Guidance](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-finance-guidance/29960) documents before completing your application.

Stage 2 applications should observe the maximum word limits as indicated throughout the form. **Keep the use of acronyms to a minimum**. Only use acronyms where a term is used frequently throughout the application. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it when first used.

You are strongly advised to structure the longer sections of the application form (particularly the Research Plan) in such a way that they can be read easily by reviewers. **The use of long passages of dense, unstructured text should be avoided**.

* The deadline for this call is **Wednesday 01 February 2023 at 13:00 (UK time)**

**Members of the team previously invited to participate as co-applicants during Stage 1 will still need to login to access the application and approve their participation before the submission deadline**. New team members will need to be invited *via* email to participate as co-applicants and both confirm and approve their participation before the submission deadline. Once a colleague has approved their participation, their CV details will populate the application. **Please note that all co-applicants must manually add their own relevant publications to the application form using the ‘Applicant Publication Details’ section of the application.**

**Whilst confirming and approving an application can be done at any time during the submission of an application, you are strongly advised to do this well in advance of the deadline.**

If you have any queries with your application, you can contact the Global Health team on 0208 843 8286 or by emailing [ccf-globalhealth@nihr.ac.uk](about:blank).

## Section 1: Application Summary Information

**Programme:**

*(Auto populated)*

**Call:**

*(Auto populated)*

**Host organisation:**

Please give details of the organisation that will be responsible if the programme is funded.

NOTE: If your organisation does not appear on this list, please contact the [Central Commissioning Facility](mailto:ccf@nihr.ac.uk)

*(Applicant response pulled through from Stage 1 application)*

**Research title:**

The project title should state clearly and concisely the proposed research. Any abbreviations should be spelled out in full.

*(Applicant response pulled through from Stage 1 application)*

**Research type:**

Select the appropriate research type. If your proposal includes any element of primary research, please select ‘Primary Research’. If you are not sure which category to select, choose the closest match to your project as this can be adjusted later.

*(Applicant response pulled through from Stage 1 application)*

**Proposed start date:**

Note this should be from the first of the month regardless of whether this is a working day or not. Please be realistic about your possible start date taking account of the necessary contracting, and staff recruitment prior to starting your project.

*(Auto populated)*

**Research duration (months):**

Ensure you include sufficient time to complete all aspects of the research including applications for regulatory approvals (where required) and writing the final report.

*(Applicant response pulled through from Stage 1 application)*

**End date:**

*(Auto populated)*

**Total (stage 2) research costs:**

*(Auto populated text box numerical, only able to hold 7 figures no decimals, automatically pulled through from detailed budget section)*

**Total (Stage 2) External intervention costs:**

Enter the total amount of external intervention costs associated with this proposal.

## Section 2: CV – Contracting Institution (Joint) Lead Applicant

Some of the responses required in this section will have been pre-populated based on your CV details and any remaining fields must be completed.

To update your CV details, please 'Save and Close', select ‘**Manage My Details’** and then ‘**Update My CV**’ from the left hand menu.

Applications must be led by either:

* A Principal Investigator (Lead Applicant) employed by an LMIC Higher Education Institution (HEI) or Research Institute OR
* A Principal Investigator employed by a UK HEI or Research Institute (UK Joint Lead Applicant) to jointly lead with a Principal Investigator employed by an LMIC HEI or Research Institute (LMIC Joint Lead Applicant).

| **Lead Applicant details** | **Responses** |
| --- | --- |
| Full Name: | (Auto populated from the ‘Manage my details’ section) |
| Position: |  |
| Department: |  |
| Institution: |  |
| ORCiD: |  |
| Telephone no: |  |
| Address line 1: |  |
| Address line 2: |  |
| Address line 3: |  |
| Postcode: |  |
| Country: |  |
| Webpage: |  |

| **From** | **To** | **Qualification** | **Subject** | **Country** | **Organisation** | **Class** | **Department** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

Please ensure that your role on this research and the %FTE commitment information is detailed within ‘The research team’ section.

## Section 3: CV – Non-Contracting Institution Joint Lead Applicant (if applicable)

Some of the responses required in this section will have been pre-populated based on your CV details and any remaining fields must be completed.

To update your CV details, please ‘Save and Close’, select ‘Manage My Details’ and then ‘Update My CV’ from the left hand menu.

### Non-Contracting Joint Lead Applicant (if applicable)

Please note completed CVs for all applicants are a mandatory requirement for submission and will be ‘pulled through’ into the application. To update CV details, please ‘Save and Close’, select ‘Manage My Details’ and then ‘Update My CV’ from the left hand menu.

| **Non-Contracting Joint Lead Applicant** | **Responses** |
| --- | --- |
| Full Name: | (Auto populated from the ‘Manage my details’ section) |
| Position: |  |
| Department: |  |
| Institution: |  |
| ORCiD: |  |
| Telephone no: |  |
| Address line 1: |  |
| Address line 2: |  |
| Address line 3: |  |
| Postcode: |  |
| Country: |  |
| Webpage: |  |

| **From** | **To** | **Qualification** | **Subject** | **Country** | **Organisation** | **Class** | **Department** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

## Section 4: Research Background – Contracting and Non-Contracting Joint Lead Applicants and Co-applicants

Some of the responses required in this section will have been pre-populated based on your CV details and any remaining fields must be completed to provide the required information.

To update your publications and grants select the 'Save and Close' button at the top of this screen then access the relevant left hand menu toolbar.

* To **update publications**, select ‘**My Research Outputs**’ from the left hand menu.
* To update **Grants and your general CV**, select ‘**Manage My Details**’ then ‘**Update My CV**’ from the left hand menu.

Once your CV is up to date:

* Select the relevant publications and grants using the green “+” icon.
* Use the delete icon (the red and white button) to remove a publication or grant from the list.
* Re-order each list by clicking and dragging the green arrow icon.

For further instructions please see [System Help](https://ccgt-ccf.cctechnology.com/Download.aspx?docTemplateID=df1b5775-2cbc-4f50-ad3b-a44b00ef40e3&nocache=637922862754167176) - pg.21. This document is also available from the bottom left of your screen or on the RMS login page.

**Publication record:**

Provide details of a MAXIMUM of 6 of your most recent publications (in the past 10 years) relevant to this application (using Vancouver or Harvard citation format). Please use DOI reference numbers if needed. For further instructions please see [System Help](https://ccgt-ccf.cctechnology.com/Download.aspx?docTemplateID=df1b5775-2cbc-4f50-ad3b-a44b00ef40e3&nocache=637922862754167176) - pg.21

Select and order what you consider to be your 6 most recent/relevant publications to date (in the last 10 years). Use the save button to save the selections.

*(Information in this field is populated when each user selects publications from the ‘Manage my details’ section of their CCF RMS Portal account, which should be updated and edited prior to submission.*

*Select and order what you consider to be your 6 most recent/relevant publications to date (in the last 10 years):*

*Use the save button to save the selections.*

*In the case of the Contracting (Joint) Lead Applicant response pulled through from Stage 1 application)*

**Research grants held:**

Please select research grants held (as a named applicant) CURRENTLY or IN THE LAST 5 YEARS – as well as any additional previous grants, relevant to this application, stating who the grant is with and the amount of each grant.  For further instructions please see [System Help](https://ccgt-ccf.cctechnology.com/Download.aspx?docTemplateID=df1b5775-2cbc-4f50-ad3b-a44b00ef40e3&nocache=637922862754167176) - pg.21

*(Information in this field is auto populated from the ‘Manage my details’ section within the Lead Applicant’s CCF RMS Portal account, which should be updated and edited prior to submission.*

*In the case of the Contracting (Joint) Lead Applicant response pulled through from Stage 1 application)*

**Has this application been previously submitted to this or any other funding body?**

Select ‘Yes’ or ‘No’ from the drop down box to indicate whether this or a similar application has previously been submitted to this or any other funding body. For more information about resubmission of a research/trainee funding application, or joint funding please contact the appropriate NIHR research funding programme.

*(Yes/No)*

**Applications submitted to this programme, other NIHR programmes or any other funding body:**

Where this application or a similar one has been submitted to this or another NIHR programme or elsewhere, please provide the necessary information.

We are keen to know if the application has been submitted elsewhere and you must be as open about this as possible. This includes, but is not limited to, any facts that, should they come to light at a future date, would embarrass either the programme or the individual who withheld the fact (e.g. if a member of the team holds a patent or has a financial interest within the research area).

Failure to disclose accurately or fully will be considered by the programme as academic misconduct and treated accordingly. You should also include in this section information on whether this or a similar application has been submitted to any programme previously, or to any other funder including other NIHR programmes. You should name, and provide dates and outcomes of these. Please indicate whether you hold or have ever held an NIHR programme contract which has been terminated prior to completion, extended in time or in terms of funding.

*(Yes/No Field)*

**Title of previous application:**

Provide the full research title for the application.

*(100 words)*

**Name of Lead Applicant:**

**Funding body to whom it was submitted:**

Identify the organisation to which it was submitted previously.

**Funding scheme under which the application was submitted:**

Identify the funding scheme to which it was submitted previously.

**Please indicate whether this was a Stage 1 (outline) or Stage 2 (full) application:**

*(Drop down box - options:*

*Stage 1 - outline*

*Stage 2 - full)*

**The reference number of the previous application (History Reference Number):**

Provide the reference number for the application.

**Outcome:**

*(Drop down box - options:*

*Funded*

*Pending*

*Rejected)*

**Please state the outcome date, if a decision is still pending:**

*(dd/mm/yyyy)*

**If unsuccessful, please indicate why:**

NOTE: You can also upload a copy of the relevant funding organisation assessment of the application and/or any pertinent reviewer comments/reports as part of the Supporting Documentation section.

*(300 words)*

**Where a previous, related application was made, please indicate how this research differs from the previous application:**

Please summarise the key changes made to the research in response to the feedback provided, if the related application was previously submitted to this funding scheme.

## Section 5: The Research Team

Please note completed CVs for all co-applicants are a mandatory requirement for submission and will be ‘pulled through’ into the application. To update these details, a co-applicant should ‘Save and Close’, select ‘**Manage My Details**’ and then ‘**Update My CV**’ from the left hand menu.

### Contracting (Joint) Lead Applicant

**Specify your (lead applicant) role in the research:**

Explain in addition to your role as Contracting (Joint) Lead Applicant, the role that you will be undertaking in the research, e.g. co-ordination and project management, analysis, methodological input etc. Also, (Joint) Lead Applicants **must** provide details of all other institutional affiliations as part of the application. Please provide the details of all other institutional affiliations for the Contracting (Joint) Lead Applicant here.

*(Applicant response pulled through from Stage 1 application)*

**%FTE commitment:**

This refers to the percentage of your time that you will commit to this project. If you are funded as part of other NIHR projects that will be running concurrently your time must not exceed 100% overall.

*(Numerical field – max 3 characters plus % symbol)*

### Non-Contracting (Joint) Lead Applicant

**Specify the role of the Non-Contracting (Joint) Lead Applicant in the research**

Explain in addition to your role as Non-Contracting (Joint) Lead Applicant, the role that you will be undertaking in the research, e.g. co-ordination and project management, analysis, methodological input etc. Also, (Joint) Lead Applicants **must** provide details of all other institutional affiliations as part of the application. Please provide the details of all other institutional affiliations for the Non-Contracting (Joint) Lead Applicant here.

*(100 words)*

**%FTE commitment:**

Please include the percentage of time that you will devote to the research.

NOTE: Full-Time Equivalent (FTE): percentage of full-time hours per week.

### Co-applicants

Add details of all co-applicants and their specific role in the project. Do not include collaborators, who should be mentioned (if necessary) in the Research Plan section of the on-line application form.

We encourage the inclusion of CEI co-applicants, where appropriate. Please include a clear description of their role and the reasons why a public co-applicant is joining the team.

Co-applicants are those individuals with responsibility for the day-to-day management and delivery of the project. Co-applicants, including CEI co-applicants are considered part of the project team and are expected to share responsibility for its successful delivery. In contrast, collaborators normally provide specific expertise on particular aspects of the project but who do not share in the responsibility for the delivery of the project.

Allow sufficient time for your co-applicants to complete their sections of the online form **before** the application deadline.

NOTE: Members of the team previously invited to participate as co-applicants during Stage 1 will still need to approve their participation in the Stage 2 application before the submission deadline. New team members will need to be invited via email to participate as co-applicants and both **confirm** and **approve** their participation before the submission deadline. Once a colleague has approved their participation, their CV details will populate the application; **the application cannot be submitted without doing so**.

A maximum of 15 co-applicants (in addition to the two Joint Lead Applicants) is permitted.

*(List of applicants (Joint) Lead Applicants and co-applicant(s) pulled through from Stage 1 application, with option to add further co-applicants up to a maximum of 15.)*

| **Co-applicant details** | **Responses** |
| --- | --- |
| Forename: | (Auto populated from the ‘Manage my details’ section) |
| Surname: |  |
| Title: |  |
| Position: |  |
| ORCiD: |  |
| Department: |  |
| Institution: |  |
| Address line 1: |  |
| Address line 2: |  |
| Address line 3: |  |
| Postcode: |  |
| Country: |  |
| Email: |  |
| Phone number: |  |
| Webpage: |  |
| Degrees and professional qualifications: |  |

**Name of applicant:**

**Please indicate if this co-applicant is a community representative**

*(Yes/No checkbox)*

**If yes:**

We strongly encourage the inclusion of community co-applicants, where appropriate. Please include a clear description of their role in the team.

Co-applicants who are community representatives, patients or carers are not obliged to complete a standard CV but are required to provide a summary of any knowledge, skills and experience relevant to their role in the application.

We recognise and value the varied perspectives that community representatives, patients and carers bring to a project as applicants. In this section, please provide a summary of any relevant knowledge, skills and experience that you will draw upon to contribute to this project.

This could include information about:

* Previous or present work (paid or unpaid) with any relevant organisations
* Links with any relevant groups, committees, networks or organisations
* Experience of particular health conditions, treatments, use of services, being a carer - or as a member of a particular community
* Knowledge and experience of research including previous research undertaken
* Knowledge and experience of community engagement and involvement
* Skills from any other roles that are transferable
* Relevant qualifications, training and learning

The bullet point list above is not exhaustive. Please include anything else that is relevant to the application.

*(500 words)*

**Specify role in research:**

Each co-applicant should provide a brief overview of their role in the proposed research. You have the opportunity to elaborate upon this further in the ‘Research Plan’ section.

*(75 words)*

**%FTE Commitment:**

This refers to the percentage of your time that you will commit to this project.

*(Numerical field – max 3 characters plus % symbol)*

## Section 6: Other supporting roles – signatories (electronic)

**Other supporting roles**

The following supporting roles from the host organisation must be added to the application:

* Director of Finance
* Head of Department or Senior Manager

**Electronic signatures**

On assigning these contacts an email will be sent to each of them by the system. They will be required to tick a check box indicating that they have read and understood the terms on which they have been nominated for this proposal and accept this role. Ticking this box constitutes an electronic signature of the supporting role for the full application.

At the time of adding the necessary supporting roles required to approve your application you are advised to inform the R&D office of the Contracting Organisation for your proposed research. The aim is to help speed up the permissions process should your application be successful.

The Contracting Lead Applicant will also be required to tick a check box to indicate that they have read and understood the terms on which he/she has been nominated as Contracting Lead Applicant for this proposal, and accept this role.

Once everyone has approved the application you will be able to proceed to submit.

**No original or ‘wet ink’ signatures are required for this application.**

### Director of Finance for the host NHS Organisation

The assigned finance Director must approve the application and check the access controlled box below before the application can be submitted.

**Director of Finance signature against declaration**

In **ticking** this, you as the **Director of Finance** for the host NHS body or other provider of NHS services confirm that you have checked the financial details of this of application and that the named institution is prepared to carry out this development work at the stated costs and to administer the award if made. You also confirm that the staff grades and salaries quoted are correct and in accordance with the normal practice of this organisation.

Ticking this box constitutes an electronic signature of the supporting role with regard to this application.

### Head of Department

The assigned head of department must approve the application and check the access controlled box below before the application can be submitted.

**Head of Department or Senior Manager signature against declaration**

In **ticking** this, you as **Senior Manager, Director of Research, Grants and Contracts Manager, Clinical Director or Chief Executive** or **appropriate delegated authority** for the host organisation confirm that you have read this application and that, if funded, the work will be accommodated and administered within the named organisation and that body will be fulfilling the role of research sponsor as set out in the UK Policy Framework for Health and Social Care Research. You also confirm that the applicants for whom you are responsible may undertake this work.

Ticking this box constitutes an electronic signature of the supporting role with regard to this application.

## Section 7: Scientific abstract

**Scientific Abstract**

The scientific abstract should be a clear and concise scientific summary of the Detailed Research Plan / Methods.

The following is a list of potential elements / headings that might be included depending on the design of the proposed research, the setting and programme being applied to, and whether it is for primary research or evidence synthesis. It will be for researchers to decide the appropriate elements to be included in the scientific abstract and could include elements outside this list. Applicants may find the [guidance on the EQUATOR Network website](http://www.equator-network.org) useful.

* Research question
* Background
* Aims and Objectives
* Methods
* Timelines for delivery
* Anticipated Impact and Dissemination

*(500 words)*

## Section 8: Plain English summary of research

A plain English summary is a clear explanation of your research.

Many reviewers use this summary to inform their review of your funding application. They include clinicians, other practitioners and researchers who do not have specialist knowledge of your field as well as members of the public. If your application for funding is successful, the summary will be used on the National Institute for Health and Care Research (NIHR) website and other websites.

A good quality plain English summary providing an easy to read overview of your whole study will help:

* those carrying out the review (reviewers and committee members) to have a better understanding of your research proposal
* inform others of about your research such as members of the public, health and social care professionals, policy makers and the media
* the research funders to publicise the research that they fund

If it is felt that your plain English summary is not clear and of good quality, then you may be required to amend it prior to final funding approval.

It is helpful to involve patients/carers/service users/practitioners and members of the public in developing a plain English summary.

**Content**

When writing your summary consider including the following information where appropriate:

* aim(s) of the research
* background to the research
* design and methods used
* patient and public involvement
* dissemination

The plain English summary is not the same as a scientific abstract - please do not cut and paste this or other sections of your application form to create the plain English summary.

*(450 words)*

*(Applicant response pulled through from Stage 1 application)*

## Section 9: Changes from first stage

The attached file contains the feedback points from your Stage 1 application.

*(File name)*

**Changes from first stage:**

Please list the feedback received at first stage and under separate headings indicate what has changed as a result.

Please describe and explain any additional changes that have been made to this proposal since the Stage 1 application e.g. in the light of new research.

*(Max of 3700 words)*

## Section 10: Location of Research

**ODA Eligible Countries**

Please select the ODA-eligible countries where the research will be conducted. Please select all countries that apply.

*(Grid of ODA countries)*

**Other Countries**

Please list all other countries not listed above where the research will be conducted.

*(10 words)*

## Section 11: ODA-compliance statement

Please provide a statement that demonstrates how the proposal meets key ODA funding requirements. It should address the following questions:

1. which country(s) on the Organisation for Economic Cooperation and Development’s (OECD) Development Assistance Committee (DAC) list of ODA-eligible countries will directly benefit;
2. how the application is directly and primarily relevant to the development challenges of those countries;

**and**

1. how the outcomes will promote the health and welfare of people in the country or countries on the DAC list.

*(400 words)*

## Section 12: Detailed Research Plan

Using **all** of the headings in the order presented below, please use this section to clearly explain your proposed research. Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the research plan but they should not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcome word limits is not permitted. Images may only be included within the 'Research Plan.' Images included in other sections will be removed from the application and not seen by reviewers.

For further information for what is required under each heading please refer to the [Guidance for Applicants](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-stage-2-guidance-for-applicants/31413). **As this is the main part of your application that will be considered by the reviewing committee, you should ensure that the information is accurate, succinct, clearly laid out and provides sufficient methodological detail.**

1. Background and rationale
2. Aims and objectives
3. Research plan / methods
4. Research expertise / Structure of the team
5. Approach to creating equitable and sustainable partnerships
6. Training and Capacity Strengthening in LMICs
7. Dissemination, Outputs and anticipated impact
8. Project research timetable
9. Project management / Governance (including Approach to Risk management and Assurance / Safeguarding)
10. Ethics / regulatory approvals
11. Success Criteria and barriers to proposed work

*(Max 16,000 words)*

**Please upload the Gantt Chart**

Please note that if uploaded in a file format other than .doc or .docx this will not appear in the body of the application and instead, will form part of the Supporting Documentation section at the end of the application.

It is mandatory to attach a Gantt Chart indicating a schedule for the completion of work, including the timing of key milestones and deliverables.

When uploading, applicants must only use the filename description ’Appendix\_Gantt Chart’.

## Section 13: Community Engagement and Involvement (CEI)

**Please describe how members of the public, patients or carers in LMICs with lived experience of your research area were involved in developing this proposal.**

What changes were made to your proposal as a result of your CEI activities, please give specific examples where possible.

*(350 words)*

**Please outline your plans for engaging and involving patients and carers, either directly or in partnership with civil society/ patient and community organisations, in the proposed research.**

This section could include:

* Details of the person/ people responsible for CEI activities.
* How you will reach communities in the LMICs in which the research will take place who are most affected by the research area, often marginalised, and what you will need to do to ensure this is meaningful.
* How you will support and build the capacity of patients, carers and members of the public to get involved in the whole of the research life cycle. Ensure you have considered the following: how people will be engaged in informing the design, methods and research outcomes, monitoring, evaluating and disseminating research. We’re also interested in how they will be part of the strategic decision making e.g. included within governance structures.
* A description of how your CEI activities will help to maximise the impact of research for the direct and primary benefit of the population in the countries involved.

For more information about NIHR’s CEI approach and resource guides please visit the [CEI section of our website](https://www.nihr.ac.uk/researchers/apply-for-funding/how-to-apply-for-global-health-funding/community-engagement-and-involvement.htm).   
*(500 words)*

**In rare cases where proposals do NOT involve relevant community groups and organisations, patients and carers, clear justification must be provided.**

Complete/justify as necessary

*(200 words)*

## Section 14: Justification of Costs

Provide overall justification of Costs and details of how it provides value for money.

*(500 words)*

## Section 15: Detailed Budget

**Total requested (£)**

*(Mandatory field)*

The finance application form provides details of the finances required to deliver the planned research. Applicants will need to complete all sections of the finance form providing a detailed breakdown of costs as per [the RIGHT Call 5 Finance Guidance](https://www.nihr.ac.uk/documents/research-and-innovation-for-global-health-transformation-call-5-finance-guidance/29960).

The summary tabs on the financial plan will auto populate depending on the information added to sections 1-13. These summary tabs include summaries of all costs.

[The template finance application form is available to download from the NIHR website](https://www.nihr.ac.uk/documents/funding/Global-Health/RIGHT-5/RIGHT-call-5-stage-2-finance-form.xlsx).

*(Attach)*

## Section 16: Uploads

Please note that all supporting documentation uploaded should be given concise and clear file name descriptions. These should be headed by a numbered ‘Appendix’ and a brief filename description that clearly describes the file (e.g. Appendix\_References).

The following file is mandatory to submission for all applicants, please attach:

* Letters of support for Non-Contracting (Joint) Lead Applicant (institutional support)
* A list of references cited in the application
* Delivery Chain Risk Map

The following file(s) are considered non-mandatory to submission; please number your files and attach:

* Any further supporting documentation (flow diagrams, pictures, logic models, trial protocols, letters of support for any other major contributors and co-applicants (institutional support), etc.)

**No more than 15 separate files are permitted.** **The total file size should not exceed 10Mb**. **Total file sizes larger than this may not be considered as part of this submission**. **We strongly recommend that only .doc or .pdf files are uploaded as some file types are not supported by the system (such as .xls and .zip file types which will not render out into the final version of the application form). Should you wish to upload documents of other file types, we encourage you check that they appear in the PDF of the application form prior to submission as changes cannot be made after the deadline has passed.**

| **File name** | **Description** |
| --- | --- |
|  |  |

**Upload of a new attachment**

NOTE: Uploads MUST be provided as a Word or PDF document, or you may not be able to submit your application or it may be difficult for the committee to view the required information in order to assess your application.

Please ensure that the document uploaded containing the list of references does not contain its own page numbering.

## Section 17: Administrative contact details

Please provide the details of an administrative lead as a secondary point of contact for any queries relating to the application, should it be supported.

NOTE: This person does **not** need to be a co-applicant.

| **Administrative contact details** | **Responses** |
| --- | --- |
| Administrative contact name: | *(Applicant response pulled through from Stage 1 application)* |
| Administrative contact job title: |  |
| Administrative contact telephone number |  |
| Administrative contact email address: |  |

## Section 18: Research and Development office contact details

Please provide the contact details and job title of a person in the R&D office so that we are able to notify them of the outcome of this application including any associated feedback.

NOTE: This person does not need to be included as a co-applicant.

**Host institution (which will administer any award) (R&D Contact Name)**

This will be the host NHS organisation previously specified.

*(Applicant response pulled through from Stage 1 application)*

| **R&D office contact details** | **Responses** |
| --- | --- |
| R&D contact name: |  |
| R&D contact job title: |  |
| R&D contact telephone number |  |
| R&D contact email address: |  |

## Section 19: Acknowledgement, review and submit

**COI declaration**

Please declare any conflicts or potential conflicts of interest that you or your co-applicants may have in undertaking this research, including any relevant personal, non-personal and commercial interest that could be perceived as a conflict of interest.

Please declare any conflicts or potential conflicts of interest that Contracting, Non-contracting (Joint) Lead Applicants and co-applicants may have, including any facts that, should they come to light at a future date, could lead to a perception of bias. Include any relevant personal, non-personal & commercial interest that could be perceived as a conflict of interest. Examples include (this list is not all encompassing) secondary employment, consultancy, financial or commercial gain (pensions, shareholdings, directorships, voting rights), honoraria, etc. In a case of commercial sector involvement with the application or the study, please state clearly the relationship to ownership of data, access to data, and membership of project oversight groups.

*(300 words)*

### Agreement to terms and conditions

**Contracting (Joint) Lead Applicant**

In ticking this, you as Contracting (Joint) Lead Applicant confirm that the information given on this form is correct and that you will be actively engaged in this research and responsible for its overall management. In addition, you will accept responsibility for ensuring that the host institution and interested parties are kept informed.

Ticking this box constitutes an electronic signature of the Lead Applicant with regard to this application.

### Checklist of information to include when submitting a NIHR RIGHT Stage 2 research application

Applicants should click the checkboxes to indicate that they have included the necessary information prior to submitting their application.

| **Item** | **Checkbox** |
| --- | --- |
| GANTT CHART (mandatory upload) |  |
| A full and accurate detailed budget breakdown (mandatory upload) |  |
| References -**up to 3 pages** (mandatory upload) |  |
| Delivery Chain Risk Map (mandatory upload) |  |
| Letter of support for Non-Contracting (Joint) Lead Applicant (institutional support) (mandatory upload) |  |
| A clear description of team member roles and contribution |  |
| A clear description of the changes from first stage |  |
| A clear scientific abstract |  |
| A good quality [plain English summary](https://www.nihr.ac.uk/documents/plain-english-summaries/27363) |  |
| A full and accurate detailed budget breakdown |  |
| A clear Detailed Research Plan outlining the study design, methods, dissemination etc. |  |
| A flow diagram illustrating the study design / flow of participants, if appropriate |  |
| Governance structure |  |
| Appropriate and relevant community engagement and involvement |  |
| A clear justification of costs / value for money |  |
| The support and agreement from the necessary supporting roles / signatories |  |
| Other Supporting documentation (non–mandatory upload) |  |

## Section 20: Validation summary

Please follow the next steps in order to complete your application submission process:

* **Validate** all mandatory/required fields listed below (that are required to be completed/amended before submitting)
* **Check all co-applicants** have completed their CV details as appropriate and review the PDF final version for any formatting issues
* Click '**Save and Close**'
* Click the '**Submit**' option (this must be completed by1 pm 01 February 2023).

You will receive an automated email containing the acknowledgment that we have received your application.

If there are no validation requirements above you may be ready to submit the application. To do so '**Save and Close**' the application and then click **‘Submit.**

**Please note that your submission will not be considered complete until all applicants have both confirmed and approved the application and the ‘Submit’ button becomes available and is then used.**