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**Research Programme for Social Care - Stage 2 Standard Application Form**

This Word template of the **RPSC** application form can be used to assist applicants in completing the online application form; it **cannot** be submitted as an application. Only applications submitted online via the CCF RMS will be accepted; however, information can be copied from the Word template into the online application form.

Please note the following information and guidance is intended for applicants submitting a **Stage 2 RPSC** application.

There are a number of **online guidance prompts**(marked as a **?**)  available to you throughout the online form to help you when completing an application. It is **strongly advised** that you also read the [**RPSC Social Care Call Specification**](https://www.nihr.ac.uk/documents/nihr-research-programme-for-social-care-rpsc-call-specification/34487) and the Guidance for Applicants, documents before completing your application, which also include the relevant dates.

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. 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. **The use of long passages of dense, unstructured text should be avoided**.

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 register within the RMS first and then can be invited *via* email to participate as co-applicants and confirm their participation before the submission deadline. **Please note that lead, joint lead and 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 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 RPSC team on 020 8843 8057 or by emailing** **RPSC@nihr.ac.uk**.

# Section 1: Application Summary Information

**Host organisation:**

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

Applications can be made through universities, local authorities, and NHS bodies or other providers of NHS services in Wales, Scotland, and Northern Ireland. For more information, please see the [**RPSC Call Specification**](https://www.nihr.ac.uk/documents/nihr-research-programme-for-social-care-rpsc-call-specification/34487).

**NOTE: If your organisation does not appear on this list, please contact the RPSC Team**

**Research title:**

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

**NOTE: If the application is for a pilot or feasibility study, randomised controlled trial, systematic review, or qualitative study, ensure this is referenced in the title.**

**Research type:**

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

*(Select from drop down list:*

*Primary Research/Secondary Research/Primary & Secondary Research)*

**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.

**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.

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

This field will automatically populate once you have completed the detailed budget section.

NOTE: If there is a significant change in the costs between Stage 1 and Stage 2 applications, this would need to be clearly and strongly justified in the ‘Justification of Costs’ section.

**Early Career Researchers (ECR):**

Are you applying as an early career researcher?

Yes/No

# Section 2: CV - Lead and Co-applicant details

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 select Manage My Details section by selecting 'Save and Close', select ‘Manage My Details’, and then ‘Update My CV’ from the left hand menu.

The Lead Applicant is expected to have an appropriate relationship with the organisation hosting the research to ensure proper governance and accountability.

NOTE: RPSC particularly encourages new investigators who will be leading the work to apply as Lead Applicants, provided that sufficient support is provided through an experienced and appropriately skilled and resourced research team.

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

|  |  |
| --- | --- |
| **Lead Applicant details** | **Responses** |
| Full Name | (Auto populated from the ‘Manage my details’ section) |
| Department |  |
| Position | (Auto populated from the ‘Manage my details’ section) |
| Institution |  |
| ORCID iD |  |
| Telephone No. |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Country |  |
| Postcode |  |
| Web Page. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Subject** | **Institution** | **From** | **To** |
|   |   |   |   |   |

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

# Section 3: Research Background - Lead 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.

**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.

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.

**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.

(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. In the case of the 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)*

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

**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)

**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.**

Stage 1

Stage 2

**The reference number of the previous application:**

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.

(300 words)

# Section 4: The Research Team

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

Explain in addition to your role as Lead Applicant, the role that you will be undertaking in the research, e.g. coordination and project management, analysis, methodological input etc.

*(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.

**Joint Lead Applicant**

Where appropriate and justified it is acceptable for the application to be led by joint Lead Applicants.

NOTE: For application/contracting purposes, the joint lead applicant will be regarded as a co-applicant.

**Relevant expertise and experience of Joint Lead Applicant**

Please summarise the proposed Joint Lead Applicant’s relevant expertise and track record in social care research, in terms of skills and experience, previous publications, grant funding and impact on social care provision.

**Specify role in research:**

Please provide a brief overview of your role in the proposed research. You have the opportunity to elaborate upon this further in the ‘Detailed Research Plan’ section.

**%FTE commitment:**

Please include the percentage of time that you will devote to the research. If you are funded as part of other NIHR projects that will be running concurrently, your time must not exceed 100% overall.

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

**Add all co-applicants supporting your research**

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 online application form.

We encourage the inclusion of public 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 public 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 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: New team members will need to register and then be invited via email to participate as co-applicants and confirm their participation before the submission deadline; the application cannot be submitted without doing so.

A maximum of 15 co-applicants is permitted.

**Co-Applicant**

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, co-applicants should visit the ‘Manage My Details’ section by selecting 'Save and Close' at the top of this screen and accessing the left hand menu toolbar.

|  |  |
| --- | --- |
| **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: |  |

**Please indicate if this co-applicant is a member of the public**

Yes/No

**Please include a clear description of their role and the reasons why a public co-applicant is joining the team. Co-applicants who are service users 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 service users 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 conditions, 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 patient and public involvement including previous involvement activities
* 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.

For further information please access the ['Public Co-Applicants in Research' guidance.](https://www.invo.org.uk/posttypepublication/public-co-applicants-in-research-guidance-on-roles-and-responsibilities/)

**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.

**%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 5: Scientific abstract

**Scientific Abstract**

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

The following is a list of potential elements / headings that might be included depending on the design of the proposed development work, the setting and whether it is for further dissemination, knowledge mobilisation, 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 6: 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 Research (NIHR) 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.

Further guidance on writing in plain English is available on the [NIHR plain English summaries webpage](https://www.nihr.ac.uk/documents/plain-english-summaries/27363).

For further support and advice on writing a plain English summary, please contact the [Research Support Service](https://www.nihr.ac.uk/explore-nihr/support/research-support-service/) (where applicable).

(Max 450 words)

(Applicant response pulled through from Stage 1 application)

# Section 7: Changes from first stage

**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 3700 words)

# Section 8: Detailed Research Plan

**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. Additional information can be found in the RPSC Call Specification. **As this is the main part of your application which will be considered by the reviewing panel, you should ensure that the information is accurate, succinct, clearly laid out and provides sufficient methodological detail.**

**NOTE: Applicants should aim to reserve a significant proportion of the word count for the project plan to enable methodological approaches to be fully specified.**

1. Background and Rationale

2. Aims and Objectives

3. Research Plan / Methods

4. Dissemination, Outputs and anticipated Impact

5. Project / research timetable

6. Project Management

7. Ethics / Regulatory Approvals

8. Project / Research expertise

9. Success criteria and barriers to proposed work

(Max 7,000 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’.

**Funding for Capacity Building**

As part of NIHRs drive to develop research capacity, RPSC is offering the opportunity to develop and advance social care research capacity building. Applicants to RPSC can include funding for research capacity development, across all stages of the academic career pathway (i.e., from internships to Masters to PhD to post-doctoral),

As a general rule, it is anticipated that 10% to 20% of the overall project programme grant budget should be spent on capacity building within the grant, however each request will be reviewed on its merits.

More information about capacity building can be found here. More information can be found in the Capacity Building Guidance. For information about how to complete the capacity building box in the application, please check the RPSC applicant’s guidance.

**Research Capacity**

If you wish to apply for capacity building funding, please ensure you select this in the dropdown menu.

(Select)/Yes/No

If yes: Box only appears if “yes” is selected

Please outline your plans for increasing research capacity, including through the provision of training, which supports diverse career paths and promotes equality, diversity and inclusion, as well as which individual(s) this will apply to.

(500 words)

# Section 9: Patient & Public Involvement

**Please describe how patients and the public have been involved in developing this proposal.**

You should describe who has been involved and why this is appropriate, what role(s) they have they played and what influence or change has happened as result of their involvement.

(350 words)

**Please describe the ways in which patients and the public will be actively involved in the proposed development work, including any training and support provided.**

1. **PPI approach, management and support**

Explain why your approach to patient and public involvement is appropriate for this proposal. In your description you will need to say who will be involved and why.

Please use this opportunity to describe how you plan to manage and coordinate the patient and public involvement activities in your project.

Describe how you will support and enable patients/service users, carers, the public and members of relevant communities to contribute to your research (e.g. access, payments, training).

We would also encourage you to outline plans for the capturing, evaluating and reporting the impact of patient and public involvement activities.

Patients carers, service users and the public can be involved in every stage of a research project, from developing a proposal through to dissemination and evaluation. [More resources to support the design of your PPI are available in our guidance on the NIHR website](https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437).

**PPI Lead**

There should be a named person with appropriate skills and experience who is responsible for leading the PPI element within the project. This role should be an adequately costed and resourced research team member who is able to manage the PPI plans and related activities. [More information and examples of the activities a PPI lead might undertake can be found in our guidance on the NIHR website](https://www.nihr.ac.uk/documents/briefing-notes-for-researchers-public-involvement-in-nhs-health-and-social-care-research/27371).

1. **A summary of PPI activities**

Please provide a summary below of the proposed PPI activities embedded throughout the research project lifecycle. Please clearly signpost to other sections of the Detailed Research Plan where the PPI is described further in relation to the relevant project stage e.g. dissemination, intervention design, data collection, analysis.

(350 words)

**In rare cases where proposals do NOT involve patients and the public, clear justification must be provided.**

Complete/justify as necessary

(200 words)

# Section 10: Detailed Budget

Please use the RMS to complete Section 10 Detailed Budget. This will enable automatic calculations of financial information.

Please refer to the associated [finance guidance](https://www.nihr.ac.uk/documents/guidance-on-how-to-complete-the-finance-section-of-funding-applications/29807)to aid filling in Section 10. In addition, there are [short videos](https://www.youtube.com/watch?v=e2FwBNWm2FM&t=2s) to visually demonstrate how to complete this form. This should be read in conjunction with Section 10 of the guidance for applicants for details about costs.

# Section 11: Management and Governance

**Is Clinical Trials Authorisation required?**

(Yes/No)

**Does your project require ethics approval?**

(Yes/No)

**If yes, has ethics approval already been obtained?**

(Yes/No)

#  Section 12: 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 files are mandatory to submission for all applicants, please attach:

* A list of references cited in the application.
* A completed Funder Export from the online Schedule of Events Cost Attribution Tool (SoECAT) or if this is not applicable an explanation added to the Justification of Costs section.

If claiming CTU support, the following files are considered mandatory:

* CTU letter of support.

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, any letters of support etc.)

No more than 6 separate files are permitted. The **total file size should not exceed 6Mb** (this includes the SoECAT form uploaded under the Detailed Budget section and the Gantt Chart uploaded under the Detailed Research Plan section). **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 13: 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 14: 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.

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

# Section 15: 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 you or your 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**

Lead Applicant

In ticking this, you as Lead Applicant confirm that the information given on this form is correct and that you will be actively engaged in this development work and responsible for its overall management. In addition, I 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 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** |
| Appropriate and relevant [involvement of patients/service users, carers and the public](https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437)  |  |
| A good quality [plain English summary](https://www.nihr.ac.uk/documents/plain-english-summaries/27363) |  |
| A clear description of team member roles and contribution |  |
| A clear scientific abstract |  |
| A clear description of the changes from first stage |  |
| A flow diagram illustrating the study design / flow of participants /approach to knowledge mobilisation (document upload), if appropriate |  |
| A full and accurate detailed budget breakdown |  |
| A clear justification of costs / value for money |  |
| References (document upload) |  |
| A clear Detailed Research Plan outlining the study design, methods, dissemination etc. |  |
| A CTU letter of support if required (document upload) |  |
| Completed Schedule of Events Cost Attribution Tool (SoECAT), if appropriate |  |

# Section 16: 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

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 confirmed the application and the ‘Submit’ button becomes available and is then used.**