This is a template to assist with completing the online application form. It cannot be submitted as a Word document as the application **must** be submitted online. The content **can** be copied onto the online form.

**NETSCC REALMS Application Support Form for Stage 1 applications only**

This is **not** a valid Application form (Mar 2021)

# Stage 1 applications

| **Section** | **Content** |
| --- | --- |
| **Programme** | Defaults to the programme you are applying for |
| **Call** | Defaults to the call you are applying for |

| **Section** | **Content** |
| --- | --- |
| **Add New Ticket** | The ‘Add New Ticket’ button towards the top of the screen can be used to raise a support ticket if you have any questions relating to the call or completion of the online application form. |

## Summary information

| **Section** | | **Content** |
| --- | --- | --- |
| **Contracting Organisation / Add new Contracting Organisation**  The contracting organisation must be selected from our current list. New organisations not listed can be added and submitted for approval. | | Add content here |
| **Research Title**  Your full project title (Limit 300 characters) | Add content here | |
| **Research Type**  Primary/Secondary/Evidence Synthesis | | Add content here |
| **Start Date (Month & Year)** Start date must be in the future and on the first of the month. | | Add content here |
| **Research Duration (months)** | | Add content here |
| **End Date** | | End date is automatically calculated from start & duration dates for you |
| **Estimated Research costs**  **(not including NHS rupport & treatment costs)**  Enter the total amount of estimated research costs | | Add content here |
| **Estimated NHS Support costs** Enter the total amount of estimated NHS support costs | | Add content here |
| **Estimated NHS Excess Treatment Costs** Enter the total amount of NHS excess treatment costs | | Add content here |
| **Estimated Non-NHS Intervention Costs** Enter the total amount of non-NHS excess treatment (intervention) costs | | Add content here |

## Research team

Lead applicant research background

| **Section** | **Content** |
| --- | --- |
| **Details of Lead Applicant**  Title  First Name  Surname  ORCiD | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update / Update Contact Profile buttons  ORCiD ID:  Please note: You and your co-applicants are required to obtain a free unique ORCiD ID number and update your REALMS user contact profile with this before you can submit your application. (see guidance notes / supporting information documents) |
| **Degrees and Professional Qualifications**  **Add or Edit Degree or Professional Qualification**  List your higher and professional qualifications. (Include subject, awarding body, class and date are mandatory items). | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update / Update Contact Profile buttons |
| **Add or Edit Organisation Affiliation**  Your organisation, job position and department.  Identify whether this is your Primary organisation and state your type of affiliation e.g. Employee or Board Member (select from a drop down list of values) | This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update / Update Contact Profile buttons |
| **Address**  **Phone**  **E-mail**  **Web Address** | Where there is an entry in any of these fields please ensure it is marked as Primary. |
| * **Specify your (lead applicant) role in this research** * **Lead Applicant’s % FTE Commitment** * **Organisation** Select your primary Organisation for the purpose of this application * **Department** (Limit 100 Characters) | This information can be updated via the Update / Update Contact Profilebuttons |

## Research team

Joint Lead Applicant

| **Section** | **Content** |
| --- | --- |
| **Does this application involve a Joint Lead Applicant?** Select Yes or No as appropriate | **Yes / No** |
| **Invite Joint Lead Applicant** | If Yes is selected click on the envelope button followed by the ‘**+’** button to add the Joint Lead Applicant’s information (and correct email address) and click **‘Save’** when done.  Once added and saved you will need to click on the **‘Invite’** button to invite the Joint Lead Applicant to accept their role and gain access to the application form (based on the Role read/edit access that you provided). The Joint Lead Applicant will received an email notification with clear links to follow. |

## Co-Applicants

Add / Co-applicants

Click on the ‘**Add / Edit Co-Applicants’** button followed by the ‘**+’** button and add your co-applicants for this proposal in this form. You will need their email address (preferably their organisation one). If you have added a co-applicant in error or made a mistake with the email contact, you should delete this contact and re-enter as a new contact. The information below will need to be entered for each listed co-applicant.

| **Prefix / Title** | **First Name** | **Last Name** | **Email address** | **Contact Type** |
| --- | --- | --- | --- | --- |
| Prefix here | First name here | Last name here | Email here | Contact type here |

| **Organisation** | **Specific role in this project** | **% FTE commitment** |
| --- | --- | --- |
| Organisation here | Role here | %fte here |

## Administrative Contact

Invite Administrative Contact

This facility allows you to provide an alternative contact(s) who will also have access to the application but will not be able to submit it when complete. The Lead Applicant must submit the completed application and will still receive all emails automatically generated through the system.

If necessary click on the envelope button followed by the **‘+’** button to add an Administrative contact’s information (and correct email address) and click ‘Save’ when done. Once added and saved you will need to click on the **‘Invite’** button to invite the Administrative contact to accept their role and gain access to the application form (based on the Role read/edit access that you provided). The Administrative contact will received an email notification with clear links to follow.

## Application details

Plain English summary and research plan

**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 and 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 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 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.

See funding opportunity guidance

(Limit 3500 characters)

**Research Plan**

The overall amount of information that you can provide at this stage is limited to 20,000 characters.

See funding opportunity guidance

Using all of the headings (in the order presented) and referring to the call guidance notes, please use this section to clearly explain your proposed research.

1. What is the problem being addressed?
2. Why is this research important in terms of improving the health and/or wellbeing of the public and/or to patients and health and care services?
3. Review of existing evidence - How does the existing literature support this proposal?
4. What is the research question / aims and objectives?
5. Project Plan
6. Intellectual Property and Commercialisation (required for EME programme only)

## Uploads

**Upload Checklist**

See funding opportunity guidance.

You will find a list of uploads that should accompany your application at this stage. You must, at least, upload any required document and also any other document requested in the guidance notes for this funding opportunity.

Click on the appropriate upload button and upload the document.

Required application uploads are:

Attachment 1: Flow Diagram (single side of A4)

Attachment 2: References (single side of A4)

Attachment 3: Logic Model (PHR Programme only)

There may be other requested documents e.g. cover letter, collaborative documents, as dictated by the specification of the call.

**Please do not attach any additional information as it will not be considered part of your application.**

## Acknowledgement and conflicts

**Potential Conflicts**

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

(Limit 2000 characters)

## Checklist

Applicants should click the check boxes for the following to indicate that they have included the necessary information prior to submitting their application.

**Checklist of information to include when submitting a NIHR Stage 1 research application**

* A good quality Plain English Summary using our [guidance on plain English summaries](http://www.invo.org.uk/resource-centre/plain-english-summaries/)
* A clear explanation of the problem being addressed
* A clear demonstration of the need and importance of the research
* A review of existing literature (primary research)
* A clear research question / aim(s) and objectives
* A clear project plan summarising the study design and methods
* A clear description of team member roles and contribution
* Appropriate and relevant involvement of patients and the public
* A clear, appropriate and relevant plan for dissemination
* A flow diagram illustrating the study design / flow of participants (document upload)
* A single A4 page of references (document upload)

## Review and submit

**Completion / submission Status**

Ensure all sections are complete before submitting your application form. By clicking on the ‘**Info Still Required’** button at the bottom of the screen you will be presented with a list of outstanding information (active hyperlinks) which if clicked on will direct you to the relevant question / field.