



## Research Project Grant Application Form Guidelines

### General

These are guidelines for a research project grant or equipment grant application form.

Please read all the guidelines carefully before submitting a research project application.

**Application forms with missing information or that have failed to adhere to these guidelines may be delayed or rejected.**

If you have any questions at all, please contact [tania.wheeler@actionforAT.org](mailto:tania.wheeler@actionforAT.org)

Please complete the form in **font Arial**.

Action for A-T requires:

- An electronic copy with signatures (pdf document version)
- An electronic copy without signatures (word document version) submitted to [tania.wheeler@actionforAT.org](mailto:tania.wheeler@actionforAT.org) and [Research@actionforAT.org](mailto:Research@actionforAT.org)

Please ensure the electronic copies arrive before the set deadline.

### Part A: Summary of Application

#### A1: Applicants

Provide the name, title and post held for all applicants. Please indicate whether each applicant is in a tenured post. To add more applicants' details please insert further rows or continue on an additional sheet. Please note, we do not normally cover the salary of anyone in a tenured position.

#### A2: Collaborators

Collaborators include any individual not named as an applicant who will be providing expertise, facilities, access to patients etc. **Please also complete Part F and ensure that a signed letter confirming their support, is submitted as part of the application (scanned/electronic signatures are acceptable but please ensure the letter is an original copy).**

#### A3: Institution/Authority. Address at which work will be done

Please state which Institution/Authority will be responsible for grant administration if an award is approved.

**A4: Full title of the proposed research**

Please provide the title in a maximum of 30 words.

**A5: Summary of funding requested**

Please provide exact costing for each year. If a grant is awarded, the costing provided will form the basis of the award agreement. Approximations are not acceptable. The grant will not be increased following award.

**A6: Expected start date**

The start date may be changed at a later date if the application is funded.

**A7: Duration of project**

Please provide the duration of research in month format i.e. 12 months, 24 months.

**Part B: Lay Application****B1 – B5**

Please complete as requested. Please note this section must be completed in **easy to understand English that members of the public can understand**. Please keep answers to B3 brief and to the point. Some guidance on writing a lay summary -

- Start with the problem your research aims to solve so the reader can identify with this first. Try to explain your research in 25 words and then use this as your first sentence.
- Set the scene carefully, and explain how your work fits into the bigger picture.
- Give the reader a reason to care about what you do – address how your work will help people affected by A-T, even if this is a long way off.
- Consider using simple diagrams to explain concepts.
- Writing in plain English - it is important to minimise the use of jargon, technical terms and acronyms. If this is unavoidable, please provide explanations. It is also helpful to use non-scientific analogies to explain complex ideas. Here are some examples of simple explanations of scientific terms:
  - pathway – a series of chemical reactions
  - signalling – ways that cells communicate with each other
  - apoptosis – how cells die
  - drug target – something in the body that is changed by a drug to give a desirable effect

It may be helpful to ask a non-scientist to review your lay summary and point out phrases or concepts they don't understand.

NB: If a grant is awarded, the information provided in Part B1 – B2 will be used for publicity purposes. These statements may be shared with the public, placed on Action for A-T's website and in external publications to promote fundraising for your research. We may contact you for more details or clarification of the information you provide.

**Part C: Main Proposal**

## C1-C6

Please complete as requested.

## C7: Use of animals

In the event of an award being made, full evidence of Home Office approvals (or equivalent ethical approvals for animal work as required by your Institution if outside the UK) relating to **this project**, covering the full period of research will be required **before** the research commences.

Please make sure that you have considered alternatives to the use of animals when designing your protocol. Please visit the NC3Rs for further information on reduction, replacement and refinement of the use of animals in research (<http://www.nc3rs.org.uk>)

## C8: Will the proposed project involve patients/human subjects OR patient material/samples?

In the event of an award being made, full evidence of Ethics Committee approval relating to **this project**, covering the full period of research will be required **before** the research commences. Action for A-T is unable to agree a start date for the project without this approval.

## C9 – C10

Please complete as requested. All applicants named in Part A1 must provide information in Part C11.

## C11: The Protocol

The protocol must not exceed **6 sides** A4 1½ line spacing 11 pitch type (**Arial** font) **excluding** references. Margins should be no narrower than top/bottom 1.27cm and left/right 1.27cm.

- (1) Provide the background to the proposal with details of previous work in the field both by the applicant(s) and others
- (2) Describe the purpose of the research, the hypothesis and **the likely clinical impact on the patient**
- (3) Provide a plan of investigation including study design, power calculations, methodology, techniques and data analysis – **applications that fail to provide adequate statistical justification will not be considered**
- (4) Clearly describe the likely time frame to clinical application
- (5) Provide evidence of the research team's ability to conduct the research and if appropriate, provide a summary of any pilot work which may be unpublished but will support the hypothesis or validity of the research question and/or any techniques which may be required
- (6) Provide detailed justification for the support requested including why specific consumables, equipment and specialist staff are required and their suitability for the project. In the event that only consumables/equipment are requested please provide details as to who will conduct the research and their source of funding.
- (7) If a clinical salary is requested, full justification must be provided stating the rationale behind the requirement for a clinical staff member. **This application is for research project or equipment grants only.**
- (8) Full references should be included at the end of the proposal.

Please note that the guidelines are designed to help structure a concise application so that a fair appraisal can be made of the application by peer review.

**APPLICATIONS THAT PROVIDE INSUFFICIENT DETAIL ARE MORE LIKELY TO RESULT IN REJECTION OR DELAY**

## Part D: Financial Details

### D1 –D2

Please check that the funding requested falls within the criteria set in Action for A-T's Terms and Conditions of Award. Please refer to Part C11 - The Protocol:

- The total amount of the grant agreed at the outset will not be increased. The Charity will under no circumstances provide additional funding where calculations are incorrect. Salary submissions should therefore be calculated to include, in years 2 and 3, a nominal allowance for pay awards and inflation.
- If a clinical salary is requested, full justification must be provided stating the rationale behind the requirement for a clinical staff member.
- Full justification of consumables and equipment costs is required.

NB: The charity will not normally fund any overhead costs including bench fees, animal license costs, or costs for routine clinical care. Action for A-T only support directly incurred costs of research and do not pay for indirect costs.

#### Undertaking research in the NHS (UK only)

If your research involves patients, please only add the research costs needed to undertake the research in section C. On an additional sheet, please separately show the research costs that will be incurred for undertaking research in the NHS, treatment costs and NHS Support costs. As Action for A-T is an AMRC member charity, the Department for Health may meet some research costs for charity funded research taking place in the NHS.

### D4: Grand total

Please check that all columns total correctly. If you are submitting a research proposal outside of the UK and wish to apply in your country currency, please state the amount and your currency.

## The Declaration

Please ensure that the original copy of the application contains original signatures. Photocopies or scanned signatures will not be accepted.

## Part E: Curriculum Vitae of applicant(s)

### E1 – E6

Please complete as requested in the template provided no more than one A4 sheet\*. Where there is more than one applicant please use this sheet as a template and complete separate details for each applicant. Please include in the template format provided a CV for any staff named in Part D1.

\* A4 = standard European size of paper, 297 × 210 mm

## Part F: Collaborators

Collaborators include any individual not named as an applicant who will be providing expertise, facilities, access to patients etc. **Please ensure the role that each collaborator named in Part A2 is clearly defined and ensure that a signed letter confirming their support, is submitted as part of the application (scanned/electronic signatures are acceptable but please ensure the letter is an original copy).**

## Part G: Peer review

Please suggest four potential independent referees (not current collaborators and at least two from the UK) who are familiar with the field of research in this proposal. Referees should not be conflicted, not from the same institution as the applicant and not have published with the applicant in the last 5 years.