

Developing the evidence base: Building and delivering suitable living environments and communities for an ageing population

Guidelines for applicants 2021



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1. INTRODUCTION

1.1 OVERVIEW

In November last year, we published our priorities for the next five years in a [our strategic framework](#). This will see us take a thematic approach to funding in, what we hope, will be a more focused approach to supporting under-funded areas, as well as being clearer to prospective applicants as to what we are looking to fund. We will also be trialling some ways of encouraging the research community to work collaboratively with those delivering care and services for older people.

Our chosen theme for the first of these calls is one which we believe addresses an issue of current relevance and importance. A plethora of research already tells us of the link between suitable housing and a healthier and well-supported later life. But we are not yet seeing the radical systemic change that is clearly needed to deliver this. In the words of Professor Sir Michael Marmot, “Unsuitable housing is strongly associated with poor health, both physical and mental” and the past year, more than any other, has brought into sharp focus the need for age-friendly communities and the suitable accommodation which facilitates these, as well as helping to maintain functional independence. The current context also provides a real opportunity to identify and showcase innovative good practice and develop the evidence base in this area – and to present ideas for what the future of housing for older people could look like.

1.2 A COLLABORATIVE APPROACH TO FUNDING

Funding will be available to support academic and clinical researchers partnered with community organisations*, to conduct innovative research into building and delivering suitable living environments and communities for an ageing population.

* By ‘community organisation’ we mean any third sector and/or government organisation with a local and/or community focus providing services and support to older people.

1.3 THE OPPORTUNITY

We plan to allocate £2.4M to the call, from which we expect to make c.6 awards, although more may be available if we receive applications of a suitably high quality. We are expecting awards to be a maximum of around £400,000. The types of funding we will consider are detailed in section 2.3: Award Types).

1.4 THE COMMUNITY PARTNERS

In the development of this call, the Trust has partnered with Johnnie Johnson Housing and United St Saviour’s Charity, two organisations with a focus on housing and service provision for older people. If you do not already have an established relationship with a community partner, you can apply to work with either Johnnie Johnson Housing or United St Saviour’s Charity as prospective co-applicants. More information on these two organisations is below.

1.4.1 JOHNNIE JOHNSON HOUSING



ABOUT JOHNNIE JOHNSON HOUSING

[Johnnie Johnson Housing](#) (JJH) are a not-for-profit housing association offering homes for independent living, with a particular emphasis on providing housing and services for older people. They provide homes for approximately 5,000 residents in the North West, North East, Yorkshire and Derbyshire, and their portfolio includes purpose-built retirement properties available for rent, shared ownership and leasehold. Working in collaboration with local authorities, builders, landowners, health authorities, voluntary groups and care agencies, they also provide services to their residents, other landlords and individuals through their [Astraline Alarm Monitoring Service](#). JJH is also a fellow Housing Learning and Improvement Network (Housing LIN) member and partner in an existing Dunhill Medical Trust-funded research project, which aims to understand the current use of ‘smart’ technologies for older people and provide guidance for its future use. In addition, JJH offer homes for independent living, provide services for older people and have a history of researcher and engineer engagement, making them an ideal partner for this call.

CURRENT WORK AND INITIATIVES

Speed sensor project

Research suggests that the speed at which an older person walks is a good indicator of their general state of health. JJH have developed a sensor that can measure walking speed each time a person walks past it in their own home. This device could therefore potentially flag if an older person’s health is deteriorating before it becomes obvious in other ways. For more information on this project, please [visit this webpage on the sensor technology](#).

Astraline Eco System

JJH have a technology-enabled care monitoring division, which monitors 70,000 connected care devices, including sensors for smoke, inactivity, falls and carbon monoxide, as well as mobile devices with location services. They are working with over 100 housing associations, local authorities, and private companies, and 1,500 self-funders who live in their own homes. For more information on this initiative, [visit the Astraline webpage](#).

RESEARCH INTERESTS

JJH are flexible with their research priorities, but have a particular interest in developments in assistive technology. Other areas of interest include:

- The digital switch and digital exclusion/access
- Keeping people in their homes for longer
- Equity, diversity and inclusion
- Prevention of issues, such as falls and fires
- The impact of COVID-19 on housing and older people
- Architecture, design and integration of technology

WHAT JJH CAN OFFER AS A STUDY PARTNER

- A Living Lab within Johnnie Johnson that could be used for ethnographic/live-in research alongside residents. This is currently located at [Spey House, a 65-flat independent living scheme \(with a cohort of residents aged 55 to 90+\)](#) in Reddish, near Manchester. Rent for the one-bedroom flat is £121.46 per week (circa £6500 per annum). Food is not provided as properties are self-catered.
- An alternative Living Lab for the same purposes as above at JJH's [Albert Ball Scheme](#) near Nottingham, which houses a slightly younger cohort of residents aged 55+. The scheme comprises 40 one-bedroom flats and was built in 1977. It includes mobility and wheelchair standard properties. Rent for the property is £110 per week (circa £5720 per annum). Again, food is not provided as properties are self-catered.
- Access to the Greater Manchester Technology Enabled Care Strategy working group – comprising 29 housing associations and 10 local authorities – which is Chaired by a member of the JJH team
- Access to their technology partners who are working on technology enabled care, alongside local authorities, housing associations and individuals across England, and preparing them for the 'digital switch'
- Access to their COVID-19 Secure Innovation Hub at Eden Point in South Manchester – a state-of-the-art, modern office facility with access to a range of teams with various specialisms
- Staff time to discuss and help plan research, and to facilitate relationships and introductions with residents
- Access to a 'change champions' working group that is linked to Manchester Metropolitan University

- Data analysis and insight from monitored devices through their 24/7, 365 days-a-year national alarm receiving centre
- The opportunity to understand the complexities of the upcoming funding regime changes for independent living, and ability to work with a housing association which is developing a service focused on resident wellbeing and digital connectedness.

ELIGIBLE AWARD TYPES

JJH have indicated that they are open to partnering on studies which support a variety of award types (for example, project grants, PhD studentships, fellowships etc.)

1.4.2 UNITED ST SAVIOUR'S CHARITY



ABOUT UNITED ST SAVIOUR'S CHARITY

United St Saviour's Charity (USTSC) supports people and communities in Southwark, London. They tackle social need by investing in projects that offer both proven and innovative ways of solving problems, as well as providing almshouse accommodation for older people. For more information, please visit the [about us page](#) on their website.

USTSC recognises a growing need for high quality older people's social housing in the London Borough of Southwark and beyond. Many older people living in social housing are isolated or struggling to cope in homes unsuitable for the increasingly ageing population.

As part of their commitment to improving housing for older people, USTSC is building a new almshouse in Southwark. It will provide 57 new homes in an innovative and beautifully designed building, which includes substantial space for the wider community to use alongside the residents. This exciting development will provide numerous opportunities for research *in situ*, with the potential to influence practices in supporting and housing our ageing population in an intergenerational setting – more on this below.

CURRENT WORK AND INITIATIVES

Appleby Blue

In 2014, USTSC formed a partnership with Southwark Council to identify a piece of land which could be built on. The principal vision was to create an outward-facing building that could celebrate later life by enabling residents to be part of and actively contributing to their community, and not sheltered from it. The new almshouse will comprise 57 homes for older people in Bermondsey, London. The architects (Witherford Watson Mann) have thought carefully about ways in which the design can encourage social interaction, consulted widely with older people and reviewed best design practice in the UK and Europe. The building is located close to shops and public transport. It is a 5-storey brick-faced building with rooms and walkways overlooking a courtyard garden. All the common areas have been designed to be highly visible and promote social interaction. There are also 2 smaller apartments which could be used by researchers, artists in residence or support/care-staff¹.

The building is currently estimated to be completed by the end of 2021/early 2022, and residents will be recruited from July to November 2021, with the aim that they will be moving-in in early 2022. For more information on the build and a link to the brochure, please visit [the Appleby Blue webpage](#).

USTSC's other almshouses

USTSC provide 75 sheltered homes in 2 existing almshouses ([Hopton's](#) in Southwark and [St Saviour's Court](#) near Croydon), with on-site staff giving individualised support services.

Community investment programme

USTSC also runs a community investment programme, which includes a grant-making budget of over £1m p.a. to support communities dealing with social issues such as youth violence, older person's isolation, and the lack of social cohesion in this dynamic and diverse part of London. During the COVID-19 pandemic they also delivered a £600k emergency funding programme.

RESEARCH INTERESTS

The health and well-being of almshouse residents, as well as tracking the difference that their living arrangements and their activities make, is of particular interest. USTSC have a [webpage outlining their research opportunities](#) and topics of interest also include:

- Engaging residents in activities, education/learning, and opportunities for skills/knowledge exchange, such as cooking and gardening
- Equity, diversity and inclusion
- Connections and community within and around older people's living environments, in particular intergenerational studies

¹ It should be noted that no animals/pets will be allowed to reside within Appleby Blue

WHAT USTSC CAN OFFER AS A STUDY PARTNER

As a brand-new development with a new cohort of residents, this provides a rare opportunity for researchers to create baseline data, introduce and test ideas, and track results across a wide range of health and well-being indicators. There may also be the opportunity to use the two apartments within the development for live-in research, allowing researchers to live and work alongside residents, deliver studies and form long and trusting relationships with the residents of Appleby Blue. Other support/facilities that could be provided include:

- Desk space in Appleby Blue, and/or the USTSC offices in London Bridge/Bermondsey, with IT facilities, Wi-Fi etc.
- Accommodation in Appleby Blue for live-in research purposes (with exact details, availability and costs to be confirmed)
- Staff time to discuss and help plan research, and to facilitate relationships and introductions with residents
- Meeting room access - including one-to-one and group spaces
- Day to day support for safety, safeguarding and resident issues that might present themselves
- Introductions and relationship brokering with other relevant local organisations, where suitable
- The chance to work in lively community spaces in a beautifully designed building in Bermondsey – a thriving, diverse neighbourhood with a long and fascinating history.

ELIGIBLE AWARD TYPES

USTSC have indicated that they are open to partnering on studies which support a variety of award types (for example, project grants, PhD studentships, fellowships etc.).

2. ELIGIBILITY CRITERIA

2.1 WHO CAN APPLY?

Principal Investigators (lead applicants) **must** apply for funding with teams that include:

- at least one co-applicant from a community organisation with which they already have an established relationship, **OR**
- a request to partner with either Johnnie Johnson Housing or United St Saviour's Charity as a prospective co-applicant.

As part of their application, the lead applicant will be asked to confirm which of these two options applies to them. However, please note that we will only accept one application per lead applicant. A community organisation could be a co-applicant on multiple applications, provided they had the capacity to be involved in multiple studies if funded.

Principal Investigators (lead applicants) must be based at a UK university or other [eligible research organisation](#). First-time Principal Investigators are encouraged to apply, but we would expect to see clearly planned and appropriate mentoring and support from experienced co-applicants.

We welcome proposals with co-applicants and collaborators from within and beyond academia, including people with lived experience of issues relevant to the proposal, as well as relevant business, third sector and/or government organisations with a local and/or community focus providing services and support to older people.

In addition, we welcome multidisciplinary teams (where appropriate) and studies should primarily focus on issues which have benefits to UK organisations and citizens. Contributions from international collaborators MAY be permitted where clearly justified.

2.2 RESEARCH TOPICS

The overall theme for this call is building and delivering suitable living environments and communities for an ageing population.

We are looking for a defined research question that, in the short-to-medium term, has the potential for direct and measurable impact on the wider health and social care of older people in the UK and/or associated policy and practice.

Through consultation, we have identified several research topics which proposals could encompass. We appreciate that there are overlaps and linkages between the topics, and therefore do not require proposals to focus on one topic alone:

- Activities for older people within and around living environments and communities including, for example, education/learning, the facilitation of skills/knowledge exchange, cooking and eating well, gardening etc.
- Architecture, design and the built environment within and around older people's living environments and communities, including transport and housing supply/demand/planning etc.
- Comparative studies of older people's living environments and communities, including international comparisons.
- Connections and community within and around older people's living environments, including services and people (such as residents, carers, families, friends, peers, staff, volunteers and intergenerational considerations etc.)
- COVID-19's impact on older people's living environments and communities, and what we can learn for the future
- Equity, diversity and inclusion in older people's living environments and communities
- Older people's pathways through living environments and health systems, and how various factors interact and affect long-term trajectories in living environments and health
- Technological advances in older people's living environments and communities

The call aims to attract proposals focusing on a broad range of research topics, methodologies and approaches. However, all proposals should be aligned with the Trust's key principles for research as detailed in our [2020 – 2025 Strategic Framework](#). In particular, proposals for funding should include:

- community organisations and other relevant stakeholders playing an active and engaged role in all aspects of the proposed study and its development
- patient, carer, resident and/or public involvement in all aspects of the proposed study and its development
- equity, diversity and inclusion to be considered in all aspects of the proposed study and its development, as well as in the environment and organisations that are involved
- a commitment to capacity-building and researcher career-development in ageing-related research during and beyond the lifetime of the proposed study – in line with [our action plan to meet our commitments as a signatory of the Concordat to Support the Career Development of Researchers](#).

2.3 ELIGIBLE AWARD TYPES, WITH INDICATIVE DURATION AND COSTS

We will be funding doctoral and post-doctoral researchers as part of this call, however, flexibility will play a key part in the type and timescale of awards that can be applied for. For example, eligible award types include:

- Proof of concept / seed funding grant

Indicative duration: Between six months and one year

Indicative costs: up to £25k

- Project grant

Indicative duration: Up to three years

Indicative costs: up to £300k depending on project length and scope

- Single or multiple PhD studentship(s) (with named or non-named student(s))

These must be applied for by the prospective supervisor/lead (with at least another co-supervisor as co-applicant). However, in cases where the student(s) is/are known, they can also be included on the application as co-applicant(s). More details on co-applicants are provided in section 4.1: Expression of Interest Overview.

Indicative duration(s): three years full-time and up to six years part-time

Indicative costs: up to £300k depending on project length, the student(s) and scope

- Post-doctoral fellowship

Prospective fellows should apply with a sponsor as co-applicant. Prospective fellows can also get in touch during the Expression of Interest stage to discuss with us if they, with the support of their university, are interested in applying for a proleptic appointment and we will consider this on a case-by-case basis.

Indicative duration: two years or four years in the case of a proleptic appointment application

Indicative costs: up to £200 – 400k depending on project length, the fellow and scope

As part of their application, applicants will be asked to confirm what type of award they are applying for. If the proposed research does not fit any of the types listed above, there will be the opportunity to explain what type of funding is being sought. Please note, however, that large, multi-faceted programmes of study will **not** be eligible for funding.

2.4 ELIGIBLE COSTS

At the Expression of Interest stage, you will be expected to provide detailed budgetary information on the total costs of the works, phased quarterly. If you are invited to submit a full application, this information will be pulled through the system via our Grants Management Portal.

At the Expression of Interest stage, it is optional to have a finance officer complete the budget table. We do, however, encourage you strongly to involve your finance office as we only allow costs to increase by 10% from Expression of Interest to the full application, so they need to be as realistic as possible. If you will be applying to work alongside either Johnnie Johnson Housing or United St Saviour's Charity, we understand that some costs may be estimated, and you will have the opportunity to refine these costs with either partner if invited to the full application stage. Please do not include any part or in-kind contributions from other sources in this budget table (you will be given the opportunity to detail these, if applicable, in a separate question).

Please note that host universities receive a contribution to overheads via the [Charities Research Support Fund](#). More information regarding the [Charities element of the Quality-Related \("OR"\) funding](#) can be found in the 'What costs will you cover?' question in our Funding FAQs on the ['Apply for funding' page](#) on our website.

The following list outlines the budget table headings and information on what you can and cannot apply for:

Staff costs

- Basic salary
 - We will meet directly incurred salary costs (e.g. the salary costs of research assistants and other staff employed on the grant).
 - Broadly, we will not cover the salary costs of staff members who are already tenured.
 - If you are a first-time Principal Investigator applying without tenure at your host institution, then you **may** be eligible to claim your salary. If this is the case, a letter of support from your university/research organisation will be required at the full application stage to confirm that they agree to extend your contract to cover the duration of the grant if you are successful.
 - Please note that we will **not** contribute towards the Apprenticeship levy.
 - When completing the budget table, please provide as much detail as possible **and provide a breakdown of salary costs per staff post**, where appropriate (please don't provide a single figure for 'Basic salary' for all posts combined as this makes it difficult to review your budget).
- National insurance and pension, once again per staff post and not aggregated
- Local allowance, once again per staff post and not aggregated
 - This includes London weighting, or other location allowances.
- Staff recruitment
 - We will pay a maximum of £500 towards the recruitment of staff being supported by the grant.

- Career development / support costs
 - Career development / support costs will be met when there is clearly defined explanation of how they will contribute to capacity building/career-development in age-related fields during and beyond the lifetime of the proposed research. Examples of career development costs include mentoring and training. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.

Patient, Carer and Public Involvement

- We will meet justified payments for patient, carer and public involvement (PPI). Please ensure that you have read the NIHR guidance resources on the "[Payment guidance for researchers and professionals](#)" page. In addition, ensure that you have taken in to account the "[UK Standards for Public Involvement in Research](#)". We would also expect these costs to relate to the answers provided in the relevant parts of the application process.

Running expenses

- Animal costs (if any)
 - This can include the costs of attaining appropriate licences.
- Clinical trials
 - A detailed justification for each cost will need to be provided.
 - Clinical Trial Unit (CTU) Staff: we may provide a reasonable contribution towards CTU staff participating in the research, providing appropriate justification is given when requested.
 - Please read our funding FAQs on the "[Apply for funding](#)" page on our website for more information on research involving a Clinical Trials Unit.
- Consumables and other project specific running costs
 - The cost of materials and consumables required to carry out the proposed research will be met but should be justified, with special regard to those categories of overhead costs which the Trust will not meet. Estimated figures for consumables/materials are not acceptable and must be itemised (however, see the last bullet point in this running expenses section if you are working alongside either Johnnie Johnson Housing or United St Saviour's Charity).
- Data storage / archive
 - Data storage, archiving and management costs may be met, on condition that they are reasonable and proportionate in the context of the study.
- Participant costs / expenses / incentives
- Steering group / meeting costs
- Transcription costs
- Travel and subsistence
 - Travel and subsistence costs for Principal Investigators (lead applicants), Co-Investigators (co-applicants) and staff assigned to the study, where required by the nature of the work, will normally be met and should be based on the most suitable and economical form of travel.
- If you will be applying to work alongside either Johnnie Johnson Housing or United St Saviour's Charity and propose to utilise the live-in research opportunities on offer, you should include any estimated costs associated with this under this budget heading (you will have the opportunity to refine these costs with either Johnnie Johnson Housing or United St Saviour's Charity if invited to the full application stage).

Equipment (including computer costs)

- Requests for study-specific items of equipment costing up to £10k may be met but should be fully justified. For requests between £10k and £100k, we will expect a detailed case to be provided and at least a 50% contribution towards the total cost of the equipment from the host institution and/or other funders. Suppliers' quotations will also be required.
- We would normally expect the involved organisations to provide access to major equipment, but where specific circumstances require substantial usage and either the purchase of a major item of equipment specifically for the study, or a contribution to the use of major equipment is requested, a detailed case should be provided, with the University contributing at least 50% of the costs.
- Computers and other IT equipment dedicated to the study may be met, on condition that full justification is provided and under £1,000.

Outputs, outcomes and impact

- Impact-related costs
 - We will meet costs for members of the team to attend conferences as a speaker and/or to present posters etc. to disseminate the findings of the grant.
 - Costs for other dissemination and impact-related activities related to the research may be applied for, provided that full justification is given. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.
 - We will not meet costs for attending an academic conference as a delegate only.
- Monitoring & evaluation costs
- Open access / open data costs
 - These may be included in applications but should be fully justified and comply with Dunhill Medical Trust's [open access policy](#).

Other costs

- If applying for PhD studentship(s) funding, you should include the costs of PhD stipend(s) and tuition fee(s) under this budget heading. Please note that the Trust will only pay tuition fees at the same rate as home students, meaning the organisation hosting the PhD student(s) will be required to waive the higher international fee rate, if applicable.

Guidance on overhead costs: Apart from any specific cases listed above, we will not meet overhead costs (typically those identified by Research Councils as Directly Allocated Costs, Indirect Costs and Estates Costs) for research institutions. However, we expect funding to be allocated within the proposed budget to compensate the involved community organisation(s) for their contribution to the work at their full economic cost. Some useful advice on full economic cost recovery for community organisations is provided in the [“Support and resources for community organisations” section of the “How we support you” page on our website](#).

Further information on completing your budget within the application is provided in our [“how to” guide for using the grants management portal](#).

3. APPLICATION PROCESS AND TIMELINE

The application process will consist of two stages:

1. Expression of Interest stage
2. Full application stage

The application process for this call will follow the timetable below:

Activity	Date
Pre-announcement of details regarding the call	18 th March 2021
Expression of Interest stage open	15 th April 2021
Webinar This webinar was recorded and is now available to watch back online	30 th April 2021 (2-4pm)
Expression of interest stage deadline	18 th May 2021 (5pm)
Notification of outcome of the Expression of Interest stage and invitation to submit a full application (if successful)	3 rd – 4 th June 2021
Deadline for the full application stage	21 st July 2021 (5pm)
Peer review of full applications (However, please note we will begin approaching peer reviewers following the closure of the Expression of Interest stage)	July & August 2021
Rebuttal period (To enable you to respond to specific peer reviewer feedback – please do ensure that you are available during this period, as unfortunately there will be little flexibility with these dates)	31 st August – 6 th September 2021
Full applications considered by expert independent panellists	12 th October 2021
Applicants notified of the outcome of the full application stage	Late October/Early November 2021

Every effort has been made to provide enough time for the various stages of the process while avoiding public/school holidays, but some clashes will unfortunately be unavoidable, particularly during these uncertain times.

4. EXPRESSIONS OF INTEREST

4.1 OVERVIEW

The Expression of Interest stage will open on Thursday 15th April 2021 and close at 5pm on Tuesday 18th May 2021. To complete an Expression of Interest, you are required to:

1. Complete an online application form
2. Submit a short video

BEFORE STARTING AN EXPRESSION OF INTEREST APPLICATION

Please ensure that you have completed our eligibility questionnaire and read our funding FAQs, both of which can be found on the “[Apply for funding](#)” page of our website. You should also read our [Terms and Conditions](#).

You should also be aware that we require all lead applicants to provide an ORCID iD when completing an application form. Any prospective lead applicants without an ORCID iD can [register for one](#). We use the information included in the ORCID profile to help auto-populate the “About you” section in the application form. Please follow [this link for help with your ORCID profile and guidance on how to register for one](#), for those that don’t already have one.

THE EXPRESSION OF INTEREST APPLICATION FORM

Expression of Interest forms need to be submitted via our [online Grants Management Portal](#). Please follow [this link for a separate “how to” document](#) with details on registering for an account and using the portal.

You can download a [blank PDF version of the Expression of Interest form from our website](#). Please note, however, that this is only provided to help you plan your application – only submissions made via the Grants Management Portal before the deadline will be accepted.

Whilst the Principal Investigator (lead applicant) is responsible for submitting the application form, other people (referred to on the portal as “Participants”) can also be invited to contribute to the form. Please see the table below for more information on who can/needs to be involved at this stage of the application process:

Required	Optional
<p>Co-applicant:</p> <p>At least one co-applicant must be invited to review and contribute to the form. It will not be</p>	<p>Finance Officer:</p> <p>The lead applicant may, if they wish, invite a member of their finance department to</p>

<p>possible to submit the form until they have completed their contribution.</p> <p>If the lead applicant is applying alongside a community organisation with which they have an established relationship, this co-applicant must be from the community partner organisation.</p> <p>If the lead applicant is applying to work alongside one of either Johnnie Johnson Housing or United St Saviour’s Charity, this co-applicant should be a member of the existing research team.</p>	<p>contribute to the financial details section of the form.</p> <p>Additional co-applicants:</p> <p>The lead applicant may, if they wish, invite additional co-applicants to review and contribute to the form.</p> <p>Please note: once any of these optional participants have been invited, it will not be possible to submit the form until they have completed their contribution or if you have indicated on the portal that they are no longer required to contribute.</p>
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Detailed information on inviting external participants is provided in our [“how to” guide for using the Grants Management Portal](#).

FURTHER INFORMATION ON CO-APPLICANTS

In the case of PhD studentship(s) funding, prospective principal supervisors should apply as the lead applicant, but are expected to have a named co-supervisor(s) as a co-applicant(s). If the student(s) who will undertake the PhD(s) is/are known at the time of application, they can also be included as co-applicants.

Prospective fellows applying for post-doctoral fellowship funding will need a sponsor(s) as co-applicant(s).

As part of the application, lead applicants will be asked to provide the details of the proposed research team (including members from both within and beyond academia). Whilst we expect the details of all co-applicants to be provided, at this stage we **do not** require every co-applicant to be invited to contribute to the application via the Grants Management Portal (though lead applicants may invite all co-applicants to do so, if they wish).

THE VIDEO

Videos should be no more than three-minutes long and should focus on the proposed partnership with the community organisation.

If you have established community partner(s) already, the video should tell us:

- How they have helped to actively determine and develop the proposal
- How they will be actively involved, engaged and resourced during the research **and**
- Your approach to patient, carer and/or public involvement (PPI) in the development of the proposal and during the research (taking into account the "[UK Standards for Public Involvement in Research](#)")

Alternatively, if you are wishing to partner with JJH or USTSC, the video should tell us:

- Why you want to work with them
- How you suggest they will be actively involved, engaged and resourced during the research **and**
- Your approach to how you have, or will address, patient, carer and/or public involvement (PPI) in the development of the proposal and how you might approach it during the research (taking into account the "[UK Standards for Public Involvement in Research](#)")

We appreciate that three minutes is a limited amount of time and so we do not expect the video to encompass all aspects of the proposal or go into full details. Instead, we want you to provide us with a compelling sense that the partnership with the community organisation(s) is genuine, and to highlight both their involvement in the research and your commitment to the principles of PPI.

Videos will need to be submitted by 5pm on Tuesday 18th May 2021 by emailing them to grants@dunhillmedical.org.uk. Please include the reference number for your application in the email subject heading. Videos will need to be under ~25MB in order to be sent via email, for this reason you could make the video by recording it over Zoom or Microsoft Teams, but feel free to produce it however suits you and your study partners best. **Applications will not be considered without having submitted a video.**

FEEDBACK ON YOUR EXPRESSION OF INTEREST APPLICATION

We are anticipating a large number of Expressions of Interest; therefore, we will only be providing general feedback at this stage. We will also be providing information on the eventual success rate for the call at a later date.

4.2 ASSESSMENT CRITERIA

At the Expression of Interest stage your application will be scored internally by the Trust's experienced team and non-conflicted lay reviewers.

Expression of Interest applications will be judged on the following criteria:

- The proposal clearly describes the background, its relation to the themes of the call, its need and its novelty. The research question(s), methods and proposed impact are clear and understandable.
- The proposal clearly outlines the potential risks to the research, and the contingency plans are proportionate, feasible, sufficient and well-considered.
- The proposal clearly describes how the study team have the appropriate background, expertise, and track record to carry out the proposed research. It is multi-disciplinary (if appropriate).
- The video clearly shows:
 - How the community organisation(s) has/have been actively involved in determining and developing the proposed research
 - The ways in which the community organisation(s) will be actively involved, engaged and resourced during the proposed research
 - The approach to patient, carer and/or public involvement (PPI) in the development of the proposal and during the research (taking into account the "[UK Standards for Public Involvement in Research](#)")

Or, if choosing either JJH/USTSC, the video clearly shows:

 - Why the applicants would like to partner with the chosen community organisation
 - How they propose to actively involve, engage and resource them during the proposed research and its development
 - The approach to how you have, or will address, patient, carer and/or public involvement (PPI) in the development of the proposal and how you might approach it during the research (taking into account the "[UK Standards for Public Involvement in Research](#)")
- The proposal clearly describes how the applicants will commit to capacity-building/researcher career-development during and beyond the lifetime of the proposed research, as well as providing specific details about the support to be offered.
- The proposal clearly describes how equity, diversity and inclusion are embedded in the environment / institutions / organisations that are associated with this research proposal, and that it has been considered in all aspects of the proposed research and its development
- The research proposal has credible, clear and feasible plans for outputs / outcomes and ways in which they will be shared and influence future policy and/or practice
- Does the overlap analysis suggest that the work may be duplicative? We will check to see whether proposals are similar to grants we have funded in the past and are currently funding. You can find details of research grants we have previously funded on [Europe PubMed Central](#).

4.3 CHECKLIST

Make sure you have completed all the relevant tasks on this list before submitting your application:

- Have you completed the eligibility quiz, read this guidance document, our general funding FAQ's and Terms and Conditions for Research Grants?
- Do you have at least one co-applicant from your community partner(s), or another member of your research team if you are applying to work with JJH or USTSC?
- Have co-applicants read and understood the various guidelines to ensure that the application can be submitted by the deadline on the Grants Management Portal?
- Have you provided detailed and relevant answers to all mandatory questions in the application form?
- Have you submitted your video to grants@dunhillmedical.org.uk?
- Have you phased your proposed budget quarterly?
- Have you checked that all of your proposed costs are eligible?
- Have you spoken with and do you have support from your host institution to submit this application?

5. FULL APPLICATION STAGE

5.1 OVERVIEW

Applicants will be notified of the outcome of their Expression of Interest by Thursday 3rd – Friday 4th June 2021, with successful applicants being invited to submit a full application form by the deadline of 5pm on Wednesday 21st July 2021.

THE FULL APPLICATION FORM

As with the Expression of Interest stage, the full application form needs to be submitted via the [online Grants Management Portal](#). To reduce duplication of effort, relevant sections from your completed Expression of Interest form will be pulled through and auto-populate parts of your full application form. Some of the questions will have a slight change of focus, so you **must** review and update the information pulled through (and we will have increased the word counts to enable you to provide more details where required).

You can download a [draft PDF version of the full form from our website](#). Note that this application form may be subject to some minor changes prior to the opening of the full application stage.

At this stage, applicants will be assigned a member from the Research Team at the Trust, who will be able to offer continuity of support with questions around developing their application. In addition, applicants applying to work with either Johnnie Johnson Housing or United St Saviour’s Charity will receive help developing their application from representatives from the relevant organisation. These representatives should also be invited to review/contribute to the full application form in the portal as a co-applicant (more details below).

As with the Expression of Interest stage, external participants can be invited to contribute to the full application form on the Grants Management Portal. Please see the table below for more information on who can/needs to be involved with this stage of the application process.

Required	Optional
<p>Co-applicant:</p> <p>At least one co-applicant from a community partner must be invited to review and contribute to the form.</p> <p>If the lead applicant is applying alongside a community organisation with which they have an established relationship, this co-applicant must be from the community partner organisation.</p>	<p>Finance Officer:</p> <p>The lead applicant may, if they wish, invite a member of their finance department to contribute to the financial details section of the form. Please note that this role is in addition to the Administrative/Finance Manager, so may not be required.</p>

Alternatively, if the lead applicant is applying to work alongside either JJH or USTSC, this co-applicant should be a representative from the respective organisation.

Administrative/Finance Manager:

An appropriate Administrative/Finance Manager **must** be invited to complete a declaration on behalf of the lead applicant’s institution (the lead institution). This individual may also contribute to the financial details section of the form, if required.

Head of Department:

The lead applicant **must** invite their Head of Department to complete a declaration on behalf of their department.

Please note: the application cannot be submitted until all required external participants have completed their contributions.

Additional co-applicants:

The lead applicant may, if they wish, invite additional co-applicants to review and contribute to the form.

Please note: Once any of these optional participants have been invited, it will not be possible to submit the form until they have completed their contribution or if you have indicated on the portal that they are no longer required to contribute.

Detailed information on inviting external participants is provided in our [“how to” guide for using the Grants Management Portal](#).

THE REBUTTAL STAGE

At this stage of the application process, applicants will be given a chance to respond to the feedback provided by the peer reviewers. This will take place between 31st August – 6th September 2021, and so it is important that you will be available during that time.

5.2 ASSESSMENT CRITERIA

Once submitted, full application forms will go through external peer review and will then be assessed by a panel comprising independent experts alongside suitably qualified members of our Research Grants Committee.

Full applications will be evaluated on the following criteria:

- Merit and novelty of the research proposal
- Methodology and feasibility of the research plan
- Dissemination and impact plans
- Patient, carer and/or public involvement
- Suitability of the proposed lead applicant and team
- Capacity building, career development and support
- Suitability of the research environment, including considerations for equity, diversity and inclusion (EDI)
- Justification of requested resources and value for money

The expert panel will meet to consider applications on 12th October 2021, following which applicants will be notified of the outcome of their applications in late October/early November.

FEEDBACK ON YOUR FULL APPLICATION

Both successful and unsuccessful applicants at the full application stage will receive feedback from the independent expert panellists. We will also be providing information on the eventual success rate for the call at a later date.

5.3 CHECKLIST

Make sure you have completed all the relevant tasks on this list before submitting your application:

- Do you have at least one co-applicant from your community partner(s) (including JJH or USTSC, if relevant)?
- Have co-applicants read and understood the various guidelines to ensure that the application can be submitted by the deadline on the Grants Management Portal?
- Have you attached a letter of support from your Head of Department and another from an appropriate authority at the community organisation(s) with which you are partnering (and also attached any other requested letters of support)?
- Have you provided detailed and relevant answers to all of the questions in the application form?
- Has an Administrative/Finance Manager from the lead organisation read the application and completed their declaration to ensure that the application can be submitted before the deadline on the Grants Management Portal?
- Has the lead applicant's Head of Department read the application and completed their declaration to ensure that the application can be submitted by the deadline on the Grants Management Portal?

6. SUPPORT AND FURTHER INFORMATION

6.1 SUPPORT DOCUMENTS

- Visit our “[Apply for funding](#)” page to see our general funding FAQ’s, including what our Research Grants Committee would say a good application looks like.
- Read our [Terms and conditions for research grants](#).
- Read our [Open Access Policy](#)
- Read our [Intellectual property policy \(if relevant\)](#)
- Read our [Funders Action Plan](#) for the Concordat to Support the Career Development of Researchers
- For guidance on navigating and using the Grants Management Portal, please see our “[how to](#)” [guide](#)
- For the template Expression of Interest application form please [follow this link](#)
- For the template full application form please [follow this link](#)

6.2 EXTERNAL GUIDANCE

- Please visit the [National Institute for Health Research website](#) for training and resources for public involvement in research.
- Applications that include NHS resources will need to adhere to the [Department of Health AcoRD guidance](#). Follow this [link](#) to view the AcoRD FAQ’s.
- For applications that consists of clinical research, you might consider visiting the [Clinical Research Network portfolio](#) for help and support.
- Feel free to read about “[Secrets on writing a winning grant](#)” in the academic journal Nature

6.3 CONTACT INFORMATION

If you have any queries regarding the call, including if you need any alternative accessible formats at any stage of the application process, please contact grants@dunhillmedical.org.uk. We will do our very best to assist you.

You can watch a recording of our webinar, which aimed to help applicants develop their Expression of Interest applications, [on YouTube](#).