**Three NIHR Research Schools’ Mental Health Programme**

**Improving mental health and wellbeing in underserved populations through collaborative research**

**Projects to improve patient and public involvement and engagement (PPIE)**

**APPLICATION FORM**

Please ensure you have read the Research Brief and Guidance notes document before completing this form.

Please email your final documents as **Word** files as detailed below to [c.ashmore@keele.ac.uk](mailto:c.ashmore@keele.ac.uk) by 3.30pm on Friday 13 December 2024.

Please state ‘Projects to Improve PPIE’ in the subject line and send your *separate* documents as below:

* SURNAME\_PPIE\_Application
* SURNAME\_PPIE\_Gantt
* SURNAME\_PPIE\_Costings

The Gantt chart should provide timelines for the completion of work, including the timing of key milestones and deliverables. If there are several projects or work streams within the application, please specify these within the Gantt chart. You are welcome to use any visualisation software or template that works for your project.

If you have any questions, please email Claire Ashmore, Programme Manager, Three NIHR Research Schools’ Mental Health Programme [c.ashmore@keele.ac.uk](mailto:c.ashmore@keele.ac.uk)

**PART 1: APPLICATION SUMMARY**

|  |  |
| --- | --- |
| **Lead applicant’s details** | |
| Name |  |
| Current post(s) held |  |
| Employer Organisation |  |
| Contact email |  |
| ORCID |  |

|  |  |
| --- | --- |
| **Proposal details** | |
| Research title |  |
| Expected start date |  |
| Duration (months) |  |
| Requested budget |  |
| Five key words |  |

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| --- | --- |
| **NIHR Research Schools**  *Please provide the below details for each School Member who is involved in the research. There must be at least two NIHR Research Schools, one of which must be the project lead.*  *\*SSCR has new membership from 1.5.24.  However, NIHR has not yet announced the new members.  If you have any queries, please contact* [*Jen Hill*](mailto:jen.hill@york.ac.uk)*, Programme Manager, NIHR SSCR.* | |
|  | **Name of Member School(s) involved** |
| [**NIHR School for Primary Care Research**](https://www.spcr.nihr.ac.uk/about-us/Who-we-are) |  |
| [**NIHR School for Public Health Research**](https://sphr.nihr.ac.uk/) |  |
| [**NIHR School for Social Care Research**](https://www.sscr.nihr.ac.uk/) |  |

**PART 2: APPLICANT TEAM**

|  |  |
| --- | --- |
| **Collaboration details**  *Please provide below details for each co-applicant.*  *Copy box as required* | |
| **Name** |  |
| **Position** |  |
| **Employer Organisation** |  |
| **Contact email** |  |
| **ORCID** |  |
| **NIHR School base (if relevant)** | Choose an item. |
| **FTE contribution** |  |
| **Roles and responsibilities of team member** |  |

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| --- |
| **Details of public co-applicant or collaborator**  *Only share e-mail addresses of public co-applicants or collaborators if they have access to a university / professional email account.* |

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Professional Background** |  |

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| **Name** |  |
| **Email** |  |
| **Professional Background** |  |

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| **Name** |  |
| **Email** |  |
| **Professional Background** |  |

**PART 3: DESCRIPTION OF PROPOSED RESEARCH**

Please do not exceed 6 **pages of A4 for Part 3 including** references which must be included below as part of the application form, and not submitted separately. Allowance will be made of up to half a page of A4 for space used by the instructions within this form.

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| **Details of the proposed research**  *Your description should include:*   * *The* ***background*** *and context of the proposed research and why it is important, including a brief overview of relevant known literature and how your proposed research adds to the evidence base* * *The main* ***questions/aims*** *of the project* * *A description of the* ***design*** *and methodological approach for your proposal, data collection and analysis, including a justification for sampling and anticipated challenges/risks for the design and the proposed solutions, including consideration of equality, diversity and inclusion.* * *Please detail the under-served group/s you are hoping to involve and/or engage as part of your activity/s and the rationale for focusing on these.* * *Expected* ***outcomes*** *from the research* * *Key* ***ethical*** *considerations and requirements for related approvals* |
|  |
| **Equality, diversity and inclusion**  *Please set out how you will address EDI considerations in your proposed activities.*  [*Word limit for this section: 450 words*](https://www.nihr.ac.uk/about-us/our-key-priorities/equality-diversity-and-inclusion/) |
|  |
| **Plan for dissemination and impact plan**  *Please set out your plan to support impact from the research with the timetable and milestones for the project.* |
|  |
| **Do you foresee any challenges or barriers to achieving your proposed activity/s and how do you plan to overcome these?**  [*Word limit for this section: 450 words*](https://www.nihr.ac.uk/about-us/our-key-priorities/equality-diversity-and-inclusion/) |
|  |
| **How do you plan to evaluate whether you have achieved the aims/objectives of your proposed activity/s? How will you ensure continued engagement between partners after the funding ends e.g. demonstrable co-production?**  [*Word limit for this section: 500 words*](https://www.nihr.ac.uk/about-us/our-key-priorities/equality-diversity-and-inclusion/) |
|  |

**PART 4: RESOURCES**

Please complete the accompanying financial resources form and include a summary below.

The total requested should be appropriate to the research design and reflect good value for money. You should describe any financial contributions to be made through host institutions, project partners or others to support the research for which funds under this programme are sought.

|  |  |
| --- | --- |
| **Total funding requested** | |
| Salary costs |  |
| Non-staff costs |  |
| Overheads |  |
| **Total** |  |
| **Justification**  *Please provide a full justification for the resources requested which should include how each item was calculated. Please set out how the proposed research offers value for money.* | |
|  | |

**PART 5 - DECLARATIONS**

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| **Lead applicant**  *I confirm that the information given on this form is complete and correct, that all co-applicants on this form have seen a copy of this application, and that I shall be actively engaged in the work of this project and responsible for its overall management.* |
| **Signature:**    **Name:**  **Date:** |
| **Finance authority**  *I confirm that I have checked the financial details of this application and that this institution is prepared to carry out the work outlined at the stated costs and to administer the award if successful. I confirm that the staff grades and salaries quoted in this application are in accordance with the practice and scales applied in this Institution/Organisation.* |
| **Signature:**    **Name:**  **Position and Institution:**  **Date:** |
| **Host Three Schools Institution Lead**  ***I confirm that I have read and support the details of this application on behalf of the Three Schools.***  *Applicants must ensure that the application is signed by the Host Three Schools Institution Lead:*  [*NIHR School for Primary Care Research*](https://www.spcr.nihr.ac.uk/about-us/Who-we-are)  [*NIHR School for Public Health Research*](https://sphr.nihr.ac.uk/)  [*NIHR School for Social Care Research*](https://www.sscr.nihr.ac.uk/about-sscr/) |
| **Signature:**    **Name:**  **Position and Institution:**  **Date:** |