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**FORM1** (v2.4 September 2023) **Chief Scientist Office Research Grants Outline Application**

**Confidentiality & Data Protection**: Please note that your application will be kept confidential by CSO and will not be shared with third parties other than for the purposes of assessing the application, awarding the grant and providing summary details on the CSO website about the award if funded and when completed. Please see the section on Data Protection Regulations in the Guidance for Completion of a Full Grant Application Form and the CSO Privacy Policy, which are both available on the CSO website, for further details.

**Completion Guide:** The proposal should be completed using the headings provided and should be no longer than a total of 4 pages of text for sections **1 to 10** completed in Arial font at font size 11 with no changes to the line spacing or the margins of the form. **Delete this text box and the guidance notes in the form**.

**Application to:** Choose an item.

**Project code:** *CSO use only*

**1. Title:** *provide short informative title of not more than 25 words in language accessible to a non-expert audience*

**2. Principal applicant, Institution and email address:** *name of Principal Applicant (Chief Investigator) and Institution and contact email address for PI.*

**3. Co-applicants(s) and Institution(s):** *names of Co-applicants and Institutions (no email addresses needed)*

**4. Duration of project and total funding requested from CSO:** *Provide the anticipated number of months duration of the project (projects are expected to be no longer than a total of 36 months duration) and the total funding requested from CSO (projects cannot be more than £350k at 80% full economic costs).*

**5. Lay summary:** *Provide a short summary (no more than 150 words) of the research proposed written in language accessible to a non-expert audience.*

**6. Why is funding being sought from CSO and not another research funder? If an element of the research proposed has been rejected by a research funder, what is the basis for submission?**

*Provide justification for seeking CSO funding and not from another funder. If a significant element of the research has been rejected previously by a research funder including CSO, please explain the basis of rejection and how this has been addressed.*

**7. What is the uncertainty that is highlighted by systematic literature review which gives rise to the research question(s) and what is the importance of the research proposed?**

*Set out and explain the research question(s), details of the systematic review (including relevant key references) that demonstrate the importance of the research and the need to answer the research question(s). Explain the potential impact of the research, including the pathway to translation.*

**8. What is the intended impact of the research? Who will use the research findings, for what purposes, and how will they be disseminated to maximise impact?**

*Explain what is the intended impact and who will use the research findings, how they will know about them, how they will be used, and how do you plan to maximise their impact. What do you intend will happen after the project finishes?*

**9. Research plan**

*This should be a minimum of one page providing a plan of the research proposed with justification of the feasibility of the study and of the methodology that will be used including how appropriate patient and public involvement is incorporated into, and will benefit, the study. Include and justify plans for health and care professional and/or policy maker engagement where appropriate. Describe the expertise of the research team. Explain how the study will address the research question(s) in a statistically meaningful manner. Proposals that include annexes (other than those requested in section 11) will* ***not*** *be accepted. If this is a development, feasibility or pilot study for submission to the Health Improvement, Protection and Services Reserch Committee please refer to the guidance at:* [*http://www.cso.scot.nhs.uk/wp-content/uploads/Development-pilot-and-feasibility-studies.doc*](http://www.cso.scot.nhs.uk/wp-content/uploads/Development-pilot-and-feasibility-studies.doc)

*Please note that while all outline proposals will be reviewed by a panel of expert scientists, panel members may not be expert in the particular area of research described in the proposal and outline proposals are not sent for peer-review by experts in the particular field. Applicants are encouraged to take this into consideration when setting out the case for their proposal.*

**10. References**

**11. Funding requested from CSO** *Provide in no more than half a page indicative figures for project costs and include a breakdown and justification of the resources requested. The funding threshold is £350k at 80% of Full Economic Costs. This limit will be rigorously applied by CSO to all applications progressing to the full proposal stage, thus the indicative costs presented must be realistic. Co-funded applications are welcome and in these cases the CSO funding threshold would remain £350k (80% FEC). Please annex letters of support from organisations proposing to provide co-funding or ‘in kind’ support, or who may be possible users of the research proposed. In the event of industry co-funding, please annex evidence of the Intellectual Property position agreed with the industrial partner.*

**12. Declaration**

**Principal Applicant:** To my knowledge the project outline described here represents the ideas, concepts and writings of myself and co-investigators and is not a modification of projects submitted by others elsewhere.

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| Signature of Principal Applicant | Name | Date |
|  |  | Click here to enter a date. |

**Sponsor(s):** I agree to be sponsor/co-sponsor/joint sponsor (delete as appropriate) for this project under the requirements of the UK Policy Framework for Health and Social Care Research.

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| Signature *for and on behalf of the Sponsor Organisation(s)* | Name/Organisation | Date |
|  |  | Click here to enter a date. |
|  |  | Click here to enter a date. |

**Applications must be submitted electronically through the relevant University Research Office or NHS R&D Office. Any applications received directly from the applicants themselves will be returned. CSO will not process any applications received after the relevant deadline.**