FORM 2 – PMAS version
Guidance for Completion of a Full Grant Application Form

The Application Form should be completed by reference to this guidance and to the Chief Scientist Office (CSO) Response Mode Grants Standard Conditions of a Research Grant, available on the CSO website http://www.cso.scot.nhs.uk/. If you have any queries about completing the Application Form, please contact CSO on 0131 244 2688.

General Information

Forms may be downloaded from the website and must be completed in a font size 10 verdana typescript. **An electronic copy with the relevant e-signatures appended must be submitted through the lead applicant's University Research office , or NHS R&D Office as appropriate.**

All appropriate sections of the application form must be completed. Additional Annexes may also be attached along with your proposal but you must clearly label these: Letters of support, or extra details on ethical information. Failure to complete any section of the form, or to provide sufficient clear copies, may result in the application being delayed.

Data Protection Regulations

CSO will use information provided on the application form in processing of the form, any grant awarded and subsequent payments, including management and review processes. This includes:

- operation of CSO's grants processing and management information systems;
- the acquisition of UK and international referee comments on the application or preparation of material for use by a peer review committee;
- administration, investigation and review of grant applications.
- statistical analysis to inform the evaluation of the quality of the research undertaken and to study demographic trends.
- policy and strategy studies.

To meet CSO's public accountability and information dissemination obligations, details of funded grants will also be made publicly available on CSO's external website and other publicly available databases, and in reports and/or paper documents.

The following information contained in funded research proposals may routinely be made publicly available.

- name of the grantholder;
- details of investigators (title, forenames, initials, surname, research institution and department);
- name(s) of project partner organisations;
- project title;
- non-technical summaries of the proposal;
- value and duration of proposal;

- details of peer review bodies involved in the awarding decision;
- Non-technical summaries of the project that are prepared by the chief investigator once the project has completed. Please see the CSO Privacy Policy, which is available on the CSO website, for further details.

Freedom of Information Act

The Freedom of Information (Scotland) Act 2002, which came into effect from January 2005, introduces new rights to access information held by public authorities and requires more pro-active publication of information. Under Section 23 of the Act, the Scottish Government has established a publication scheme under which CSO will operate.

Full Economic Costs

Full Economic Costing (FEC) has been introduced to ensure that the funding of research within the university sector is economically viable and properly costed and it therefore impacts on the costings for all research where the grantholder is an HEI. Projects where the NHS is the grantholder but where there are contributions from staff who hold HEI contracts or honorary contracts are also affected. However, projects administered by and involving exclusively NHS staff and facilities are not affected by Full Economic Costs; these projects will continue to be funded in full up to the maximum limits as set out below.

The limit for a full grant, including FEC where applicable, is £750K per annum with a maximum duration of 4 years. This limit represents the level at which a grant will be 'capped'. CSO will pay up to 80% of the Full Economic Cost of a project up to the limit. The Research Organisation must ensure that any part of the FEC of the project not funded by CSO is committed to the project before it starts.

Costings

All costs that contribute to the FEC of the proposal shall be included, so long as they fall within the guidelines below.

All costs shall be based on TRAC (for HEI's) or similar validated project costing methodologies (for other Research Organisations) and entered under one of the following cost headings.

Directly Incurred; These are costs that are specific to a project that can be charged as the cash value actually spent. The costs are supported by an audit record. They include:

Staff: payroll costs requested for staff, full or part-time, who will work directly on the project and whose time can be supported by a full audit trail during the life of the project.

Travel and Subsistence: funds for travel and subsistence for use by staff or patients who are directly engaged on the project where these are required by the nature of the work. Modest dissemination costs incurred during the life of the project may be included under this heading; however, funds for open access publication or conference attendance should not be included here.

Dissemination costs: A separate application for open access publication charges (up to a limit of £6000) may be made on form 6a. This support is limited to papers presenting the methods and/or findings of the study, and which are accepted for publication no later than 12 months after completion of the project as signified by the date of financial reconciliation of the grant .

Other dissemination costs (such as feedback of findings to research participants or healthcare practitioners, or other decision makers) up to £2000 may be applied form using form 6b. This form may also be used for costs associated with data- sharing, such as preparation of datasets for archiving or compilation of metadata. These costs do not count towards the £6000 limit for open access publication charges.

Equipment: The cost of equipment dedicated to the project and costing over £3,000 (including VAT).

Other costs: Costs of other items dedicated to the project, including consumables, survey fees, purchase/hire of vehicles, and items of equipment costing less than £3,000. Only in exceptional cases, when evidence is given that no computer support is available, and is essential to the project, will computers and associated hardware and software be provided. Library charges and the costs of recruiting project staff will not be met.

Directly Allocated: These are the costs of a Research Organisation's research resources that will be charged to the project on the basis of estimated use, rather than actual costs. They include:

Investigators*:* Proposals will need to show the costs of the Chief Investigator, Co-Investigators and any other staff whose time charged to the project will be based on estimates rather than actual costs. (Note that CSO will not meet salary costs relating to distinction awards or discretionary points.)

Estates: These costs may include building and premises costs, basic services and utilities, and equipment maintenance not already included under other cost headings.

Other Directly Allocated*:* These costs must be applied by using one of the following four headings: 1. costs of pooled staff, 2. usage costs of research facilities, 3. central & distributed computing and 4. charge out rates for shared equipment.

Indirect Costs: These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs.

All costing shall be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded.

Resources to be provided by any project partners, whether cash or in-kind contributions, shall be clearly identified in the proposal.

The costs of a Chief Investigator's time in writing up of the final report may be included in the proposal.

The following costs associated with the research project **must be justified:**

- All Directly Incurred costs
- Any Directly Allocated costs that are specific to the project. Full justification for the level of staff effort and shared facilities requested shall be included in the project.
- the amount of investigators' effort, including writing up of the final report, and the associated estimated costs.
- the estimated costs associated with technicians specific to the project whose time cannot be supported by timesheets.
- research facilities and shared laboratory equipment which cannot be substantiated through usage records.

You **do not need to justify** the following Directly Allocated costs not specific to the project:

- Estates costs;
- General technical services provided to a department in such areas as health and safety, equipment maintenance, storerooms etc.;
- Shared laboratory equipment.

You **do not need to justify** the Indirect costs.

GUIDANCE NOTES

1. to 5. Project Title, Duration, Summary of Costs, Project Summary

These details may be taken from the information provided in the body of the Project Application. They are intended to provide a convenient accessible summary of the project for reviewers and to be made publicly available on the CSO website. The title and project summary should be written in language accessible to a non-expert audience

The following notes are titled to reflect the section of the Application Form:

6. **Dates:** the month in which the work is expected to start should be entered (the date on which the grantholder first incurs staff or other costs). It is appreciated that the start date and completion date may need to be amended. The month of completion should be entered based on the proposed start date and the duration of the grant.

7. **Sponsorship arrangements:** applications for CSO response mode research grants must identify a sponsor. Indicate which arrangement will apply by ticking the appropriate category. The responsibilities of the sponsor are given in the Research Governance Framework for Health and Community care in Scotland.

8. **Sponsor details:** the details relating to the intended sponsor should be entered. The named contact person is acting for and on behalf of the sponsor organisation and should have delegated authority to do so.

Co-sponsors/Joint sponsors: the information relating to any co-sponsors or joint sponsors should be entered. CVs for all applicants are required in **Section 3.**

9. **Applicant's details:** the information relating to the principal applicant should be entered as 'Applicant 1'. Please note that this applicant (the Chief Investigator) must be a permanent salaried member of staff in a Scottish Higher Education Institute (HEI), or NHS Board or have a contract with a Scottish HEI or NHS Board that extends at least 24 months beyond the expected end-date of any submitted proposal.

Applicants are expected to be personally and actively engaged in the project. If an applicant will not be actively engaged in the proposed project, the particular circumstances should be explained in a separate letter accompanying the application form.

10. Permissions (regulatory authorisations/approvals etc.):

Clinical Trial Authorisation (CTA) details for trials subject to the Clinical Trial Regulations: the description required by the MHRA of the distribution of responsibilities between the partners should be provided. Further information can be obtained from the MHRA website.

Ethical Approval:

The relevant box should be completed.

Ethical advice from the appropriate NHS Research Ethics Committee (REC) is required for any research proposal involving:

- patients and users of the NHS. This includes all potential research participants recruited by virtue of the patient or user's past or present treatment by, or use of, the NHS. It includes NHS patients treated under contracts with private sector institutions;
- individuals identified as potential research participants because of their status as relatives or carers of patients and users of the NHS, as defined above;
- access to data, organs or other bodily material of past and present NHS patients;
- foetal material and IVF involving NHS patients;

- the recently deceased in NHS premises;

- the use of, or potential access to, NHS premises or facilities;

- NHS staff recruited as research participants by virtue of their professional role.

In such cases the written approval of the Research Ethics Committee must be submitted to CSO before a grant is paid. Information on applying for ethical review can be found on the NRES website (http://www.nres.nhs.uk/). Any trials covered by the Clinical Trial Regulations must go through the NRES central allocation system, as must multi-site research being carried out in more than one domain (Health Board area). Single site studies and multi-site studies being carried out at multiple sites within the same domain can go direct to the REC.

The Medical Research Council operational and ethical guidelines for "Human Tissue and Biological Samples for Research" (2001) may be a useful source of guidance.

EudraCT Number/CTA

The relevant box should be completed.

A CTA is required for any trial falling within the scope of the Clinical Trial Regulations. Further information can be obtained from the MHRA website, see note 3. Confirmation of trial authorisation must be provided to CSO along with the Clinical Trial EudraCT Number before a trial commences. Further information can be obtained from http://medicines.mhra.gov.uk/ourwork/licensingmeds/types/clintrialdir.htm#eudract.

Routine copying to CSO of evidence of CTA submissions, permissions and amendments is not required.

11. Other support: list other organisations to which this project has been submitted within the past year, those to which it is currently submitted, other research grants currently held and any overlap between this project and any of the others. Any doubt as a result of insufficient clarity/transparency concerning overlap of funding may render the grant application void.

For Full Grants only, CSO is willing to consider joint funding with other bodies and recognises the benefits in terms of leverage that this can entail. This is conditional based on the following:

- CSO expects that any contribution it makes to a project will be a minimum of 20% and a maximum of 80% of the total cost;

- The grantholder will confirm to CSO the levels of funding received from other bodies;

- In order to preserve accountability, the outcomes from the CSO contribution should be identified separately; this means CSO will actually be funding a discrete element of the project rather than simply making a non-identifiable contribution;

- CSO will decide whether a separate peer review process is necessary or whether any peer review process already undertaken will suffice; there is flexibility in the application of this rule, but normally where the CSO contribution is in excess of 50% or in excess of £50,000 a separate exercise will be carried out;

- Any funding letter which is issued to a project which is seeking contributions from elsewhere will be conditional on the other money being available; if the other money is not available within a reasonable period (say 6 months) then CSO will reserve the right to withdraw its contribution;

- Any progress reports for the project should cover both the project as a whole and the specific components funded by the CSO contribution.

12. Commercial exploitation: the conditions relating to commercial exploitation of project results are contained in the CSO Response Mode Grants Standard Conditions of a Research Grant November 2015 (available on the CSO website).

13. Referees for Peer Review: Provide details of ten independent referees at least half of whom are based outside Scotland whom CSO may approach for assessment of the research proposal. Applications will only be accepted if details of 10 suitable (see below) referees have been provided. Nominated referees shall be experts in the research field and/or be able to provide an expert view on the value and benefits to users of the research proposal.

Investigators shall **not** provide referees**:**

- from their own organisation,
- from current or proposed project partners,
- where the applicants have working/collaborative relationships now or at any point in the past 5 years or
- where any possible conflict of interest may arise.

Full contact details must be given for each referee, including at least one of telephone or e-mail.

14. Financial support: Table 1 should summarise the full economic costs detailed in **Section 2. Table 2** should summarise the costs requested from CSO on the basis of 80% of the full economic costs detailed in **Section 2**. Costs should be rounded to the nearest £. All full economic costs should be at current prices i.e. no salary or price increases should be anticipated (other than normal increments if applicable)..

NHS Costs: Table 3 should provide details of NHS Support and Treatment/Excess Treatment Costs. Details of these can be found in the Funding Manual for NHSScotland on the CSO website, or obtained from R&D Lead Officers in NHS organisations and Boards. CSO funded projects are eligible to be supported by NHS organisations under Support for Science arrangements and indeed there is an obligation on Support for Science recipients to meet the Service Support Costs associated with CSO funded research. The information that is requested on the grant application form is for information only and no additional funds will be made available for Service Support Costs. The R&D Lead Officer should sign Form 2 acknowledging that the grant application has been discussed and that he/she is aware of the potential for Service Support Costs to be incurred. If the project involves more than one NHS organisation, the R&D Lead Officers from each area should be consulted and should sign Form 2.

The application also requests details of the Standard Treatment Costs/Excess Treatment Costs over Standard Costs associated with the project. Treatment Costs are the patient care costs that can be attributed to particular activities and which would **continue to be incurred** if the particular patient care service in question were still to be provided once the R&D activity had stopped.

Where non-standard patient care is being provided, the difference between the total Treatment Costs and the costs of the "standard alternative" can be termed the Excess Treatment Costs over Standard Costs.

15. Declaration and authorisation: this section should be completed by the Sponsor(s), the Applicants, the Grantholder and the R&D Lead Officer where appropriate.

Proposed research project (maximum 14 pages)

Section 1

1. **Introduction** of less than 1000 words, summarising previous work in the field (including any by the applicant), drawing attention to gaps in present knowledge and citing key references and searches used.

2. **Clinical relevance** of the research - include evidence of disproportionate impact on those living in conditions of high economic deprivation of the conditions the research is addressing.

3. **Results** of any pilot studies.

4. **Aims** of the project.

5. **Research questions** to be asked and hypotheses to be tested. For the PMAS call detail should be provided on how the research represents a Precision Medicine approach.

6. **Plan** giving the practical details of how answers will be obtained to the questions posed. This should include information on:

   Subjects to be included in the study. Where appropriate show a power analysis to support the chosen sample size.

   Methods to be employed, giving references where these are non-standard. Where new methods are being developed, arrangements for establishing validity and reliability should be described. Examples of non-standard questionnaires, tests, etc. should accompany the application or their content be clearly indicated.

   Study design, described in sufficient detail to allow assessment of workload and timetable and including experiments, observations to be made, randomisation method where relevant, and the use of controls. If necessary advice should be sought on studies with a strong epidemiological or statistical content.

   Data processing and analysis, including means of validating records and the type of analysis to be carried out.

   (Please cross-refer to the section 10 on PPI or other sections as appropriate

7. **Timetable of work**: a brief summary of the planned programme of work which should highlight significant phases of the project. Include details of route to clinical practice

8. **Existing facilities**: describe resources for supervision, equipment, space, staffing, relevant departmental interests, and collaboration.

9. **Justification of requirements**: the case for staff should be justified in terms of expertise and workload required by the research. Reasons should be given for selecting particular types of equipment. Attention is drawn to **Section 2** of this Guidance which details expenditure that is normally covered by grants.

10. Patient and public (and where appropriate health and care professional and/or policy maker) involvement and public engagement:
We expect appropriate and relevant involvement of patients and the public and other key stakeholders (such as health and care professionals and/or policy makers) in the research we support. It is essential to set out your plans to involve patients and the public in the application. Your patient and public involvement plans will be assessed by the funding committee including public representation members.

In this section it is important that you identify all stakeholders who are relevant to your research proposal. For each stakeholder group you need to be clear about how they benefit from your proposed research and, where appropriate, how they have been involved in the development of the application, as well as the plans for their involvement in the proposed research.

If you have not had any PPI involvement in the development of the proposal and no plans for involvement in the proposed research you need to explain clearly why it is not appropriate for your proposal.

The INVOLVE website provides further guidance and resources on how to include members of the public in research (https://www.cso.scot.nhs.uk/patientspublic/ppistandards/).

11. Key references: no more than twenty references should be given in the text and listed in full at the end with the title, using Harvard or Vancouver format.

12. Relevant additional material: any unusual items (questionnaires, diagrams of equipment, etc.) should be added as an annex to the Section. For PMAS this should include a letter of Executive Level support (e.g. Chief Executive or Medical Director) from the lead NHS Board

DETAILS OF FINANCIAL SUPPORT REQUESTED: DIRECTLY INCURRED COSTS

Staff details General

Section 2

All staff costs requested should be fully justified in **Section 1**. The case for staff should be justified in terms of the standard of expertise and workload required by the research. In the case of projects which require medical staff, applicants should consult the Health Board concerned prior to submission, on the grade and tenure of post, and type of contract which may be necessary. The Board is required to seek approval from the Scottish Government Health Directorate for any additional junior medical staff. Applicants are advised to consult their Finance Officer about all proposed salaries. Normally, the salary scales and conditions of service which apply to equivalent workers employed by the grant holder will be accepted.

- For any one investigator, the maximum amount of time that CSO will fund across all the projects they support is a maximum of 1650 hours a year (equivalent to 37.5 hours a week, 44 weeks a year).

- The total salary costs for any individual on all CSO grants and fellowships must not exceed 100% FTE.

- Chief Investigators, Co-Investigators and Fellows whose time and salaries are already being wholly (100%) awarded in the FEC of other CSO research grants, or in a CSO core funded research unit or in a single separate fellowship provided by CSO shall still be declared, but with a zero salary cost request.

- Salary increments over the period of the project shall be taken into account, but possible future pay awards shall not be anticipated.

- Where it is expected that individuals will be promoted during the lifetime of the grant provision may be made in the grant proposal. Such funds will be awarded only if they have been justified in terms of the research.

- For Chief Investigators and Co-Investigators whose time is not fully funded on other CSO grants, but who are not paid a salary by the grantholder (e.g. emeritus or honorary staff) shall complete under the

hours charged to the grant, the amount of their time that contributes to the calculation of estates/indirect costs (up to a maximum equivalent to a 37.5 hours a week) but with a zero salary cost request.

- If a Chief Investigator or Co-Investigator is retired, but is employed by the grantholder e.g. on a part-time consultancy basis you shall enter the time and costs associated with the post as normal.

- If a Chief Investigator or Co-Investigator is fully retired and is not receiving a salary then there is no requirement for an employment contract, but the hours charged to the grant and the amount of their time will contribute to the calculation of estates/indirect costs (up to a maximum equivalent to a 37.5 hours a week) but their salary cost requested shall be zero. The grantholder must ensure that there are arrangements in place to line manage and take responsibility for the retired worker.

Staff Costs

- Only include details of the payroll costs for staff, (e.g. Chief investigators, Co- Investigators, research assistants, technical and other support staff) full or part- time, **who will work directly on the project and whose time can be supported by a full audit trail during the life of the project i.e. time recording**.

- Include only the salary costs for the time to be spent working directly on this project.

- Where an individual will be working away from the grantholding institution for a period of longer than 6 months during the project the estates costs must be reduced pro-rata.

The costs of all Directly Incurred staff must be **fully justified** in **Section 1**

- Salaries and allowances shall be entered at current rates;

- Salary increments over the period of the project shall be taken into account, but possible future pay awards shall not be anticipated;

- Where it is expected that contract staff will be promoted during the lifetime of the grant provision may be made in the grant proposal. Such funds will be awarded only if they have been justified in terms of the research.

In your proposal you shall enter:

- **Grade, starting spine point, increment date** - these shall be in accordance with the normal practice of the organisation where the proposed staff would be employed.

- **Effective date of salary scale** - used to identify the version of scales used. The date on which the scales used (which shall be the latest version available) came into use.

- **Start date**: the date on which the post holder would begin work on the project.

- **Period on project and % of Full Time** - these values are required to derive the staff effort on the project.

For example:

For an individual working:	**Period on Project (months)**	**% of Full Time**
Half-time throughout a three-year project	36	50%

Full-time for 18 months on a three-year project	18	100%
1 day per week for 12 months on a two-year project	12	20%

Enter the **annual amounts** for Superannuation/NI.

Travel

All items must be fully justified in **Section 1.** No allowance should be made for inflation. Travel and subsistence rates should be those allowable under the grantholder's own regulations; if the grantholder has no relevant regulations, an estimate of the proposed actual expenditure should be included.

Equipment

Use this heading to request **equipment dedicated to the project** and costing **£3,000** or more (including VAT). Include capital costs plus any maintenance and other related costs that are not included in the grantholder's estates costs.

For example:

- Laboratory/workshop equipment.
- major equipment spares and software.
- installation costs and costs of major essential modifications necessary to house equipment (eg. clean rooms or extension of air conditioning).

All entries must be justified.

All costings must be entered at **current prices** with no allowance for inflation.

For all equipment and services costing more than £10,000, professionally qualified procurement staff must be consulted at the beginning of the procurement process and must approve the order before it is placed with the supplier.

Items of equipment costing less than £3,000 must be included as Other Directly Incurred costs.

Other Directly Incurred Costs

List any other directly incurred costs in this section, with a brief description of each item (maximum 255 characters), or group of items.

Items shall be **specified** as far as possible in the proposal and **justified** in terms of requirement for the research proposed.

Examples of items that may be included under this heading are:

- consumables - please specify.
- specialist publications (not expected in institutional libraries).
- consultancy fees.

- field work fees/subjects/informants.
- social survey costs.
- computing - include recurrent costs of computing dedicated to each project only, eg. software licences. Do not include any costs associated with the use of the grantholder's central computing facilities.
- equipment - only items costing less than £3,000 (including VAT).
- equipment-related items (if not included as part of the grantholder's estates costs).
- maintenance (external contracts/agreements).
- relocation.
- rental/access charges (specify equipment or service being used and basis of charging).
- costs from collaborating institutions.
- a contribution to the indirect costs and estates costs associated with overseas locally employed research staff funded through the research grant.

General office and basic laboratory consumables shall be included as an indirect cost.

Clinical Trial Regulations

For trials falling with the scope of the Medicines for Human Use (Clinical Trial) Regulations 2004, (see Note 3 above) the following research costs may be included in this heading:

- Authorisation fees and charges.
- Pharmacy costs – if the production of placebos or other activities can conveniently be undertaken in an NHS hospital pharmacy along with normal routine pharmacy preparation, storage and distribution, without incurring significantly greater costs than normal handling of other medicines, then they should be classed as NHS support costs. However, if the activities including the preparation of placebos involve additional formulation (e.g. placebo injections) and/or production under standards of Good Manufacturing Practice in licensed premises or otherwise with significantly greater costs than normal handling, then they should be regarded as research costs and included in this heading.

Justification for these costs should be fully provided in the application.
Good Clinical Practice compliance and the cost associated with other activities e.g. pharmacovigilance, will normally be expected to be met through NHS trials management arrangements. Any exceptional costs falling outwith the above allowable research costs should be fully documented and explained.

Exceptional items

All items must be justified in **Section 1**. No allowance should be made for inflation. This section is limited to the following items, which should only be included where their use is specifically related to the project. Where costs exceed the amounts stated below, the full costs should be included:

Equipment energy costs - identify equipment where the energy costs directly related to the project are expected to exceed £2,000 pa. (installation of metering costs is not allowable). Corroborating paperwork such as the manufacturer's technical specification, or other power bills, if available, should be submitted in support of the application;

Equipment insurance - identify equipment which requires an additional or enhanced premium (including third party liability) because of its use on the project and where this extra cost exceeds £2,000 pa;

Equipment procurement - where equipment procurement involves other than normal tendering, for example quantity surveying, site supervision, etc. and where costs exceed £5,000, these should be identified;

Telephone/fax/specialist postal costs - these may be included where dedicated or separately metered lines and/or specialist postage requirements are directly related to the project and the individual costs exceed £2,500 over the period of the grant.

Specialist cartography/photography/reprographic services - these may be included where total costs are directly related to the project and are likely to exceed £5,000 over the period of the grant.

DIRECTLY ALLOCATED COSTS General

These costs shall include the cost of shared resources, such as some staff and equipment. The total cost shall be stated, but there is no requirement for information regarding its derivation or justification.

Include the estimated salary costs of laboratory technicians in academic departments and all non-laboratory technicians, secretarial and computing staff who are part of a 'staff pool' supporting a range of facilities and projects in this section. Where these salary costs cannot be separately entered as Other Directly Allocated, they shall be left in the Estates cost section.

Include the costs of central and distributed computing and charge out rates for shared equipment. Charges for use by the project of existing equipment must not include any element of depreciation if the equipment was purchased from CSO funding.

Staff costs

Include the costs of all Chief, Co-investigators and any other staff working directly on the project, **whose time charged to the grant will be based on estimates** rather than actual costs. Where costs are actual, auditable and verifiable, they shall be included under the Directly Incurred heading.

Include only the estimated salary costs for the time to be spent working directly on this project.

For **what is the contracted working week expressed as a % of full-time work** show the number of hours the investigator is contracted to work as a % of the standard working week. **This must be greater than zero and no more than 100%**. For example someone who was contracted to work 20 hours, based on a standard of 37.5 hours for a normal working week, would enter a figure of 53%.

For **average number of hours per week charged to the grant** enter the number of hours a week charged to the project over the planned duration. **This must be greater than zero and no more than 37.5 hours**, which is the standard working week assumed in fEC arrangements. For example, if they work for 20 hours a week in the first year and then 5 hours a week over the next two years on a 36 month project, then their hours per week would be 30/3, 10 hours per week.

For **rate of salary pool/pay banding (£)** enter the estimated salary pool/pay banding costs for the investigator averaged over the planned duration. Note that CSO does not pay salary costs which relate to distinction awards or discretionary points.

For **cost estimate (£)** enter the estimated total cost of the investigator based on salary pools, pay bands or actuals, bearing in mind that all cost estimates will be made available to peer review. Information on salary pools/pay banding shall be entered at current rates.

The estimated amount of all pool staff must be **justified in Section 1**.

For **cost estimate (£)** enter the estimated total salary costs of all pool staff based on FTE, averaged over the planned duration.

Estates

These costs are to be shown as a single figure (£ total for the project). There is no requirement for information regarding its derivation or justification. These costs may include building and premises costs, basic services and utilities, lease/rent/rates, insurance, cleaning/portering/security/safety, staff facilities, and any clerical staff and equipment maintenance not already included as either a Directly Incurred or Directly Allocated cost.

INDIRECT COSTS

Indirect costs are non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. Indirect costs may include general office and basic laboratory consumables, learning resources, typing/secretarial support, finance, personnel, public relations and departmental services, long term data storage, central and distributed computing and the cost of capital employed (including redundancy).

CSO will not pay indirect costs on individual staff who are CSO funded and whose award already includes an overhead component.

CVs

Curriculum Vitae of applicant(s)/proposed staff (if known) - abbreviated version not to exceed available space.

All publications of applicant(s) and proposed research staff over the previous 3 years or 5 most recent publications, whichever is the smaller, should be listed. **Do not attach separate CVs.**

R&D project details pro-forma:

Methodology - state the type of study proposed. If the study is a randomised controlled trial then the two or more comparison groups to which random allocation is being made should be detailed in the free text space provided. Other types of study could be cross sectional study, cohort observation etc.

Sample Group Description - also state how the participants will be selected and any exclusions.

Outcome Measure Description – as stated on the form – this should allow readers to understand how the researchers will determine if the aims have been achieved.