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**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. Details on confidentiality and data protection can be found in condition 6 of the Grant Agreement and the CSO Privacy Policy, which are both available on the CSO website, for further details.

**Completion Guide:** Please complete this form in Arial 12 point font size. Guidance is provided in the form in italics please delete this when completing the form. Further guidance can be found on the CSO website.

**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 stated deadline.**

**Delete this text box and the guidance notes in italics throughout the form.**

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| **Programme code** *Provided by CSO*  |
| **Section 1: Summary of Programme** |
| **1.1 Title** **(Maximum 25 words)** |
| *Provide short informative title for the programme of not more than 25 words in language accessible to a non-expert audience.**[Please insert number of words]* |
| **1.2 Lay Summary (Maximum 500 words)** |
| *Provide a short summary of the research programme proposed written in language accessible to a non-expert audience.**[Please insert number of words]* |
| **1.3 Duration and proposed start date** |
| Duration of programme (months) |  |
| Proposed Start date |  |

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| **1.4 Co-funding or ‘in kind’ support:**  |
| *(Please give details of the organisation and the support being offered or that will be provided (letter(s) that provide evidence of the support from the organisations involved should be submitted as annexes to this application.)* |

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| **Section 2 Sponsors’ and Applicant Details** |
| **2.1 Sponsor Arrangements** | **Please tick as appropriate** |
| Single sponsor arrangements |  |
| Co-sponsor arrangements |  |
| Joint sponsor arrangements |  |

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| **2.2 Sponsors Details** |
| Organisation*(Single/ Joint/ Co- Sponsor)* |  |
| Full address |  |
| **Contact Details** |  |
| Name |  |
| Position |  |
| Department |  |
| Phone number  |  |
| Email |  |

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| **Joint Sponsor / Co- Sponsor** |
| Organisation |  |
| Full address |  |
| Name |  |
| Position |  |
| Department |  |
| Phone number  |  |
| Email |  |

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| **2.3 Applicants’ Details** |
| **Principal Applicant** |
| Title and Full Name |  |
|  Position, Department, and Organisation |  |
| Email |  |
| Role in programme |  |
| % FTE on programme |  |

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|  **Co- Applicant** |
| Title and Full Name |  |
| Position, Department, and Organisation |  |
| Role in programme |  |
| % FTE on programme |  |

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| **Co- Applicant** |
| Title and Full Name |  |
| Position, Department, and Organisation |  |
| Role in programme |  |
| % FTE on programme |  |

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| **Co- Applicant** |
| Title and Full Name |  |
| Position, Department, and Organisation |  |
| Role in programme |  |
| % FTE on programme |  |

*Add details for more co-applicants as needed.*

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| **Section 3 Ethics, Information Governance and Other Research Governance Approvals.** |
| *Please give details of all the ethics, information governance, clinical trial authorisation, NHS R&D and any other research governance approvals that have been given or will be needed for the programme to proceed and when these will be sought should the programme be funded.* |

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| **Section 4 Details of Related Funding** |
| *Please give details of any overlap or elements of this programme that have been previously submitted or are under current consideration by other funder(s), or overlap with other relevant research grants currently held or pending: (Please give details of organisation, title, funding outcome and similarities of applications)* |

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| **Section 5 Commercial Exploitation** |
| *Is the proposed research likely to lead to patentable or other commercially exploitable results? (please give details)* |
| *Does the proposed research involve collaboration with industry? (please give details including the proposed Intellectual Property position agreed with the industrial partner)* |

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| **Section 6 Referees**  |
| *Full contact details of ten referees must be provided who should have no known conflicts of interest and at least five of whom should be from outside Scotland.* ***Applicants must adhere to the guidance on identifying potential referees in the guidance for completing the application form****.* |
| **Name** | **Post Held** | **Institution** | **Email Address** |
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**Section 7 Financial Support**

**Table 1 Full Economic Costs**

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**Table 2 CSO Costs (80% of FECs up to a maximum specified in funding call)**

****\**Direct Costs associated with the Clinical Trial Regulations*

**Table 3: NHS Costs**



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| **Section 7 Declaration and Authorisation** |
| Sponsor(s)I agree to be sponsor/co-sponsor/joint sponsor for this project under the requirements of the UK Policy Framework for the Health and Social Care Research.  |
| **Signature *(for and on behalf of the Sponsor Organisation*)** | **Name/Organisation *(Capitals)*** | **Date** |
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| **Principal Applicant**To my knowledge the project described here represents the ideas, concepts and writings of myself and co-investigators and is not a modification of projects submitted by others elsewhere. I have read CSO’s Conditions of research Grant published with and/or referred to in the application forms and, if this application is successful, I agree to abide by them. I understand that the Terms & Conditions may change during the tenure of an award and I would then be required to sign my agreement to the new Terms & Conditions or possibly forfeit the grant if I cannot comply. |
| **Signature *of Principal Applicant*** | **Name *(Capitals)*** | **Date** |
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| **Grantee**I confirm that I have read this application and that, if successful, the work will be accommodated and administered in this Department/Institution in accordance with CSO’s Conditions of a Research Grant (as updated from time to time). The staff grading and salaries proposed are correct and in accordance with the normal practice of this Institution. I accept responsibility for the conduct of this project and funds awarded for it and shall immediately inform CSO if there is any indication of scientific misconduct or misuse of grant funds**.** |
| Title and Full name |  |
| Department |  |
| Signature  |  |
| Date |  |
| **Finance Office of Grantee** |
| Title and Full name |  |
| Position held |  |
| Address |  |
| Telephone number |  |
| Signature |  |
| Date |  |

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| **When NHS Scotland Support Costs are identified, the R&D Officer(s) must sign the following**This project application has been discussed with me/us (delete as appropriate) and I/we (delete as appropriate) note the NHS Scotland Support Costs associated with the application. |
| Title and Full name |  |
| Position(s) held |  |
| Address |  |
| Telephone number |  |
| Signature(s) |  |
| Date |  |

*Add details for more R&D Officers as needed.*

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| **Section 8 Research Proposal** |
| **8.1 Overview of Programme (maximum 800 words)** |
| *Provide an overview of the programme including background, aims, research plan, the team and research environment/setting, and the outcomes and impact (with reference to the research call). Include an explanation of the added value of a coherent programme of inter-related projects compared with projects conducted in isolation. A schematic of the research plan can be provided.* *[Please insert number of words]* |
| **8.2 Background (maximum 1000 words)** |
| *Describe the background to the proposed research including* * *the context*
* *the need for the research that will be addressed by the proposed programme*
* *the value, importance, and potential impact of the research for patients, the public, the Scottish Government, NHS and/or wider health system in Scotland*
* *the involvement of patients, public and/or other stakeholders in the development of the application*
* *the relevant literature and supporting research already conducted by the team (References should be provided for the whole portfolio application in Annex A)*

*[Please insert number of words]* |
| **8.3 Research Aims and Questions that will be addressed (maximum 200 words)** |
| *Describe the overarching aims of the programme. Number your research questions and address each in your research plans detailed in Section 8.6.* *[Please insert number of words]* |
| **8.4 Intended outcomes and Impact and the plans for, translation and dissemination of the research to support impact (Maximum 500 words).** |
| *Describe the anticipated outcomes and impact of this research on health of patients and/or the public and on the NHS, quantifying impact at population level where possible.* *Set out* * *the pathway for translation of the research*
* *the plans to disseminate the research findings to maximise the impact*
* *how will the end user know about the research*
* *how the research may be used*

*[Please insert number of words]* |
| **8.5 Patient, public and stakeholder involvement in the programme (Maximum 500 words).**  |
| *[Please insert number of words]* |

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| **8.6 Research plan (Maximum 6000 words)**  |
| *Give details of the research that is planned. Describe each of the component projects using sub-headings as appropriate and how these fit together to address the overarching aims of the programme.**Please ensure for each of the component projects you describe and where appropriate justify:** *the aims and research questions that will be addressed*
* *the research methods employed and, where appropriate, recruitment criteria and approaches, samples sizes with power calculations, and evidence to support estimated recruitment and retention rates*
* *outcome measures*
* *analysis plans and data management*

*Provide a Gantt chart timetable for the whole programme with significant milestones indicated.**[Please insert number of words]* |

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| **8.7 Justification of resources (*Maximum 500 words*)** |
| *Please provide a justification of the resources requested, especially staff, major items of expenditure, NHS costs incurred.* *[Please insert number of words]* |

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| **Annex A Key References**  |
| *Insert key references (no more than two page for the whole programme.* |

# **Annex B Details of Full Economic Costs**

**Details of Full Economic Costs**

**Table A: Directly Incurred Staff Costs**

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****\*Annual Costs of staff listed above

**Table B** -**Directly Incurred Non-Staff Costs**



\*Include consumables

**Table C: Directly Allocated Costs**

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\*Annual Costs of staff listed above

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| **Annex C Curriculum vitae of applicants/proposed staff (if known)**(Maximum 1 page per applicant. This form may be copied as necessary. Do not attach separate CVs) |
| **Surname** | **Initials** | **Title** |
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| **Qualifications (Degrees, ect)**  |
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| **Post held (*with dates)*** |
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| **Relevant recent publications *(with title and reference)*** |
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# **Annex D R&D Project Details Pro forma**

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| **Methodology included in the programme (*please tick*)** |
| Clinical trial |  |
| Randomised controlled trial *(specify comparison groups below)* |  |
| Systematic review |  |
| Case-control study |  |
| Other *(please specify in free text)* |  |
| **Sample group description** |
| *Describe the notional population(s) from which the samples for the projects in the programme will be drawn.* |
| **Outcome measure description** |
| *Endpoints or measures used to evaluate health status, such as survival, quality of life, reduction in blood pressure, etc.* |
| **Project related website** |
| *If there is a web site which contains further related information for an individual project, provide the URL.* |