**FORM1** (v1.1 March 2023) **Chief Scientist Office Applied Health Research Programmes Outline Application Form**

**Confidentiality & Data Protection**: Please note that your application will be treated in confidence by CSO and will not be shared with third parties other than for the purposes of assessing the application. 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:** The proposal should be completed using the headings provided and should be completed in Arial font size 12 with no changes to the font, line spacing or the margins of the form. Guidance is provided in the form in italics please delete this when completing the form.

**Please note that while all applications will be reviewed by a panel of independent expert scientists, panel members may not be experts in the particular areas of research that may be described. Furthermore, outline applications will not be sent for external peer-review by experts in the particular field. Applicants are therefore encouraged to take this into consideration when setting out their case, and complete applications in a manner that is accessible to non-experts in the particular fields of research within the application.**

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

**Programme code** *Provided by CSO*

**1. Title** *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]*

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

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

**4. Duration of programme and total funding requested from CSO** *Provide the anticipated duration of the programme (programmes are expected to be no longer than 5 years) and the total funding requested from CSO at 80% full economic costs (programmes cannot be more than £1 million in total at 80% full economic costs).*

**5. Lay summary *(Maximum 500 words)*** *Provide a short summary of the research programme written in language accessible to a non-expert audience.*

*[Please insert number of words]*

**6. What is the case for the research programme proposed and its value, importance, and potential impact for patients, the public, the Scottish Government, NHS and/or wider health system in Scotland? (Maximum 1000 words)** *Set out the case for the research programme, and provide evidence, including through review of the literature and other data, demonstrating the need for the research and the value, importance, and potential impact of the research for patients, the public, the Scottish Government, NHS and/or wider health system in Scotland (letters of support that evidence this can be provided seperately along with the application). Include a brief summary of the proposed programme of projects and of research questions that will be addressed (further details should be provided in section 8) and justify the added value of the proposed programme of inter-related projects compared with projects conducted in isolation.*

*[Please insert number of words]*

**7. How have patients, public, and organisations that may use the research findings been engaged with this application and be engaged in the design and conduct of the research, and its translation into policy and/or practice? (Maximum 500 words)** *Set out and explain how patients, public, and organisations that may use the research findings have and will be engaged in the design and conduct of the research. Also describe the pathway for translation of the research and the plans for the dissemination, knowledge mobilisation and implementation of the research findings into policy and/or practice.*

*[Please insert number of words]*

**8. Research programme proposed (Maximum 2000 words)** *Give details of the research programme that is planned. Describe each of the component projects using sub-headings as appropriate, explaining how these fit together to address the overarching aims of the programme.*

*Please ensure for each of the component projects you describe and 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]*

**9. Describe the expertise of the research team*****(no more than one page)*** *Set out the expertise of the research team and their contributions to the programme.*

**10. References*****(no more than one page)*** *Insert key references*

**11. Funding requested from CSO** ***(no more than one page)*** *Provide indicative figures for costs and include a breakdown and justification of the resources requested. The funding threshold is a total of £1 million at 80% of Full Economic Costs. This limit will be rigorously applied by CSO to all applications progressing to the full application stage, thus the indicative costs presented must be realistic. Co-funded applications are welcome and in these cases the threshold for funding requested from CSO would remain £1 million (80% FEC). Provide letters of support from organisations proposing to provide co-funding or ‘in kind’ support. In the event of industry co-funding, the letter of support should outline the proposed Intellectual Property position agreed with the industrial partner.*

**13. Declaration Principal Applicant:** To my knowledge the programme outline described here represents the ideas, concepts and writings of myself and co-investigators and is not a modification of research 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 stated deadline.**