

Section 1 - Project Overview

Project title

Provide a short informative title in a language accessible to a non-expert audience.

No Response

Project duration

Provide the anticipated number of months duration of the project (projects are not expected to exceed a total of 36 months duration).

No Response

Anticipated start date

The proposed start date should be on the first of the month.

No Response

Anticipated end date

The proposed end date should be the last day of the month.

No Response

Research summary

Provide a summary of the proposed research, written in accessible language.

No Response

Section 2 - Research Team

LEAD INVESTIGATOR DETAILS

Name
Surname
Email (Work)
Address

GMS ORGANISATION

No Response

Research team including co-investigators

Provide the details of every member of the research team (including Lead investigator and Co-Investigators) using the following format:

1. Title and Name, Institution, Current Role, Grade, Specific role in the project, time/effort on project

2. Title and Name, Institution, Current Role, Grade, Specific role in the project, time/effort on project

...

Please add Co-Investigators to the Participant tab (this can be found under the summary page). This will allow them 'read access' to the application and will link this application to their CSO grant profile.

No Response

Curriculum vitae of applicants/proposed staff (if known)

Please download the following template, complete the CV for each applicant/proposed staff on the project and reupload (Maximum 1 page per applicant).

Each should contain the applicants surname and initials, title, degrees/qualifications, posts held (with dates) and any relevant recent publications (with title and reference).

No Response

Section 3 - Project Details

Research proposal

Please upload your research proposal. This should be no longer than **7 pages (A4) completed in un-justified Arial font size 12**. The document can be in the form of a PDF or Word document and must contain:

1. Introduction (including scene setting, case- and need for research)
2. The relevant literature and supporting research already conducted by the team, including the results of pilot studies.
3. Aims
4. Research questions
5. The research methods employed and, where appropriate, participant recruitment criteria and approaches, sample sizes including justification, and evidence to support estimated recruitment and retention rates.
6. Outcome measures
7. Analysis plans and data management
8. Timetable

Please note that that the references are to be added at the end of the outline application. These can be uploaded separately in the supplementary information section.

No Response

Patient, public and organisation involvement

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 as well as its translation into policy and/or practice. Also describe the plans for the dissemination and knowledge mobilisation of the research findings.

No Response

Outcomes and impact of research

Describe the intended outcomes and impacts of the research and plans for translation into policy/practice. Explain the potential impact of the research for patients, the public, the Scottish Government, NHS and/or wider health system in Scotland, including the pathway to translation into policy/practice and next steps following completion of the project.

No Response

Overlapping and/or concurrent funding

Please give details of any overlap or elements of this study 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. Please note the CSO does not support the concurrent consideration of applications for the same or a similar project by different funders).

If not applicable please put 'N/A'.

No Response

Section 4 - Intellectual Property

Commercial potential

Is the proposed research likely to lead to patentable or other commercially exploitable results? Please give details.

If not applicable please put 'N/A'.

No Response

Industry collaboration

Does the project involve collaboration with industry? Please give details and provide a letter of support below.

If not applicable please put 'N/A'.

No Response

Evidence

Provide evidence of the intellectual property position agreed with the industrial partner and letter(s) of support from the industrial partner.

No Response

Section 5 - Permissions & Approvals

Permissions and approvals

Please select all approvals that are in place or that will be sought should the study be funded.

- ☐ University Ethics
- ☐ NHS REC approval
- ☐ NHS R&D approval
- ☐ Clinical trial authorisation
- ☐ Animal Licence
- ☐ Information Governance approval(s)
- ☐ No approvals required

Permissions and approvals - Status

For the approvals you have selected above, provide information about the approving organisation and the status of each approval.

If not required please put N/A.

No Response

Section 6 - Sponsors

Sponsorship arrangements

Please select from the following:

- ☐ Single sponsor arrangement
- ☐ Co-sponsor arrangement
- ☐ Joint sponsor arrangement

Sponsor's details

Organisation

No Response

Contact person

Please provide the name, position, department and email of the sponsor contact.

No Response

Select to add an additional sponsor

Unchecked

Section 7 - Referees

Referees

Details of ten referees must be provided. At least five of whom must be from outside of Scotland. Applicants must provide accurate contact details and adhere to the guidance on identifying potential referees.

Title and name	Post held	Institution	Email address
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response
No Response	No Response	No Response	No Response

Section 8 - Funding Request

Total funding requested

Provide the total funding requested from CSO (funding requested cannot be more than £350,000 at 80% Full Economic Costs). Please ensure that this is the same value as the Total Cost to Funder in the budget table below.

No Response

Financial Support

Please complete the budget table.

The table has been pre-populated with items under each budget heading. You can remove unused rows using the **Bin Remove Item** icon. You can add additional items using the **Add a New Item icon**. Please refer to the guidance, for further details on how the budget should be set out.

The funding threshold is £350,000 at 80% of Full Economic Costs (FEC). 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 at £350,000 (80% FEC).

The requested funding should be broken down by project year. **Add another period** will allow you to add multiple project years to the table.

Each 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 should be added individually (**Add a new Item Icon**) in the budget table below using the format:

Name: Staff Category (e.g. Research Staff/Technical Staff/Other Staff), Grade, Name (if known), Period on Project (months), % of Full Time

Type: e.g. Directly Incurred Staff Costs/ Directly Allocated Staff Costs

Budget items		Year 1	Year 2	Year 3	Total
Directly Incurred Staff Costs					
Research Staff	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Technical Staff	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Other Staff	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Directly Incurred Staff Costs Total	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Directly Incurred Non-staff Costs					
Travel	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Other Costs (include consumables)	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00

Budget items		Year 1	Year 2	Year 3	Total
Equipment	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
CTR	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Exceptional items	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Directly Incurred Non-staff Costs Total	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Directly Allocated Staff Costs					
Research Staff	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Technical Staff	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Other Staff	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Directly Allocated Staff Costs Total	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Directly Allocated Non-staff Costs					
Estates Costs	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Equipment Costs	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Other Directly Allocated	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Directly Allocated Non-staff Costs Total	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Indirect Costs					

Budget items		Year 1	Year 2	Year 3	Total
Indirect Costs	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Indirect Costs Total	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00
Grand Total	Total FEC	£0.00	£0.00	£0.00	£0.00
	Cost to Funder	£0.00	£0.00	£0.00	£0.00

Justification of the resources requested

Provide details on the justifications behind the resources requested above. This should include staff, major items of expenditure.

No Response

Section 9 - NHS Support Costs

NHS Support & Treatment costs

Please provide the NHS Support & Treatment costs associated with this project.

No Response

Note that if there are NHS support cost associated with the project, someone from the NHS R&D Office with appropriate delegated authority has to be invited as a participant to sign off the NHS support costs (page 13).

If there are no associated NHS support costs, the NHS R&D Office participant has to be marked as 'not required' under the participant tab.

NHS Costs

Please break down your expected NHS costs. The table has been pre-populated with items under each budget heading. You can remove unused rows using the **Bin Remove Item icon**. You can add additional items using the Add a **New Item icon** and rename any of the 'Item 1' labels to the specified name of the

item. Please combine all NHS costs in the first year and provide further detail on the break down of the costs over the project duration in the resource justification box below.

See the guidance for further information.

Budget items		Year 1	Total
Service Support			
Item 1	Cost	£0.00	£0.00
Service Support Total	Cost	£0.00	£0.00
Blood Tests, X-rays etc			
Item 1	Cost	£0.00	£0.00
Blood Tests, X-rays etc Total	Cost	£0.00	£0.00
In patient stays			
Item 1	Cost	£0.00	£0.00
In patient stays Total	Cost	£0.00	£0.00
Extra nursing			
Item 1	Cost	£0.00	£0.00
Extra nursing Total	Cost	£0.00	£0.00
Other (please specify)			
Item 1	Cost	£0.00	£0.00
Other (please specify) Total	Cost	£0.00	£0.00
Standard Treatment Costs			
Item 1	Cost	£0.00	£0.00
Standard Treatment Costs Total	Cost	£0.00	£0.00
Excess Treatment Costs			
Item 1	Cost	£0.00	£0.00
Excess Treatment Costs Total	Cost	£0.00	£0.00
Grand Total	Cost	£0.00	£0.00

Section 10 - Supplementary Information

Supplementary information

Upload any supplementary information such as:

- Evidence of the intellectual property position agreed with any industrial partner(s).
- References (covering the full outline) max 1 page
- Any Letters of Support

No Response

Section 11 - Lead Investigator Declaration

Lead investigator declaration

I am submitting this application on behalf of and with the full knowledge of all of the investigators listed in this application. To my knowledge the project described here represents the ideas, concepts and writings of myself and the investigators listed in this application, is not a modification of projects submitted by others elsewhere, nor is it under consideration by another funder.

Unchecked

Section 12 - Grantee Declaration

Grantee declaration

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 Response Mode Grants Standard Conditions of a Research Grant (as updated from time to time). The staff gradings and salaries proposed are correct and in accordance with the normal practice of this Institution. I confirm that this project has been through internal due diligence, and 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. In the case of joint/co-sponsor arrangement, I confirm that I all sponsors are content with the application.

Unchecked

Research Office of Grantee details

Provide your title and full name, position held, address and postcode (of research office). If the application is successful, this information will be used in the Offer Letter.

No Response

Research Office of Grantee contact email

No Response

Section 13 - NHS Support Costs Declaration

NHS R&D Office Declaration

This project application has been discussed with me/us and I/we note the NHS Scotland Support Costs associated with the application.

Unchecked

NHS R&D Office details

Please provide the title, full name and position held of the person signing this declaration.

No Response