

**PPEF TERMS AND CONDITIONS FOR SCHEME A2**

1. The lead applicant must be a physiotherapist, and registered in the UK with the Health and Care Professions Council (HCPC) in good standing
2. Co-applicants (who do not have to be physiotherapists) must give evidence of qualifications and current statutory registration
3. Applicants and co-applicants must each provide full CVs which include evidence of previous research experience (Publications or conference presentations, which are peer) or name an experienced researcher who will oversee the project.
4. Applicants may submit only one application for each research project. Previously successful applicants seeking funding for a different research project will be considered, provided that PPEF has received evidence of the completion of the previous project
5. Applicants must give evidence of other financial assistance given or applied for in connection with the current proposal and must keep PPEF informed of the outcomes of other applications
6. Grants and awards shall only be used for the purposes agreed by the Trustees
7. Costs of administering grants must be borne by the institution nominated by the grant-holder to handle finance
8. Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project
9. Applicants must be prepared to provide additional information if requested by the Trustees
10. Grants and awards shall only be used for the purposes agreed by the Trustees
11. It is possible that the trustees may set conditions for the granting of PPEF Awards
12. If the research project should be suspended or cancelled for any reason, the applicant must inform the Chairman of the Board of Trustees and will be obliged to return unspent funds already awarded to them
13. Should the project funding allocation be more than the final project costs, the applicant will be required to return the balance of over-allocated funds
14. PPEF require detailed reports on the progress of this project at regular intervals. If the project lasts over a year, 6 monthly progress reports are required. If the monies awarded are in staged payments, the Trustees will require a report before each payment is made
15. Normally no additional funding will be made available beyond the amount applied for in the Research Application Form. (See point 18)
16. Funds are not provided for loss of earnings or for computer hardware
17. Funding may be paid in stages according to project milestones on receipt of a progress report
18. The notification of a successful application and the conditions set by PPEF must be formally acknowledged in writing by the lead applicant and the designated Head of Department before funds will be transferred
19. Recipients of awards are required to disseminate their work through peer-reviewed journals and other publications. They are also asked to prepare a summary of their work in 8 slides for the use of PPEF
20. It is expected that acknowledgment of the funding from PPEF will be stated explicitly in all publications and presentations
21. Applicants are asked to agree to PPEF holding personal data in line with the current GDPR regulations

**PPEF GUIDANCE NOTES FOR SCHEME A2**

**The numbers here refer to the numbers on the form**

1. **Project title:** Give a project title; you may expand on this if you consider further detail needs to be expressed in the title.
2. **Details of proposed research:** Please give details of the project for which you are requesting support, using the following headings. Do not exceed SIX sides of A4, including references. Use a minimum font size 10-point, single line spacing:
3. **Purpose of the proposed investigation**: include a brief description of the immediate and longer-term objectives of the research and their particular relevance to physiotherapy. The stated objectives may be used by PPEF for project monitoring purposes. Any interdependency of research objectives must be stated. You must give an adequate justification of why the chosen method is suitable. Acknowledge and address where there may be difficulties. Provide references for established protocols and outcome measures where possible and provide full justification for any novel or unusual techniques. Any technique not well known should be briefly described. Provide brief details about the likely outcomes of the study, both in content and form. It is accepted that only a little detail will be available for some of the above areas when applying for a grant, however all should be considered to some degree even if the available information is limited
4. **Background to the project:** give a concise summary of the existing state of knowledge in the project field and the experience and prior knowledge contained within the project team. This should not be a comprehensive literature review, but you should cite preferentially the most recent literature on which your project is based. When little previous work has been done on the proposed area the applicant should refer to similar work in related areas. Any references cited should be provided in a reference list at the end of the proposal. Highlight special circumstances as to why you are ideally placed to carry out the proposed research – e.g. previous experience in the field, successful pilot studies, facilities in place etc
5. **Study participants:** Please state clearly the population to be involved in the investigation and the inclusion and exclusion criteria. You should justify the chosen sample size required for statistical purposes. If necessary, seek statistical advice before submitting the form. You should also indicate that you have access to sufficient subjects
6. **Financial details of support requested:** Please give full and accurate details. Try to give accurate, rather than estimated costs wherever possible for travel, equipment, consumables etc. Keep all receipts so that they can be submitted if requested. Principal items must be costed separately, unspecified items will be deleted. Please give a breakdown of all costs to be incurred and support requested in relation to staff, equipment and expenses. For staff salaries give rates of pay, either hourly, daily or annual. State if this is a particular salary scheme – e.g. NHS Agenda for Change scheme. VAT, if payable should be included in the costings. (N.B. equipment purchased for medical research is normally exempt from VAT). Costs of administering grants must be borne by the institution nominated by the grant holder to handle finance. The PPEF will not pay institution overhead costs or loss of earnings. If papers relating to the project are accepted for publication in peer-reviewed online journals, for which payment is required, and which has not been costed within the project budget, you may apply for further funding
7. **Duration of project (in months):** Please give as detailed and accurate timings as possible
8. **Expected start and end dates:** please give dates as accurately as possible. If the project has already started please note that funding applications must be submitted within 12 months of the start date
9. **Estimated number of hours per week required for the project:** Use the table and give details of the estimated number of hours required from each project team member, linking this to their staff salary scales
10. **Ethical approval:** Include a copy of the approval letter. If ethical approval has not been sought, please state why not. Local ethical approval is required for research that includes clinical trials or involves human subjects. Confirmation of funding for a successful application will be subject to evidence of ethical approval, if relevant
11. **Who will own the results of the research?** The Researcher / PPEF / another organisation – please state
12. **Where will the research be carried out?** If the project is to be carried out within the NHS provider, enclose letter(s) confirming that the necessary infrastructure is in place at no additional cost to the PPEF for the duration of the project. Applicants should refer to document EL (97) 77 which sets out the detailed guidelines for meeting patient care costs associated with research and development in the NHS. The Trust R&D co-ordinator responsible for the R&D Levy should be contacted
13. **Project timescales and milestones:** Use the grid to indicate the work that will be completed at various stages of the project. This should include the proposed start and end date for different stages of the project, e.g. sample selection, data collection, data analysis. Photocopy as necessary
14. **How do you plan to share your findings?** Please indicate how you will disseminate your findings through publications, conferences, specialist associations and networks etc
15. **How do you plan to involve patients, carers and the public (and other stakeholders as appropriate) in the project?** Explain how this objective will be met
16. **Is this project being funded or part-funded elsewhere?** If so, where and what percentage has been requested / granted of the total required
17. **Total amount requested from the PPEF?** If other funding has been granted, please ensure the accuracy of the figures you submit
18. **Are you undertaking this research towards a research degree (MPhil / DPhil / PhD)?** If you are undertaking this research towards a research degree (MPhil / DPhil / PhD), please give details of the level of the award, time-scale involved and place this application has within the overall programme of study
19. **Additional information provided to support this application:** Please give any further information that you think will help the Trustees to make a decision
20. **Declarations:** The lead applicant signs their agreement to the conditions of the PPEF on behalf of all applicants. The designated Head of Department is requested to sign so that their commitment to the work is demonstrated. The grant will normally be handed by the appropriate administrative authority (e.g. Finance Director, etc) of the institution in which it is proposed to carry out the research, or someone who is enabled by his or her role in the organisation to take responsibility for the financial administration of the grant. This person should sign on behalf of the administrative authority.
21. **Letters of support** - a statement of willingness to collaborate should be provided from all those whose co-operation is required for the research to take place on headed paper
22. **Project milestones** – give a clear and accurate description of the milestones and when these will be met
23. **Reporting on your project / proposal**: PPEF require detailed reports on the progress of this project at regular intervals. If the project lasts over a year, 6 monthly progress reports are required. If the monies awarded are in staged payments, the Trustees will require a report before each payment is made