

**PPEF GUIDANCE NOTES FOR SCHEME C**

**NB FUNDS AVAILABLE** –The Trustees have not set upper or lower limits for this award. It will depend on the merits of the proposal and the funds available at the time of application. Therefore please be prepared to expand on the information you submit if required.

Please read these guidance notes as you complete the Scheme C application form.

(The numbers here relate to the numbers in the application form).

1. **Project / Proposal Name / Title**
2. **Project / Proposal Leader**
3. **Summary of costs involved** - Please give a summary of the costs involved, with a total for the amount applied for
4. **Project / proposal description / definition** – a short summary with all the defined goals listed
5. **Background** – please explain the rationale and all the thought processes leading to this application
6. **Planning** – this section should include the practical planning that has gone into this proposal / project
7. **Objectives / learning outcomes** – where possible give details of the hoped-for outcomes of this project
8. **Scope** – should define what the project will cover AND what it will not cover – i.e. its limits
9. **Benefit**- how will this benefit the physiotherapy profession and the general public?
10. **How does this project fit in with the objects of PPEF?** <http://ppef.org.uk/about/objectives/> and the CSP’s research priorities <https://www.csp.org.uk/system/files/001518_research_priorities_project_v8_final.pdf>
11. **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

1. **Timescales** – list the start and finish dates as well as any specific milestones
2. **Review methodology and frequency** – list here the stages at which progress can be reviewed and indicate a benchmark for measuring success
3. **Please provide a detailed breakdown of the costs involved.** This should not include any VAT that the applicant is able to recover. Also, where the applicant is partially exempt from VAT, only the irrecoverable proportion of the tax should be included in the costs involved
4. **Alternative sources of funding** – give details of other funding, either in part or full, that has been applied for?
5. **Sponsors / strategic relationships and conflicts of interest**. State if any commercial company has a stake in this project
6. **Your organisation’s strategy**: If you work for an organisation, how does this project / proposal fit in with your organisation’s strategy?
7. **Reporting on your project / proposal**: PPEF require a 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
8. **Dissemination plans**- Part of the PPEF’s objectives are to track how the results of funded work are disseminated and to whom. Please state how you plan to do this (publications, conferences, etc) and the likely costs involved.

They must also send PPEF a short Power Point presentation (max 8 slides) to be displayed at the Physio First Conference and on the PPEF Website

1. **Additional comments in support of your project** – give as much information here that you consider will help the Trustees make their decision
2. **Supporting documents** - List here the supporting documents enclosed

**Please note:**

PPEF reserves the right to demand a refund of the award if it is deemed that the funds were used for purposes other than those stated in the application or if the project is not completed