

**PPEF TERMS AND CONDITIONS FOR SCHEME A1**

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. Costs of administering grants must be borne by the institution nominated by the grant-holder to handle finance
3. Applications for funding should be made no more than 12-months before the proposed commencement date of the research project
4. Receipt of previous funding does not prevent applying for a further award. But details of the previous award should be included, including a brief description of the outcome of its completion. Any publications arising from the previous project should be referenced
5. Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project
6. Applicants must be prepared to provide additional information on request
7. Grants and awards shall only be used for the purposes agreed by the Trustees
8. It is possible that the Trustees may set conditions for the granting of PPEF Awards
9. If the project should be suspended or cancelled for any reason, the applicant must inform the Chairman of the Board of Trustees and may be obliged to return those funds already awarded to them.
10. Should the project funding allocation be more than the final project costs, the applicant will be required to return the balance of over-allocated monies
11. Normally no additional funding will be made available beyond the amount applied for in the Research Application Form
12. Evidence of expenditure, to include receipts must be submitted to the Trustees on request
13. Funds are not provided for loss of earnings or computer hardware
14. Funding may be staged according to project milestones
15. The notification of a successful application must be formally acknowledged in writing and agreement forms returned by the recipient before funds will be transferred
16. 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
17. Recipients of awards are required to;

* disseminate the outcome of their work to the public, other health professionals and other physiotherapists (as relevant) through peer-reviewed journals, other publications, and conferences.
* give examples of how they intend to disseminate their work
* send to PPEF a short Power Point presentation (max 8 slides) to be displayed at any conference where the PPEF has a presence

1. If accepted for publication in peer-reviewed online journals, for which payment is required, and which hasn’t been costed within the project budget, further funding may be applied for.
2. It is expected that acknowledgment of the funding from PPEF will be stated explicitly in all publications
3. 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 in the time stated



**PPEF GUIDANCE NOTES FOR SCHEME A1**

***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. **Research summary**: This section is particularly important, but please keep within the space limit of up to 6-sides of A4, minimum font size 10-point, single line spacing. This summary should be clearly written and contain all relevant information, citing preferentially (up to 6 citations) the most recent literature on which your project is based. Any references referred to should be provided in a reference list at the end of the proposal.

If the project includes the collection of data, the analytical procedure to be used should be clearly presented. It is not sufficient to give only the name of a statistical test or software package. It is therefore advised that, if necessary, you consult a statistician at an early stage

1. **Research aims:**A brief description should be given of the immediate and longer-term objectives of the research and their particular relevance to the practice of physiotherapy. The stated objectives may be used for project monitoring purposes
2. **Research purpose:**Indicate how this piece of work will potentially enhance the understanding of physiotherapy practice and / or improve patient care. Who else will benefit from the research – public, other health professionals?
3. **Does this research form part of a higher degree or award?**If you are undertaking this research towards a research degree (MPhil / DPhil / PhD), please give details of the level of the award, timescale involved and place this application has within the overall programme of study
4. **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
5. **How do you plan to share your findings?**Please provide indicative costs and indicate how you will disseminate your findings through publications, conferences, specialist associations and networks etc.
6. **Who will be undertaking or controlling the research and what level of expertise is available?**Give a concise summary of the existing state of knowledge in the project field, and the relevant expertise and prior knowledge contained within the project team
7. **Has your Local Research Ethical Committee given approval (if applicable)?**If so, include a copy of the approval letter. If ethical clearance has not been sought, please state why not. Local ethical committee approval is required for research that includes clinical trials and / or involves human subjects. Confirmation of funding for a successful application will be subject to evidence of ethical approval, if relevant
8. **How long will the research take to initiate?**Tick the appropriate box in the form. If the project has already started, please note that applications for funding must be submitted within 12-months of the research project’s start
9. **How long will research take to complete?**Give as accurate as possible a timetable
10. **Who will own the results of the research?**The Researcher / PPEF / another organisation – please state
11. **Is this project being funded or part-funded elsewhere?**If so, where and what percentage has been requested / granted of the total required?
12. **Total amount requested from the PPEF?**If other funding has been granted, please ensure the accuracy of the figures you submit
13. **Additional information required to support this application:** Please give any further information that you think will help the Trustees to make a decision
14. **Project timescales and milestones:**Using the grid provided indicate the work that will be completed at various stages of the project, photocopy as necessary
15. **Financial details of support requested:**. Please give a breakdown of all costs to be incurred and support requested in relation to staff, equipment, and expenses.

Give staff salaries with reference and a link to the scheme as evidence. 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. 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.