

**PPEF TERMS AND CONDITIONS FOR SCHEME A2**

1. The lead applicant must be a physiotherapist and a current member of the Chartered Society of Physiotherapy and registered with the Health and Care Professions Council (HCPC) in good standing
2. Co-applicants (who do not have to be physiotherapists) must give provide evidence of qualifications and current statutory registration.
3. Applicants must give details of other financial assistance given or applied for in connection with the current proposal. Applicants are expected to keep PPEF informed of the outcomes of other applications.
4. Applicants may submit only one application for a research grant. Previously successful applicants seeking funding for a different research project will be considered, provided that PPEF has received evidence of the successful outcome of the previous project
5. Applicants must have evidence of previous successful research experience (conference presentations, publications [preferably peer-reviewed] etc.) or name an experienced researcher who will oversee the project.
6. Applications for funding should be made within 12 months of the commencement date of the research project.
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 on request.
10. Grants and awards shall only be used for the project proposal approved by the Trustees.
11. It is possible that the trustees may set conditions for the granting of PPEF Awards.
12. 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.
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. Once funding has been approved, applicants must be prepared to submit regular progress reports at intervals requested by the Trustees.
15. PPEF reserves the right to demand a refund of funding if it is deemed that the funds were used for purposes other than those stated in the application form or if the project is not completed.
16. Normally no additional funding will be made available beyond the amount applied for in the Research Application Form. (See point 18)
17. Evidence of all expenditure, to include receipts must be submitted to the Trustees on request.
18. Funds are not provided for loss of earnings or for computer hardware.
19. Funding may be staged according to project milestones
20. The notification of a successful application must be formally acknowledged in writing by the recipient before funds will be transferred.
21. Recipients of awards are expected to submit the outcome of their work to the public, other health professionals and other physiotherapists (as relevant) through peer-reviewed journals and other publications. They are also asked to prepare a PPT presentation for the use of PPEF.
22. If papers relating to the project are accepted for publication in peer-reviewed **online** journals, for which payment is required, and which hasn’t been costed within the project budget, you may apply for further funding.
23. It is expected that acknowledgment of the funding from PPEF will be stated explicitly in all publications.
24. The notification of a successful application must be formally acknowledged in writing by the recipient before funds will be transferred.
25. Applicants are asked to agree to PPEF holding personal data in line with the current GDPR regulations.

**PPEF GUIDANCE NOTES FOR SCHEME A2**

**These numbers relate to the numbers on the application form**

**Main applicant:** Please complete all details, including HCPC, and CSP if relevant, Registration details

**Co-Applicant (s**)Please include all details, particularly the qualifications relevant to undertaking the roles of co-applicants. Use a separate page for each person

**Project Details**: Please give details for 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.

1. **Project title**: - you may expand on this if you consider further details need to be expressed in the title.
2. **Details of proposed research**

**a, Purpose of the proposed investigation** include a brief description of the immediate and longer-term objectives of the research and its 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 experimental design 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.

**b. Background to the project**: - 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. 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.

**c.** **Project timescales**; please give as accurate and detailed timings as available, with some indication of the projected time scale for the project. This should include the proposed start and end date for different stages of the project, eg sample selection, data collection, data analysis. Use the grid to indicate the work that will be completed at various stages of the project. Photocopy as necessary.

**d.** **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

**3.**  **Duration of the project** (in months) give as accurate as time as possible

**4**. **Expected start and end dates**

**5**. **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

**6**. **Ethical approval** If approval for the project will be sought from the Research Ethic Committee **please enclose a covering letter indicating this approval.** If the project does not require ethical approval please enclose a covering letter, with reference to relevant guidelines, why this is the case. Confirmation of funding for a successful application will be subject to evidence of ethical approval as required

**7**.. **Who will own the results of the research**?The Researcher / PPEF / another organisation – please state

**8**. **Where will the research be carried out?** Indicate the locations.

**9**. **Project timescales and milestones**. Append a GANNT chart or similar to demonstrate the project schedule.

**10**. **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. . If accepted for publication in peer-reviewed online journals, for which payment is required, and which has not been costed within the project budget, further funding may be applied for.

**11. How do you plan to involve patients, carers and the public (and other stakeholders as appropriate) in the project?** Explain clearly how this objective will be met

**12. Is this project being funded or part-funded elsewhere?** If so, by whom and what percentage has been requested / granted of the total required? Please ensure the accuracy of the figures you submit.

**13**. **Total amount requested from the PPEF?**State total here, breakdown will be in Q XX

**14.** **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 project within the overall programme of study**

**15. Additional information to support this application.** If there are further details that you think will support your application, please describe them here.

**16**.**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.

**17**. **Letter of support**. Attach here any evidence to support your ability to carry out this research etc.

**18** **Project milestones** – give details of the stages of the work, indicating start and finish dates for each activity.

**19**. **Financial details of support requested (include VAT where applicable)** It is important that you set out the full costings, whilst appreciating the Foundation’s scope as set out above. This will assist the Panel in reaching a decision on funding amount. 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 – eg 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.

1. **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