**TERMS AND CONDITIONS**

**SCHEME C: Innovation Awards up to £30K**

**Applicants:**

1. The lead applicant must be a physiotherapist registered with the UK Health and Care Professions Council (HCPC) in good standing.
2. Co-applicants (do not have to be physiotherapists) must provide evidence of qualifications as well as current registration with appropriate Regulatory and/or Professional Body, if/as appropriate as asked for on the Application Form

**Project Costs:**

1. The maximum amount that can be applied for is £ and must be for a programme of work that spans 3-5 years.
2. Costs for Governance/Oversight/Administration can be included within the application for the programme of work, with a specific case being made for why this is needed.
   1. The amount can be up to a maximum of 10% of the total amount applied for. Decisions on this aspect of funding will be considered on a case-by-case basis.
3. Funds are not provided for loss of earnings for grant holders or participants, or normally for computer hardware; but can be provided for salary costs, using the usual salary scheme operated by the employing organisation
4. Sufficient detail, with evidence, must be included for all costs included – the broad figures given without reference/evidence are not sufficient. Please see travel example:
   1. Travel – will need:
      1. Where travelling from and to
      2. Mode of transport: economy class travel if on public transport, with evidence/example of costs
      3. Mileage rate and mileage, if driving
      4. Dates of travel
      5. Number of trips, if more than one

**General:**

1. Submission of this Funding Application Form does not guarantee that funding will be approved for the project
2. Applicants must be prepared to provide additional information, if requested
3. Funding shall only be used for the project proposal approved by the PPEF Trustees
4. PPEF reserves the right to demand a refund of funding if there is evidence that the funds are being used for purposes other than those stated in the application form or if the project is not completed
5. If the project should be suspended or cancelled for any reason, the applicant must inform the Chairman of the PPEF Board of Trustees and may be obliged to return those funds already awarded to them
6. Should the project funding allocation be more than the final project costs, the applicant will be required to return the balance of fu
7. Evidence of all expenditure, to include receipts must be submitted to the PPEF Trustees on request
8. Once funding has been approved, applicants must be prepared to submit regular progress reports at intervals requested by the PPEF Trustees
9. Funding will be paid in agreed stages according to project milestones
10. Successful applicants must formally accept the award, and agree to be bound by these Terms and Conditions, in writing before any funds will be transferred
11. Recipients of awards are expected to disseminate 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 Powerpoint (or equivalent) presentation for the use of PPEF
12. Acknowledgment of the funding from PPEF must be stated explicitly in all documents, publications and platform presentations
13. Applicants are asked to agree to PPEF holding personal data in line with the current GDPR regulations.

**GUIDANCE NOTES**

**SCHEME C: Innovation Awards up to £30K.**

**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.

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

**1. Title of Innovation Programme:** Please state the title of the Innovation Programme.

**2.** **Total amount requested from the PPEF.**State the total here.

**3. Justification for how this Innovation Programme will help the PPEF achieve its main Objective:** Please describe how your proposed programme of work will help the PPEF achieve its main objective as listed on the front page of the Application form.

1. **Summary:** The answers to the following questions on the application form are intended to be given in concise summary format – please also provide a formal detailed programme plan as an additional paper (using the format and headings that the organization who will be overseeing/governing this programme of work requires), please include references

**a) Purpose of your proposed Innovation Programme:** Please provide a brief description of the immediate and longer-term objectives of the programme and its particular relevance to physiotherapy and/or the public. The stated objectives may be used by PPEF for monitoring purposes. Provide brief details about the hoped for outcomes of the programme, both in content and form; and the gap it is designed to fill.

**b) Background to the proposed Innovation Programme:** Please explain the underlying knowledge and practice that your proposed programme of work is building on and how it will enable you to achieve your objectives. This should not be a comprehensive literature review but you should cite preferentially the most recent literature on which your plans are based. When little previous work has been done on the proposed area please refer to similar work in related areas, and why the chosen format is suitable for what you hope to achieve, acknowledging and addressing where there may be difficulties. Please justify why you and your team are ideally placed to develop this programme e.g. previous experience in the field, successful pilot studies, facilities in place etc. Please include a list of key references.

1. **Expected start and end dates –** please provide this information, although we understand these may need to change if circumstances change
2. **Governance Process** **and oversight** – Please describe the governance and oversight process for this programme of work; both for the team delivering the work and those who participate in the programme. For an award of this size we expect the work will be carried out in partnership with, or within, an institution with a track record in this field. Please provide details of the organisation, including a link to a website or other helpful information.
3. **Who is the Innovation Programme for** – Please state clearly the participants who will be involved in the programme. Please also explain why these participants have been identified and how you will access a sufficient number of participants.
4. **Where will the Innovation Programme be carried out?** Please note the programme must be carried out in the UK, please indicate the locations.
5. **How will you evaluate the impact of your Innovation Programme**? Please describe the formal process you will follow in order to evaluate robustly the impact of this Innovation Programme on those who participate in it, using an accredited method. How will you use feedback you are given to improve the programme in the future.
6. **How, and with whom, do you plan to share the findings from the evaluation of the impact of your Innovation Programme?** Please indicate how you will disseminate your findings through publications, conferences, specialist associations and networks etc; Please include any costs for such activity in the information you provide in Q13.
7. **What do you plan to do next, in this field, following completion of this Innovation Programme?** Please share with us how this programme of work fits in with your current work and career ambitions, and what you hope you will be able to do next in this field.
8. **How do you plan to involve patients, carers and the public (and other stakeholders as appropriate) in this Programme of work?** Explain clearly and in detail how you plan to do this, and how you will use the information gained from all stakeholders in your programme of work.
9. **Timeframes/milestones and costs.** Please provide an additional paper(s) giving an overview of your planned programme, with sufficient detail for the assessment panel to see what you are planning to do and when, using the headings given on the application form. Please use a format that works for you e.g. a spreadsheet or Gantt chart or something else. Please provide a summary of the expected cash flow by quarter.
   1. **Financial details of support requested:** To ensure clarity for audit purposes, please provide comprehensive financial details for the support requested, including VAT where applicable. Failure to provide clarity may delay the decision on your application or lead to rejection.
      1. **Breakdown of Costs**: Please provide a breakdown of all costs to be incurred and support requested in relation to staff, equipment, and expenses. Try to be as specific as possible
      2. **Accuracy of Costs**: Provide accurate costs rather than estimates wherever possible. Include evidence for staff salaries, such as references and links to relevant schemes, to support the accuracy of the financial information provided.
      3. **Receipts and Cost Separation**: Keep all receipts for expenses incurred, as they will be required as part of your final report. Cost principal items separately and include VAT where applicable. (Note: Equipment purchased for medical research is normally exempt from VAT.)
      4. **Exclusion of Overhead Costs**: The PPEF will NOT cover institution overhead costs or loss of earnings. Ensure that your budget request does not include these expenses.
10. **Declarations:** Please provide signed evidence from two (2) senior persons in the organisation who will be overseeing the Innovation Programme and managing its finances.
11. One letter should confirm details of the finance provided in Q13, and
12. The second letter should state that the organisation is committed to supporting this whole programme of work

***Note:*** This is the organisation to whom the funds will be paid, in a staged way according to the timeframes/cost information provided in Q13; and subject to receipt of satisfactory update reports along the way. The timing of these reports will be agreed with successful applicant(s).

Please provide a brief summary CV for the Lead Applicant and up to four (4) co-applicants, using the headings provided. Please do not provide additional details, not specified; if the assessment panel wishes to see more details they will ask the applicant(s) to provide such.

Please use the Checklist to ensure you have provided all details asked for.