

**TERMS AND CONDITIONS**

**SCHEME A: Research Awards up to £30K**

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 application.
4. Applications for funding should be made within 12 months of the commencement date of the research project.
5. 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.
6. 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.
7. 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.
8. Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project.
9. Costs of administering grants must be borne by the institution nominated by the grant-holder to handle finance.
10. Applicants must be prepared to provide additional information on request.
11. Grants and awards shall only be used for the purposes agreed by the Trustees.
12. Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project.
13. It is possible that the Trustees may set conditions for the granting of PPEF Awards
14. 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.
15. 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.
16. Normally no additional funding will be made available beyond the amount applied for in the Research Application Form
17. Once funding has been approved, applicants must be prepared to submit regular progress reports at intervals requested by the Trustee.
18. Evidence of expenditure, to include receipts must be submitted to the Trustees on request and as part of the final report.
19. Funds are not provided for loss of earnings or computer hardware.
20. Funding may be staged according to project milestones.
21. The notification of a successful application must be formally acknowledged in writing and agreement forms returned by the recipient before funds will be transferred.
22. All payments will be paid as per the agreed intervals by the trustees and on the presentation of an invoice raised by the institution responsible for the holding the funds.
23. 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.
24. 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 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.
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.
4. Applicants are asked to agree to PPEF holding personal data in line with the current GDPR regulations.
5. 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 funds awarded are in staged payments, the Trustees will require a report before each payment is made along with an invoice from the institute responsible for holding the funds.



**GUIDANCE NOTES**

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**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.

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

1. **Project title:**- you may expand on this if you consider further details need to be expressed in the title.
2. **Total amount requested from the PPEF:** If other funding has been granted, please ensure the accuracy of the figures you submit.
3. **Expected start and end dates.**
4. **Duration of the project (in months)** give as accurate as time as possible
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. **Who will own the results of the research**?The Researcher / PPEF / another organisation – please state

**Details of proposed research:**

1. **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.
2. **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.
3. **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.
4. **Study participants:** Please clearly state 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.
5. **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.
6. **Research summary**: This section is particularly important, please adhere to the space limit of up to 6-sides of A4, using a minimum font size 10-point single line spacing. Your summary should be clearly articulated, encompassing all relevant information, citing preferentially up to 6 recent 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. **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.
2. **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.
3. **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.
4. **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.
5. **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
6. **Who will own the results of the research?**The Researcher / PPEF / another organisation – please state.
7. **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
8. **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
9. **Additional information to support your application:** Please give any further information that you think will help the Trustees to decide.
10. **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.
11. **Letter of support**. Attach here any evidence to support your ability to carry out this research etc.
12. **Project timescales and milestones:**Using the grid provided indicate the work that will be completed at various stages of the project, photocopy as necessary Append a GANNT chart or like to demonstrate the project schedule.
13. **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.

a. **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.

b. **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.

c. **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.)

d. **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.