



## **WELLBEING OF WOMEN RESEARCH GRANT APPLICANT GUIDELINES 2008/9**

Applicants are strongly advised to read these guidelines before they commence writing their application and to note the conditions of acceptance. Failure to follow the format suggested by the guidelines may reduce an applicant's chance of success.

Wellbeing of Women in association with the RCOG is inviting applications for projects in the area of reproductive and gynaecological health. The projects can be in basic science, clinical or translational research.

We would like to encourage applications for research into the gynaecology of the third age, for example prolapse, incontinence and hormonal issues.

The upper grant award limit will be £150,000 in total over two to three years, and the research must be undertaken in the UK. Applicants should note, however, that the Research Advisory Committee may deduct items of expenditure contained within the application, which they do not consider strictly necessary.

Funding is not available for study leave abroad, travel or other financial support during undergraduate elective periods or travel to scientific meetings.

### **COMPLETING THE APPLICATION FORM**

**Please use the appropriate application form, in font size 10-12 pt ONLY. One email version (Word format) plus 1 original signed version with a copy on CD of the completed application form, must be received by Ann Haysom, Research Grants Manager, Wellbeing of Women, at 27 Sussex Place, Regent's Park, London NW1 4SP, [adonald.wellbeingofwomen@rcog.org.uk](mailto:adonald.wellbeingofwomen@rcog.org.uk)**

**The closing date for applications is Wednesday 3rd September 2008 at 5 pm.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

---

**The points below relate to specific sections of the application form.**

1. **Application Details:** All applicants' names should be shown on the front page, in the space provided. All correspondence regarding the application will be addressed to the Principal Investigator at the address given. At least one applicant must be able to demonstrate continuous employment at the project site(s) for the duration of the grant. It is preferable, but not essential, that this is the principal applicant.

**TITLE OF THE PROJECT:** This should be as brief as possible and should be relevant to the work undertaken.

- 1.1 **ABSTRACT OF RESEARCH:** This should be a maximum of 250 words in length and should clearly state the objective(s) of the study.
2. **Approval for Research:** Where projects/clinical trials or investigations involving human subjects and/or samples are intended, the approval of the appropriate ethics committee must be obtained before the study is commenced. Applicants should give details of recruitment methods, recruitment consent and clinical supervision.
- 2.2 **HUMAN FERTILISATION & EMBRYOLOGY AUTHORITY:** Projects involving the use of human gametes or embryos must show the HFEA licence number in the appropriate space on the application form and in addition, documentary evidence of HFEA approval for the project **must** be enclosed.
- 2.6 **USE OF ANIMALS OR ANIMAL TISSUE:** Wellbeing of Women would prefer the use wherever possible of procedures and techniques that avoid the use of animals and, where this is not possible, the minimum number of animals that will give valid results in any experiment should be used. The applicant's Home Office Project Licence number **must** be entered in the relevant space on the application form.
3. **Certificates:** No application will be accepted without full completion of this section by the applicant, his/her Head of Department, and the relevant Finance Officer. Wellbeing of Women/RCOG cannot accept direct or indirect clinical responsibility for injuries and illnesses sustained by patients as a result of the applicant's investigations.
- 3.4 For research involving NHS patients a signature is needed from the R & D Director or Deputy confirming that the project will be carried out within the NHS research governance framework. Details of the sponsorship arrangements for the study must be provided.
4. **Summary of Funds Requested:** This should be as accurate as possible and the advice of the relevant Finance Officer should be sought in preparing the estimate of expenditure. Applicants must give full details of how the money requested is to be spent.

#### SALARIES

Please indicate clearly the number of staff requested and their grade. Allowances should be made for employee/er's contributions for superannuation and National Insurance and these figures should be shown separately. When giving costs, applicants should allow for annual increments on the current salary scale and should include any estimated future national pay awards. Stipends for studentships will be at MRC rates.

#### 4.8 MATERIALS AND CONSUMABLES

Detailed costs of materials and consumables must be provided, not merely a rounded total. Animal costs should be included in this section.

#### EQUIPMENT

Applications for major items of equipment, when supported by an adequate research protocol, will be considered. Charges for servicing to equipment should be included if these are relevant. If similar equipment is available in the department in question,

this should be reported and an explanation given as to why it cannot be used for the project.

The overriding issue when considering the disposal of substantial items of equipment, on completion of a grant, is the benefit to future research. The disposal of such items is a local matter. However the Research Advisory Committee consider that, in most cases the equipment should remain in the possession of the original grant holder who should acknowledge Wellbeing of Women's funding of the equipment. In the event of a local dispute regarding the disposal of equipment, evidence should be submitted for consideration by the Research Advisory Committee.

## EXCLUSIONS

It is expected that the cost of heat, lighting and office equipment will normally be met by the host department, Wellbeing of Women does not cover indirect costs. Charges for administration levied by the University or NHS Trust concerned will not be met.

- 4.9 **OTHER FUNDING REQUESTED:** Full details should be given as to whether this, or a closely related application, has been submitted to, and is currently under review by any other funding body and also the date by which a decision is expected. Applicants should be aware that it is not uncommon for a Wellbeing of Women referee to have already seen an application previously submitted to another grant-giving body.

## 5. PROPOSED INVESTIGATION

Applicants submitting their first research project are strongly advised to seek the guidance of someone with experience in making a grant application. Clinical projects with a scientific component should include a scientist as an applicant and vice versa. If no clinician is mentioned on the application form, applicants should make it clear how they intend to obtain clinical samples. All projects requiring any statistical input, including sample size calculations, should seek the guidance of a statistician in the design stage of the project. All projects requiring substantial statistical input should include a statistician as an applicant.

**FOR CLARITY, THE ENTIRE "PROPOSED INVESTIGATION" SECTION MUST BE TYPED IN DOUBLE-SPACING USING 10-12 POINT FONTS ONLY (TIMES OR SIMILAR).** This section must not exceed 2500 words and may include up to 3 figures. Where figures are used, their explanatory text will be included in the 2,500 word total. Material in excess of these limits will be disregarded.

Applicants must submit their proposal under the following headings.

- 5.1 **AIM:** This should contain your hypothesis and what the work will achieve. It should not exceed 100 words, and be listed numerically.
- 5.2 **BACKGROUND:** The scientific statement should be self-contained so that a referee should not need to refer to journals. References to current literature are important but should be limited to 20. If unpublished papers have been referred to, copies should be attached.

- 5.3 **PLAN OF INVESTIGATION:** Applicants should clearly describe details of proposed studies to be undertaken, the methods to be employed (paying particular attention to any technique that is new or not well known), the number of experiments proposed (and validation of this figure) and the availability of patients (if relevant). The level of expertise of the applicant and of colleagues who will be involved in carrying out the proposed methodology should be indicated. If appropriate, sample size and statistical analysis should be given. Applicants should include a timetable of activities and any problems/obstacles to be anticipated.
6. **Justification of support requested:** This should not exceed 250 words.
7. **References:** This should not exceed 20 references.
8. **Suggestions for possible reviewers:** If possible, please give the names and addresses (including email) of up to 3 people who have suitable expertise to act as independent reviewers. These potential referees should not be in the same institution as, or have current collaborations with any of the applicants. The nomination of potential reviewers does not guarantee that they will be contacted. In addition, applicants may indicate individuals who should not be contacted with regard to the application. The reasons for this must be given clearly.
9. **Curriculum Vitae:** The CV of each applicant must not exceed one side of A4 (10-12 font). Applicants are asked to include information relevant to the application only. This should include qualifications with date awarded, previous posts, grants held with their respective titles, sources of funding and duration.
10. **Report on Previous Wellbeing of Women Grant(s):** Applicants must give the information requested for each Wellbeing of Women grant that they or any co-applicant have held during the past 5 years. Please use a new sheet for each grant.
11. **Simple Lay Description of Research:** Applicants must give a simple description of the proposed research which will be used as the basis of a lay summary for Wellbeing of Women's use. As a guideline, you may wish to describe the disease or condition to be studied and any associated condition that may benefit from the results of the proposed study. You should also describe the aims, anticipated outcome and likely benefits of the project.

## **RANDOMISED CONTROL TRIALS**

For additional guidance for grant applicants regarding the supporting documentation required for randomised controlled trials see Appendix 1.

## **TRAVEL AWARDS**

Grant holders should note that a limited number of travel awards are available for Wellbeing of Women-funded grant holders to present their work, either as an oral or poster presentation, at relevant scientific meetings within the UK or overseas. Applications should be submitted in writing by the grant holder, and should include the conference programme, in draft if necessary, the title of the paper and confirmation of acceptance for presentation, the name of the person who wishes to attend and full details of cost. Wellbeing of Women support should be acknowledged in the presentation. Grant holders should note that there is no right to such a travel award.

If a travel grant is awarded for a particular conference, it may not be substituted for a different conference. If a conference is cancelled or the applicant cannot attend,

Wellbeing of Women should be informed so that the award can be withdrawn. It is open to grant holders to make a fresh submission to attend an alternative conference.

## REQUESTS FOR EXTENSIONS

Extensions are not normally considered but applicants may put in a new proposal for consideration if they wish to continue the work. This proposal would be considered in competition with other applications and should include a report on the work undertaken to date. The application should be in the form of a new application using the guidelines in this document.

## IMPORTANT

The Terms and Conditions for a Wellbeing of Women grant are available on our website [www.wellbeingofwomen.org.uk](http://www.wellbeingofwomen.org.uk).

### Appendix 1

#### **Additional guidance for grant applicants regarding the supporting documentation required for randomised controlled trials**

For proposals which include a randomised controlled trial (as part of a project grant or as part of a fellowship), the following additional guidance is given.

Wellbeing of Women requires a succinct summary of your proposed research. The following headings should be considered, as appropriate:

- *Target population*: Define the population from which the trial sample will be recruited.
- *Intervention(s) being evaluated*: Give a clear definition of the intervention to be evaluated.
- *Measurement of outcomes and duration of follow up*: Details should include the justification of the use of the proposed outcome measures, the proposed duration of the treatment period and the frequency and duration of follow-up.
- *Sample size*: State the required sample size, giving details of the estimated effect size, power and/or precision employed in the calculation.
- *Planned analyses*: Please give details of the planned method(s) of analyses.
- *Project timetables including recruitment rate*: Indicate the anticipated duration of the study, paying particular attention to the expected recruitment rate and a justification for your estimate.

#### Required expertise

Randomised controlled trials almost always require multidisciplinary expertise. They usually need to draw on the expertise and knowledge of clinicians and of those trained in health service research methodologies such as health economics, medical statistics, study design and qualitative approaches. Wellbeing of Women will usually expect teams proposing multicentre randomised controlled trials to include input from a registered clinical trials unit,

or one with equivalent experience. Applicants will also be expected to engage a qualified Trial Manager for appropriate projects.

### **Public involvement**

Wellbeing of Women recognises the increasing active involvement of members of the public in research and would usually expect to see evidence of public involvement in the development, running or oversight of randomised controlled trial proposals.

### **Governance and regulation**

Applicants are asked to:

1. Follow the Medical Research Council's Good Clinical Practice guidelines (<http://www.mrc.ac.uk/pdf-ctg.pdf>) when planning how RCTs will be supervised.
2. Note that trials involving medicinal products must comply with "The Medicines for Human Use (Clinical Trials) Regulations 2004". In the case of such trials, Wellbeing of Women expects the employing institution of the chief investigator to be nominated as the sponsor. Other institutions may wish to take on this responsibility or agree co-sponsorship with the employing institution. Wellbeing of Women is prepared to accept the nomination of multiple sponsors. Applicants who are provisionally awarded funding will need to obtain confirmation of a sponsor(s) prior to receiving funds. Wellbeing of Women reserve the right to withdraw from funding the project if they are not satisfied with the arrangements put in place to conduct the trial.

Clinical Trial Authorisation (CTA): Please indicate if a CTA is required. The MRHA have published information, and an algorithm, to help in identifying whether a trial should be managed within 'The Medicines for Human Use Regulations 2004'. Please see [www.mhra.gov.uk](http://www.mhra.gov.uk) for further information.

The DH/MRC website (<http://www.ct-toolkit.ac.uk/>) contains additional information about Clinical Trials regulations and a helpful FAQ page.