**Health and Care Research Wales Integrated Funding Scheme**

**Stage 2 Application form**

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| **Stage 2 Application** |

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| **Scheme** | Health and Care Research Wales Integrated Funding Scheme |
| **Call** | *Defaults to the call you are applying for* |

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| **Introduction** |
| Please note the following information and guidance is intended for applicants submitting a **Stage 2** **Integrated Funding Scheme** application.    It is **strongly advised** that you read the [Stage 2 Applicants Guidance](https://healthandcareresearchwales.org/sites/default/files/2024-01/Integrated_Funding_Scheme_Applicant_Guidance_Stage_2.pdf) and information about [Health and Care Research Wales Integrated Funding Scheme](https://healthandcareresearchwales.org/researchers/funding-schemes/integrated-funding-scheme-health-social-care-services-public-health) before completing your application.    Stage 2 applications should observe the maximum word limits as indicated throughout the form. **Keep the use of acronyms to a minimum**. Only use acronyms where a term is used frequently throughout the application. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it when first used.    You are strongly advised to structure the longer sections of the application form (particularly the Research Plan) in such a way that they can be read easily by reviewers. Schematics, tables, illustrations, graphs, and other types of graphics can be embedded to clarify the research plan, but they should not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcome word limits is not permitted. Images may only be included within the 'Research Plan.' Images included in other sections will be removed from the application and not seen by reviewers. **The use of long passages of dense, unstructured text should be avoided.**    **The deadline for submission is 13:00 on 19 March 2024**    Members of the team previously registered to participate as co-applicants during Stage 1 will still need to login to access the application, before the submission deadline. New team members will need to register within the RMS first and then can be invited via email to participate as co-applicants and confirm their participation before the submission deadline. **Please note that lead, joint lead and co-applicants must manually add their own relevant publications to the application form using the ‘Applicant Publication Details’ section of the application.**    **Whilst confirming an application can be done at any time during the submission of an application, you are strongly advised to do this well in advance of the deadline.**    **If you have any queries with your application, you can contact the Project Grants Team on** [projectgrants@researchwales.info](mailto:projectgrants@researchwales.info) |

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| **Application Summary Information** |

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| **Host organisation (which will administer any award):** |  |
| **Application Title** | *(Limit 300 characters)* |
| **Research Type**  Primary Research / Secondary Research / Other |  |
| **Start Date (Month & Year)** |  |
| **Research Duration (months)** |  |
| **End Date** | *End date is automatically calculated from start & duration dates* |
| **Total Funding Requested** | *Figures automatically pulled through from the detailed budget section.* |
| **Previous Submission (***Limit 450 characters)* | *Drop down yes/no*  *If yes – text box* |

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| **The Research Team** |

**Lead Applicant**

|  |  |
| --- | --- |
| This information is pulled directly from the Lead Applicant's Contact Profile and can be updated via the Update / Update Contact Profile buttons | |
| **Full name** | **Institution** |
| **Department** | **Position** |
| **Role in this project** | *(Limit 100 words)* |
| **% FTE commitment** |  |
| **CV info** | **Personal details**  Title:  Name:  Institution:  Department:  Address:  Current job held:  Qualifications:  Work history:  *(Please provide relevant dates and description of role/s)*  **Research grants held**:  **Publication record:** |
| **Are you an early career researcher?** | Drop down yes/no  Where yes, a Primary Co-applicant is mandatory |

**Joint Lead Applicant**

|  |  |
| --- | --- |
| **Full name** | Institution |
| **Department** | Position |
| **Role in this project** | *(Limit 75 words)* |
| **% FTE commitment** |  |
| **CV info** | **Personal details**  Title:  Name:  Institution:  Department:  Address:  Current job held:  Qualifications:  Work history:  *(Please provide relevant dates and description of role/s)*  **Research grants held**:  **Publication record:** |

**Primary Co-applicant**

|  |  |
| --- | --- |
| **Full name** | Institution |
| **Department** | Position |
| **Role in this project** | *(Limit 25 words)* |
| **% FTE commitment** |  |
| **CV info** | **Personal details**  Title:  Name:  Institution:  Department:  Address:  Current job held:  Qualifications:  Work history:  *(Please provide relevant dates and description of role/s)*  **Research grants held**:  **Publication record:** |

**Co-Applicants**

| **Full Name** | Institution |
| --- | --- |
| **Department** | Position |
| **Role in this project** | *(Limit 25 words)* |
| **%FTE commitment** |  |
| **CV info** | **Personal details**  Title:  Name:  Institution:  Department:  Address:  Current job held:  Qualifications:  Work history:  *(Please provide relevant dates and description of role/s)*  **Research grants held**:  **Publication record:** |

**Public Research Partner Co-applicants**

| Full name |  |
| --- | --- |
| Role in this project | *(Limit 25 words)* |
| **%FTE commitment** |  |
| **If you are a public research partner on this application, please tell us about your knowledge, skills and experience that are relevant to this application. You are not required to provide a CV (i.e. list of publications and grants). Please read the guidance provided on information to include.** | *(Limit 150 words)* |

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| **Scientific Abstract**  *(Limit 500 words)* |
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| **Plain English Summary**  *(Limit 450 words)* |
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| **Changes From First Stage**  *(Limit 2,000 words)* |
|  |

| **Detailed Research Plan**  *(Limit 10,000 words)* |
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|  |

| **Public Research Partners Involvement and Engagement**  *(Limit 1000 words)* |
| --- |
|  |
| **Detailed Budget**  *(Limit 1000 words)* |
| Please refer to the associated Stage 2 Applicants Guidance.    For any finance queries, please contact [projectgrants@researchwales.info](mailto:projectgrants@researchwales.info)    **Schedule of Events Cost Attribution Template (SoECAT)**    Please be aware that applications to this scheme should be accompanied by the ‘Funder Export’ from the online SoECAT (if required). More information on this is obtainable via [Health and Care Research Wales website](https://healthandcareresearchwales.org/researchers-support-and-guidance-researchers-finances-and-funding/schedule-events-cost-attribution). The research award does NOT include NHS support and/or treatment Costs. |

Added SoECAT

**Staff Costs**

**Staff Posts and Salaries**

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| **Staff Name**  HelpAll named staff must be entered listing their full name and title. If the staff name is not currently known then list role name or if you are batching roles list role times the number of staff being added to the entry e.g. Research Nurse x 6. This name will display on the totals table when saved. |
|  |
| **Staff Type**  Help All staff must be assigned to a staff type by selecting one of the types.   * Lead & Co-applicant * Research Staff - e.g., Research Manager, Research Assistant, Research Nurse etc. * Technical Staff - e.g., Software Technician, Data Manager, Laboratory Manager etc. * PPIEP - e.g., PPIEP manager, PPIEP assistant etc. * Administration Staff * Other staff |
|  |
| **Organisation Name**  HelpAll staff must be assigned to an employing organisation. When typing the organisation name, a drop-down list will appear with a list of organisation names to select from. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type. |
|  |
| **Role**  HelpAll staff members' roles must be listed. This is a free text field. We encourage applicants to be as consistent as possible when naming roles and to try and avoid variations when listing multiple of the same type of roles e.g., Research Assistant, Research-Assistant Assistant Researcher, RA. |
|  |
| **Grade**  HelpAll staff members' grades must be listed. NHS organisations must use the Agenda for Change pay scale bandings. This is a free text field. We encourage applicants to be as consistent as possible when naming grades and to try and avoid variations when listing multiple of the same grade e.g., Band 7, B7, Band7. |
|  |
| **Salary (£)**  HelpBasic salary not including ongoing costs. |
|  |
| **On-Costs**  HelpThis includes: Geographical Weighting, Other Allowances, Superannuation & NI, Apprenticeship levy |
|  |
| **Current Annual Salary (£)** |
|  |

**Annual Costs of Staff Posts**

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| **Rate (%)**  HelpThe rate field outlines the percentage cost of what Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs we recommend they highlight this in the justification section to support their value for money case.  Please note, HEI staff and costs items are funded up to 80% |
|  |
| **% Salary increment increase**  HelpFrom year 2 onwards, applicants are permitted to apply a salary increment increase to staff members prior year salaries. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | 1 year value should always be 0% |  |  |  |  |  | |
| **FTE (%)**  HelpEnter Full Time Equivalent (FTE) commitment in each year reflected in numbers 0 to 100 per staff member. 100 equalling 1 FTE.  If you are batching staff enter the cumulative FTE total. For example, if you wish to enter 5 full time equivalents you would enter 500. |
| Please enter FTE as a percentage   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | FTE |  |  |  |  |  | |
| **Months** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Months |  |  |  |  |  | |
| **Rate Calculation**  HelpBased on the values added these fields will automatically be calculated. These will be the amounts charged to the Award. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total Rate Calculation |  |  |  |  |  | |

**Travel Subsistence & Conference Costs**

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| --- |
| **Item description**  HelpEnter a brief description which best describes the cost item. This name will display on the totals table when saved. |
|  |
| **Type of cost** Type of Cost drop down selection from - (Select), Travel, Subsistence, Conference  Help |
|  |
| **Organisation Name**  HelpAll cost items must be assigned to the organisation who will be incurring the costs. When typing the organisation name, a drop-down list will appear with a list of organisation names to select. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type by selecting the drop down. |
|  |
| **Rate %**  HelpThe rate field outlines the percentage cost of what the Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs, we recommend they highlight this in the justification section to support their value for money case. |
| HelpThis is the actual cost of the cost item being requested before any discounts have been applied (see rates in guidance for more information).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Costs |  |  |  |  |  | |
|  |
| HelpBased on the values added these fields will automatically calculate. These will be the amounts charged to the Award.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total rate calculation |  |  |  |  |  | |

**Equipment Costs**

|  |
| --- |
| **Item description**  HelpEnter a brief description which best describes the cost item. This name will display on the totals table when saved. |
|  |
| **Organisation Name**  HelpAll cost items must be assigned to the organisation who will be incurring the costs. When typing the organisation name, a drop-down list will appear with a list of organisation names to select. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type by selecting the drop down. |
|  |
| **Rate %**  HelpThe rate field outlines the percentage cost of what Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs, we recommend they highlight this in the justification section to support their value for money case. |
| HelpThis is the actual cost of the cost item being requested before any discounts have been applied (see rates in guidance for more information).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Costs |  |  |  |  |  | |
|  |
| HelpBased on the values added these fields will automatically calculate. These will be the amounts charged to the Award.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total rate calculation |  |  |  |  |  | |

**Consumables**

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| --- |
| **Item description**  HelpEnter a brief description which best describes the cost item. This name will display on the totals table when saved. |
|  |
| **Organisation Name**  HelpAll cost items must be assigned to the organisation who will be incurring the costs. When typing the organisation name, a drop-down list will appear with a list of organisation names to select. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type by selecting the drop down. |
|  |
| **Rate %**  HelpThe rate field outlines the percentage cost of what Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs, we recommend they highlight this in the justification section to support their value for money case. |
| HelpThis is the actual cost of the cost item being requested before any discounts have been applied (see rates in guidance for more information).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Costs |  |  |  |  |  | |
|  |
| HelpBased on the values added these fields will automatically calculate. These will be the amounts charged to the Award.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total rate calculation |  |  |  |  |  | |

**Public Involvement, Engagement and Participation Costs**

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| **Item description**  HelpEnter a brief description which best describes the cost item. This name will display on the totals table when saved. |
|  |
| **Organisation Name**  HelpAll cost items must be assigned to the organisation who will be incurring the costs. When typing the organisation name, a drop-down list will appear with a list of organisation names to select. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type by selecting the drop down. |
|  |
| **Rate %**  HelpThe rate field outlines the percentage cost of what Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs, we recommend they highlight this in the justification section to support their value for money case. |
| HelpThis is the actual cost of the cost item being requested before any discounts have been applied (see rates in guidance for more information).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Costs |  |  |  |  |  | |
|  |
| HelpBased on the values added these fields will automatically calculate. These will be the amounts charged to the Award.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total rate calculation |  |  |  |  |  | |

**Other Direct Costs**

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| --- |
| **Item description**  HelpEnter a brief description which best describes the cost item. This name will display on the totals table when saved. |
|  |
| **Organisation Name**  HelpAll cost items must be assigned to the organisation who will be incurring the costs. When typing the organisation name, a drop-down list will appear with a list of organisation names to select. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type by selecting the drop down. |
|  |
| **Rate %**  HelpThe rate field outlines the percentage cost of what Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs, we recommend they highlight this in the justification section to support their value for money case. |
| HelpThis is the actual cost of the cost item being requested before any discounts have been applied (see rates in guidance for more information).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Costs |  |  |  |  |  | |
| HelpBased on the values added these fields will automatically calculate. These will be the amounts charged to the Award. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total rate calculation |  |  |  |  |  | |

**Dissemination Costs**

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| --- |
| **Item description**  HelpEnter a brief description which best describes the cost item. This name will display on the totals table when saved. |
|  |
| **Organisation Name**  HelpAll cost items must be assigned to the organisation who will be incurring the costs. When typing the organisation name, a drop-down list will appear with a list of organisation names to select. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type by selecting the drop down. |
|  |
| **Rate %**  HelpThe rate field outlines the percentage cost of what Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs, we recommend they highlight this in the justification section to support their value for money case. |
| HelpThis is the actual cost of the cost item being requested before any discounts have been applied (see rates in guidance for more information).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Costs |  |  |  |  |  | |
|  |
| HelpBased on the values added these fields will automatically calculate. These will be the amounts charged to the Award.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total rate calculation |  |  |  |  |  | |

**Indirect Costs**

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| **Item description**  HelpEnter a brief description which best describes the cost item. This name will display on the totals table when saved. |
|  |
| **Type of cost**  Help |
|  |
| **Organisation Name**  HelpAll cost items must be assigned to the organisation who will be incurring the costs. When typing the organisation name, a drop down list will appear with a list of organisation names to select. |
|  |
| **Organisation Type**  HelpAll employing organisations must be assigned with an Organisation Type by selecting the drop down. |
|  |
| **Rate (%)**  HelpThe rate field outlines the percentage cost of what Health and Care Research Wales will pay for any entered cost item. If applicants wish to discount costs, they can adjust the rates percentage down from 100% to a minimum 0%. This will affect the rate calculation. For example, if 50% is entered only 50% of the cost will be charged to the Award. If applicants are discounting costs we recommend they highlight this in the justification section to support their value for money case.  Please note for HEIs, up to 80% of FEC will be paid. |
| HelpThis is the actual cost of the cost item being requested before any discounts have been applied (see rates in guidance for more information).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | | Costs |  |  |  |  |  | |
|  |
| HelpBased on the values added these fields will automatically calculate. These will be the amounts charged to the Award.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Year 1 (£) | Year 2 (£) | Year 3 (£) | Year 4 (£) | Year 5 (£) | | Total rate calculation |  |  |  |  |  | |

| **Justification of costs**  *(Limit 700 words)* |
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| **Management and Governance** |

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| **Is Clinical Trials Authorisation required?** |
| . |
| Yes/no selection |
| **Does your project require ethics approval?** |
| . |
| Yes/No selection |

|  |
| --- |
| **If yes, has ethics approval already been obtained?** |
|  |
| Yes/No selection |

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| **Project Coding** |
| **UKCRC Research Activity Codes**  Add any that apply to the research  See HRCS Research Activity Codes information at <https://hrcsonline.net/research-activities/> |
|  |

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| --- |
| **UKCRC Health Categories**  Select all that apply to the research. See information at <https://hrcsonline.net/health-categories/> |
|  |

|  |  |
| --- | --- |
| **Research Region** Select from list | Anglesey, Blaenau Gwent, Bridgend, Caerphilly, Cardiff, Carmarthenshire, Ceredigion, Conwy, Denbighshire, Flintshire, Glamorgan, Gwynedd, Merthyr Tydfil, Wrexham, Tofaen, Swansea, Rhondda Cynon Taff, Powys, Pembrokeshire, Neath Port Talbot, Newport, Monmouthshire |
| **Lead Applicant’s Profession** Select from list | Allied Health Professional, Dentist, Medical Qualification, Not Health Professional, Nurse/Midwife, Other Healthcare Professional, Social Worker, Other Social Care Professional |
| **Lead Applicant’s Place of Work** | University, hospital, other organisation or institution. |

| **Uploads** |
| --- |
| ***Please note that all supporting documentation uploaded should be given concise and clear file name descriptions. These should be headed by a numbered ‘Appendix’ and a brief filename description that clearly describes the file (e.g. Appendix\_References).***  **Mandatory**  Attachment 1: References (maximum 3 sides of A4)  Attachment 2: Gantt Chart/Project Management Plan  **Non-Mandatory**  Attachment 3: A completed Funder Export from the online Schedule of Events Cost Attribution Tool (SoECAT) as appropriate; if this is not applicable an explanation added to the Justification of Costs section.  Attachment 4: CTU support letter (If claiming CTU support)  Any further supporting documentation (flow diagrams, pictures, logic models, trial protocols, any letters of support etc.)    **No more than 5 separate files are permitted. The total file size should not exceed 6Mb (this includes the SoECAT form uploaded under the Detailed Budget section). Total file sizes larger than this may not be considered as part of this submission. We strongly recommend that only .doc or .pdf files are uploaded as some file types are not supported by the system (such as .xls and .zip file types which will not render out into the final version of the application form). Should you wish to upload documents of other file types, we encourage you check that they appear in the PDF of the application form prior to submission as changes cannot be made after the deadline has passed.**  **NOTE: Uploads MUST be provided as a Word or PDF document or you may not be able to submit your application or it may be difficult for the committee to view the required information in order to assess your application.**  **Please ensure that the document uploaded containing the list of references does not contain its own page numbering.** |

|  |  |
| --- | --- |
| **Administrative Contact** | |
| **Administrative contact name:** |  |
| **Administrative contact job title:** |  |
| **Administrative contact telephone number:** |  |
| **Administrative contact email address:** |  |

|  |  |
| --- | --- |
| **Sponsor Contact** | |
| **Sponsor contact name:** |  |
| **Sponsor contact job title:** |  |
| **Sponsor contact telephone number:** |  |
| **Sponsor contact email address:** |  |

**ACKNOWLEDGEMENT AND CONFLICTS**

|  |
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| **Acknowledgement and Conflicts** |

| **Potential Conflicts** |
| --- |
| Please declare any conflicts or potential conflicts of interest that you or your co-applicants may have in undertaking this research, including any relevant, non-personal & commercial interest that could be perceived as a conflict of interest.  *(Limit 200 words)* |
|  |

| **Agreement to Terms and Conditions** |
| --- |
| Acceptance Statement is: ’I have read and understood the terms on which I have been nominated as Lead Investigator for this proposal along with the associated documentation and accept this role.’ |
| **Privacy Notice** |
| The Welsh Government Grant Privacy Notice states how the Welsh Government will use the information provided at application stage. It is available here: https://www.gov.wales/privacy-notice-welsh-government-grants |

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| **Validation Summary** |

Top of (online) page

**Please follow the next steps in order to complete your application submission process;**

* **Validate** all mandatory/required fields listed below (that are required to be completed/amended before submitting)
* Check all co-applicants have completed their CV details as appropriate and review the PDF final version for any formatting issues
* Click '**Save and Close**'
* Click the '**Submit**' option (this must be completed by **19 March 2024**)

You will receive an automated email containing the acknowledgment that we have received your application.

Bottom of (online) page

If there are no validation requirements above you may be ready to submit the application. To do so '**Save and Close**' the application and then click **‘Submit’.**