Childhood Eye Cancer Trust

APPLICATION FORM FOR RESEARCH FUNDS

Please complete this form in type or black ink and return it to [petra.maxwell@chect.org.uk](mailto:petra.maxwell@chect.org.uk) .

1. **Project details**

|  |  |  |
| --- | --- | --- |
| Title of project | | |
| Proposed duration | Proposed starting date | Total cost |
| Plain English summary of project (Plain English guidelines appendix 1) | | |
| Scientific Abstract | | |

**2. Details of principal applicant** (please also append a brief CV)

|  |  |
| --- | --- |
| Surname | Title |
| Forenames | Post held |
| Full postal address | Telephone  Email |
| We would be grateful if you would complete our [**anonymous diversity form**](https://forms.gle/nGBWZ3UKKW8moYVJ9): | |

**3. Details of joint applicant** (please also append a brief CV)

(Please continue in the same format on a separate sheet if there is more than one joint applicant.)

|  |  |
| --- | --- |
| Surname | Title |
| Forenames | Post held |
| Full postal address | Telephone  Email |

**4. Details of Collaborators**

Any collaborators should be named and the nature of the collaboration outlined on an additional sheet. Collaborators should provide a signed statement confirming their willingness to provide the support detailed.

**5. Peer review**

If the subject of the grant application falls outside the expertise of the CHECT Scientific Advisory Committee or if the amount requested is greater than £25,000, then the application will be subjected to external peer review. All applicants must suggest at least one and up to three external reviewers with their application.

|  |  |
| --- | --- |
| **Reviewer 1:** |  |
| Surname | Title |
| Forenames | Post held |
| Institution / organisation | Email |
| **Reviewer 2:** |  |
| Surname | Title |
| Forenames | Post held |
| Institution / organisation | Email |
| **Reviewer 3:** |  |
| Surname | Title |
| Forenames | Post held |
| Institution / organisation | Email |

**6. Declaration of Support by Head of Department**

I support this application and agree to the research being carried out under my general supervision, if funded.

Signature: Date:

Name: Position:

**7. Verification of financial details (to be signed by finance officer or similar)**

I confirm that the gradings, salaries, and other costs detailed in this application are in accordance with those applying in this organisation and that any grant awarded will be administered by this organisation.

Signature: Date:

Name: Position:

Organisation:

**8. Ethical approval**

Is ethical committee approval required? YES/NO

If yes, give date of ethical committee approval and attach letter of approval.

If no, explain why it is not required.

Has funding for this work been sought from any other body? YES/NO

If yes, please identify the body and the outcome or the expected date of decision.

Does your institution fund open access publishing? YES/NO

**9. Declaration** (to be signed by the principal applicant)

I declare that the information given on this form is complete and correct:

Signature: Date:

**10. Plan of investigation**

A detailed plan of investigation should be provided, sub-divided under the following headings: background, plan of investigation, expertise of project team, project milestones, risk management plan, benefit to families with retinoblastoma and references. Up to five additional A4 sheets may be appended.

**11. Justification for support requested**

Please outline why each resource is needed, particularly in respect of staff costs and equipment. Will these resources be used exclusively for this project? If not, please estimate the proportion to be used for other purposes.

**12. Animal Testing**

It is the charity’s policy that the use of animals for research purposes is only undertaken when there is no alternative. The Childhood Eye Cancer Trust (CHECT) only funds research which complies with the law and supports the principle of the 3Rs: to refine, reduce and replace the use of animals in research. All research projects which are funded, or partially funded by CHECT must declare from the outset whether animals are to be used at any stage during the research. If animals are used then the numbers must be minimised. All work must be done in accordance with the UK Home Office guidelines (or equivalent) and all laboratories must hold valid certification. If a decision is made after the award of the grant to include animal research then CHECT must be informed as soon as possible.

CHECT is a member of the Association of Medical Research Charities and supports its [**statement on the use of animals in research**](http://www.amrc.org.uk/publications/statement-on-the-use-of-animals-in-research).

Please declare if animals are to be used in any stage of your work and justify why non animal approaches have not been employed.

**13.** For recording purposes could you please tell us where you saw this grant funding advertised?

**14** Please tick / cross:

I understand that as part of its fundraising activities, CHECT may seek additional external funding for this project and to this end, I consent to this application being shared in confidence with selected funders.

**15. Support requested**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Year 1\*** | **Year 2\*** | **Year 3\*** | **Total** |
| **Staff:** (specify grade and wte) |  |  |  |  |
| **Equipment:** (non-recurrent) |  |  |  |  |
| **Consumables and other recurrent expenses:** |  |  |  |  |
| **Total:** |  |  |  |  |

\*Any annual increments in years 2 & 3 must be specified. Employer’s costs, superannuation, London weighting etc. should be itemised separately. Costs specified for years 2 & 3 should be uplifted in line with inflation. National pay awards will then be funded in full at the gradings stated.

**Appendix 1: Plain English Guidelines**

**Writing a plain English summary in your Childhood Eye Cancer Trust (CHECT) funding application [[1]](#endnote-1)**

A plain English summary is a clear explanation of your research that should be accessible by an interested audience.

Your funding application will be reviewed by experts on the CHECT Scientific Advisory Committee but also by lay members and CHECT Board members who are not scientific experts. If your application for funding is successful, the summary will be used on the CHECT website.

A good quality plain English summary providing an easy to read overview of your whole study will help:

* those carrying out the review (reviewers and Board and panel members) to have a better understanding of your research proposal
* inform others about your research such as members of the public, health professionals, policy makers and the media
* research funders to publicise the research that they fund.

The summary is important. If it is felt that your plain English summary is not clear and of a good quality then you may be required to amend your summary prior to final funding approval.

**What to include in your plain English summary**

Your plain English summary should be 300 words or less. When writing the summary consider including the following information where appropriate:

**Aim(s) of the research**

* What are you aiming to find out?
* How will Rb patients or their families benefit from this research?

**Background to the research**

* Why does this research need to be done now?
* Why is this research important?

**Design and methods used**

* What design and methods have you chosen and why?
* Who are your participants? (if appropriate)

**Patient and public involvement**

* How have patients / the public been involved in developing this research to date?
* How will patients / the public be involved in the conduct / management of the research?

**Dissemination**

* Who will the findings be communicated to and how?

**How to write a plain English summary**

The people who will read your summary will be an interested audience, but are not necessarily specialists. Therefore write your summary with this audience in mind, for example at the same level as an article in a newspaper.

There are a few simple rules for writing in plain English. In summary these are:

* Avoid wherever possible using jargon, abbreviations and technical terms. If you have to use them provide a clear explanation
* Avoid complicated English or uncommon words
* Use active not passive phrases: for example say ‘we will do it’ rather than ‘it will be done by us’
* Keep sentences short
* Think about the order and structure
* Break up the text. For example use bullet lists
* Ask patients / carers / colleagues to read a draft to find out if anything is unclear.

The plain English summary is not the same as a scientific abstract. Please do not cut and paste this or other sections of your application form to create the plain English summary. Further guidance on plain English summaries for research is available on <https://www.invo.org.uk>



1. Based on the NIHR guidance available at <https://www.nihr.ac.uk/about-us/CCF/PPI/Plain_English_summaries_in_National_Institute_for_Health_Research_funded_research.pdf> [↑](#endnote-ref-1)