

# **Ulverscroft Foundation**

## **Research Grant Application Guidelines**

**The Ulverscroft Foundation reserves the right to seek the opinion of external advisors on the merits of the application. Funding is dependent on available financial resources**

Submissions should include the following information:

**Title of Project:**

**Institution:**

**Principal Researcher:** Name & brief curriculum vitae of the principal researcher. Suggest two pages. We do not require a list of published papers at this stage.

**Co-Investigators:** Name; Degree; Department, Institution

**Abstract:**

Set out in lay language the background, hypothesis, specific aims, methods - no more than 250 words.

### **A. Specific Aims**

- State the hypothesis and specific aims.
  - List the long-term objectives and what the proposed research will accomplish.
  - List specific outcome measures.
- (Suggested length: a paragraph or two)

### **B. Background and Significance**

- Sketch the background leading to this study, evaluate existing knowledge, and identify gaps, which this study will fill.
  - State the importance of the research by relating the specific aims to the long-term objectives.
  - Provide a brief evaluation of existing research support or collaboration.
  - Evaluate the likelihood of scientific advance in the short and long term.
  - Assess the likely impact on clinical practice and indicate the expected time frame for this.
- (Suggested length – <2 pages)

### **C. Preliminary Studies/Progress Report**

Provide a brief account of the principal researcher's previous studies and experience of relevance to the proposed project. (Suggested length < 1 page)

### **D. Research Design and Methods**

Describe the research design, methods and procedures to be used (what, when, how). Include the anticipated duration of the study, including major milestones. Study-specific procedures, personnel, and materials should be clearly reflected in the proposed budget. Applicants should provide evidence

that the research methods to be used have been approved by the appropriate ethics committee of the employing institution.

(Suggested length at least 1-2 pages)

**E. Budget**

- a. Present an itemized budget for the research e.g. salaries, laboratory costs, equipment.
- b. Specify what funding you are seeking from the Ulverscroft Foundation and which aspects of the research this will support.
- c. List any other sources of funding which have been secured, and any which are pending.
- d. Please note grant payments will be made in arrears on receipt of itemised invoices. Your application should include a proposed payment schedule.
- e. Unexpended funds are to be returned to the Ulverscroft Foundation. Requests for permission to carry over budget balances to a subsequent grant period will be reviewed on a case-by-case basis and must be approved in advance by the Ulverscroft Foundation. A justification citing how the carry-over was incurred and how the funds are expected to be spent must accompany all carry over requests.
- f. In the event your grant is funded, you will receive a formal letter of acceptance, which must be signed and returned by the principal investigator.

**F. Expectations related to receipt of grant awards:**

1. Regular progress reports will be submitted.
2. A written final progress report will be submitted at the conclusion of the grant.
3. The Ulverscroft Foundation will be acknowledged in any academic paper or publication.
4. Each subsequent year's grant will be contingent upon completion of these three expectations.

**The Ulverscroft Foundation must be notified immediately of any substantive personnel change.**

**G. Publication:**

It is expected that research outcomes developed with full or partial support of the Ulverscroft Foundation and reported in a scientific publication, be shared upon request with other researchers where appropriate.