**BSMS GRANT APPLICATION PROFORMA 2020-2021**

**Intention to apply for a grant**

This purpose of this form is to help you submit a grant application which has the best possible chances of success. The Research Administrators listed below will be happy to advise you on facilities available for your research as well as the administrative aspects of your application. The aim of Section D is for the Director of Research (or Research Leads/Heads of Department as necessary), to provide input such as advice on collaborators. To allow time for the Research Administrators to get in touch with you to discuss costings, ethical approvals or facilities, it is important that this proforma is submitted to Prof. Sarah Newbury (s.newbury@bsms.ac.uk) and Dr. Anett Kiss ([A.Z.Kiss@sussex.ac.uk](mailto:A.Z.Kiss@sussex.ac.uk)) / [research\_support@sussex.ac.uk](mailto:research_support@sussex.ac.uk) (22/01-28/02/2020) , no less than **6 weeks** prior to the formal grant deadline. Please include “**BSMS grant proforma**" in the subject heading.

Please note that the completed application MUST be circulated for signatures **at least 5** working days before the submission deadline.

**SECTION A: GENERAL INFORMATION**

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| **Principal applicant at Sussex:** |  |
| **Lead institution and PI (if not Sussex):** |  |
| **Co-applicant(s) at Sussex?**  Please provide names and email addresses, if applicable. |  |
| **External Co-Applicants, including those based at NHS Trusts and other Provider Organisations?**  Please provide names, email addresses and Research Organisations, if applicable. |  |
| **Project title (and acronym if there is one):** |  |
| **Estimated Start date (dd/mm/yyyy):** |  |
| **Estimated End date (dd/mm/yyyy):** |  |
| **Duration:** |  |
| **Deadline (or intended submission date if no deadline):** |  |
| **Funder and Scheme (hyperlink):** |  |
| **Should this project be flagged as belonging to one of the programmes/centres with an agreed overhead sharing model?** If yes, please indicate which programme/centre it is part of SHL, SSRP, SPQR, DISCUS: |  |

**SECTION B:**

**STAFF INFORMATION:**

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| **Sussex Principal Investigator (PI):**  FTE *or* hours per week |  |
| **Sussex Co-Investigator(s) (Co-I):**  FTE *or* hours per week |  |
| **Number of Post-Docs, Research Assistant(s)**:  Please provide name if known.  FTE *or* hours per week |  |
| **Number of PhD studentships:** |  |
| **Administrator:**  Please provide name if known.  FTE *or* hours per week, and Grade |  |
| **Technical support :**  Please provide name if known.  FTE *or* hours per week, and Grade |  |

**NON-STAFF INFORMATION:**

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| **Travel and subsistence costs?** | **YesNo** |
| (If yes, please give details e.g. where will you travel to conduct your research and how long will you spend there?): | |
| **Conference costs?** | **YesNo** |
| (If yes, please give details e.g. registration fees, location and transportation): | |
| **Data Management costs?** | **YesNo** |
| Please describe how data will be collected, entered and stored and what platform will be used i.e. Electronic data management system. Please provide details on storage, backup and facilities required (e.g. the High Performance Cluster), etc:  [The UK Data Archive has developed a simple tool that can be used for this costing option.](http://data-archive.ac.uk/media/247429/costingtool.pdf)  ITS guidance on Research Data Storage available here: http://www.sussex.ac.uk/its/services/research/researchdata | |
| **Dissemination costs and/or Open Access charges? (**e.g. likely journals where you will publish, Website requirements). | **YesNo** |
| If yes, please give details. | |
| **Consumables?** (e.g. lab consumables, laptops, printing, small equipment [under £10K], software licence fees. | **YesNo** |
| If yes, please give details**.** | |
| **Equipment?** (above £10k only) | **YesNo** |
| If yes, please give details. | |
| **External services?** e.g.Externally provided DNA sequencing or RNA-seq, data analyses, specialist laboratory analyses. | **YesNo** |
| If yes, please give details. | |
| **Internal services?** (e.g. confocal microscopy, CISC imaging, animal housing). | **YesNo** |
| If yes, please give details. | |
| **Project Management costs?** (e.g. steering groups/advisory boards) | **YesNo** |
| If yes, please give details. | |
| **Impact costs?:** (eg outreach, public engagement, hosting events) | **YesNo** |
| If yes, please give details. | |
| **Other items:** | **YesNo** |
| If yes, please give details. | |

**SECTION C: ACCESS TO GRANT SUPPORT**

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| **Is the use of laboratories in the Medical Research Building or the Trafford Building required?**  If YES, please contact the Technical Services Manager, [**Natalie Harriman**](mailto:N.Harriman@bsms.ac.uk)for advice on resource/equipment requirements for your project. | **YesNo** |
| **Does the project require CISC facilities?** (e.g. MRI scanning)  If YES, please contact [**Stuart Welling**](mailto:sjw@cooden.plus.com) for a quote of the CISC-related cost. In Stuart Wellings absence, please contact [**Pat Butler**](mailto:p.butler@bsms.ac.uk)**,** Departmental Assistant. | **YesNo** |
| **Does your project require the use of the University's Biomedical Research Facility**  If YES, please contact [**Andrew Cunningham**](mailto:A.Cunningham@sussex.ac.uk)**.** | **YesNo** |
| **Is statistical support needed for the project?** (e.g. power calculations)  If YES, please liaise with [**Stephen Bremner**](mailto:S.Bremner@bsms.ac.uk) to discuss your requirements. | **YesNo** |
| **Is this a grant to fund a studentship?**  If YES, please contact [**Amanda Britt**](mailto:A.D.Britt@sussex.ac.uk) who can assist you with studentship costings. | **YesNo** |
| **Will your study use human tissue or will human tissue need to be stored?**  If YES, please contact Technical Services Manager, [**Natalie Harriman**](mailto:N.Harriman@bsms.ac.uk) for advice on governance and/or facilities required. | **YesNo** |
| **Does your study use human blood/biofluids or infectious materials?**  If YES, please contact Technical Services Manager, [**Natalie Harriman**](mailto:N.Harriman@bsms.ac.uk) (N.Harriman@bsms.ac.uk) for advice on governance and/or facilities required. | **YesNo** |
| **Does your project involve human participants?**  If YES, please contact [**Caroline Brooks**](mailto:c.e.brooks@bsms.ac.uk)**,** the BSMS Research Governance Officer for advice on governance requirements for your project. | **YesNo** |
| **Does your project involve NHS patients, staff or resources?**  If YES, please contact [**Tanya Telling**](mailto:tt304@sussex.ac.uk))at the Joint Research Clinical Office (JCRO). | **YesNo** |
| **Is this a Clinical Trial?**  If YES, where is it being conducted? (see <http://www.ct-toolkit.ac.uk/> for guidance and definitions). Please give name of site(s) e.g. Brighton and Sussex Universities Hospital (BSUH), Sussex Partnership Foundation Trust (SPFT) below. | **YesNo** |
| **Is this a Clinical Trial of a Medicinal Product (CTIMP)?** See [algorithm](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/317952/Algothrim.pdf) for guidance  If YES, please contact [**Tanya Telling**](mailto:jcro@sussex.ac.uk))at the [Joint Research Clinical Office (JCRO](https://www.bsms.ac.uk/research/support-and-governance/brighton-and-sussex-joint-clinical-research-office.aspx)) – contact: [jcro@sussex.ac.uk](mailto:jcro@sussex.ac.uk) . | **YesNo** |
| **Is Brighton & Sussex Clinical Trials Unit support required (**[**www.bsms.ac.uk/ctu**](http://www.bsms.ac.uk/ctu)**)?**  If YES, please contact the Brighton & Sussex CTU Director, Nicky Perry ([**Nicky Perry**](mailto:n.perry@bsms.ac.uk)) for advice on CTU-related support and costs. | **YesNo** |
| **Does this project require ethical approval?**  If YES, state below whether this will be from the **University** or an external regulatory body such as **NRES**. In addition, if the project requires a **Sponsor**, please state which organisation might fulfill this role? For further guidance or to request that the University of Sussex is the Sponsor, please contact [researchsponsorship@sussex.ac.uk](mailto:researchsponsorship@sussex.ac.uk) at an early stage to understand what this will entail. If unsure, please contact [**Caroline Brooks**](mailto:c.e.brooks@bsms.ac.uk), Research Governance Officer for BSMS, who will be able to advise. | **YesNo** |
| Please provide any further information: |  |

**SECTION D: ACADEMIC REVIEW OF PROJECT:**

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| 1. **Summary of proposed research** (up to 300 words)**:** |
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| 1. **What is your track record in this and/or related research area?** (Please provide up to 5 key recent publications): |
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| 1. **What preliminary data can you provide?** (no more than 100 words) |
|  |
| 1. **Has this or a related proposal been rejected before and do you have any feedback?** (no more than 100 words) |
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| 1. **Who are you going to ask to help you with this proposal? Name two “critical friends” (i.e. who have agreed to review drafts of the proposal).** |
|  |
| **6. Have you looked at successful applications or project abstracts for this funder/scheme (contact your RDO to obtain these) or have you previously been successful in applications to the same funding source?** (no more than 100 words) |
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**SECTION E: USEFUL RESOURCES.**

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| Research at BSMS: A brief guide to processes and resources 2018-2019  SharePoint: [https://mydepartment.brighton.ac.uk/bsms/docs/Research/Research at BSMS - A Brief Guide to Processes and Resources 2018-19.pdf](https://mydepartment.brighton.ac.uk/bsms/docs/Research/Research%20at%20BSMS%20-%20A%20Brief%20Guide%20to%20Processes%20and%20Resources%202018-19.pdf)  Research and Knowledge Exchange at the University of Sussex: <http://www.sussex.ac.uk/staff/research/index>  Making research proposals: <http://www.sussex.ac.uk/staff/research/development/apply/create>  Costing your research: <http://www.sussex.ac.uk/staff/research/development/apply/costing>  Impact Toolkit:  <http://www.sussex.ac.uk/staff/research/rqi/rqi_information_and_support/rqi_impact_guidance>  (you will need your BSMS ID and password).  Successful Application Library:  <http://www.sussex.ac.uk/staff/research/proposals/sal>  (you will need your BSMS ID and password). |