**FHLS Translational Funding 2023**

Guidelines for completing your application

|  |
| --- |
| **The Wellcome-University of Liverpool Institutional Translational Partnership** (ITPA)  **Translational Research Access Programme (TRAP)** |
| A shorter duration and smaller fund for this round: <£25k per project, for a duration of up to five month, but must be completed by 30 September 2023. There is £50k available in this round. |
| **Objective**  TRAP provides pump priming funding with the explicit intention of promoting new collaborative **translational research** within the University of Liverpool and its associated healthcare community, to address health issues of the Liverpool City region.  It is intended to provide an opportunity for Team Science, led by pairs of researchers (a clinician and a non-clinical investigator OR a member of FHLS and a member of one of our two sister Faculties at the University of Liverpool) to mutually develop new areas of research that will progress towards applied outcomes or lead to applications for substantial translational funding. |
| **Application process**  Contact Rosie Corbin (HLS Research and Impact Directorate, [r.corbin@liverpool.ac.uk](mailto:rosie.corbin@liverpool.ac.uk) **to check eligibility as soon as possible.**  Projects should be costed via the applicant’s Institute Finance Team, not RSO. Contact [SPARK](https://liverpoolhealthpartners.org.uk/spark/) if NHS costings are required [enquiries@lhpspark.nhs.uk](mailto:enquiries@lhpspark.nhs.uk)  All applications must have approval from relevant Heads of Institute/Dept to confirm the remaining costs of the project will be covered by the Institute/Dept.  A completed, signed version of this application form should be submitted to [r.corbin@liverpool.ac.uk](mailto:rosie.corbin@liverpool.ac.uk) by **Wednesday 5 April 2023.**  A decision on funding will be announced by end of April 2023.  TRAP Awards must be completed by 30 September 2023 when the Wellcome award finishes. A no-cost extension beyond this date will not be possible. |
| **Criteria**  Please note the following when preparing your application:   1. **Translation Research:** Awards are aimed at translational projects to develop **pilot data** to support **more substantive grant applications**, and must **identify a specific funding call** they are targeting for follow-on work, or equivalent (e.g. patent application, industry partnership/collaboration). 2. The project should address a **health issue of the Liverpool City region**. 3. **Collaboration**: These awards are to foster **new collaborations** and requires **a lead applicant and at least one co-applicant as described below.**   **Lead applicant: A Faculty of Health and Life Sciences (FHLS) or Faculty of Science and Engineering (FSE) clinical/ non-clinical investigator at lecturer level** or above (*please note that those with honorary positions are not eligible to lead an application*)  **Plus a co-applicant, either**:   * 1. **a clinically active Consultant (where this is a nurse or allied health professional they should have research experience\*) working in one of our eligible\* healthcare partner trusts**.  \* *at least 7 years’ experience post-registration and significant post-registration study (Masters degree / professional diploma).*   or   * 1. **a co-applicant from another University of Liverpool Faculty.**   **Application Limit:** Each applicant can only apply for one TRAP award in each round.  **Ethical Approval:** Ethical approval must be sought and acquired, where relevant, before funding will be released.    **Impact:** An impact report must be submitted to the TRAP Award Panel within three months of the date of completion of the project.  **\* Eligible trusts:** RLBUHT, Aintree University Hospital NHS Trust, Liverpool Heart and Chest Hospital, Alder Hey Children’s Hospital, Liverpool Women’s NHS Foundation Trust, Clatterbridge Cancer Centre, the Walton Centre, the Wirral University Teaching Hospital, MerseyCare and the Liverpool CCG. |
| **Eligible costs**  Eligible costs include **directly incurred** **salaries, consumables and access charges for specific facilities** i.e. BSU and CRF costs.  Please note that the funding is **not** intended to support:   * The purchase of equipment which is not allowed under this scheme * Costs of PI time (FEC costs) for existing University/NHS staff * Administration costs * Staff between posts (i.e. as bridging funds) or PhD studentships * Continuation of normal research grants * Costs relating to protection of intellectual property. |
| Points to consider, which will form part of the assessment:   * Does the project address a health issue of the Liverpool City region? * Is there a clear strategy to progress towards a longer-term solution to an unmet clinical need? * Is the work plan clear and achievable and will implementation lead to the stated objectives being accomplished? * Are the costs justified and realistic? |
| **Assessment panel**  Applications will be evaluated by a panel of senior academics from the University of Liverpool along with Liverpool Health Partners (LHP) representation.  Each application will be read by two panel members and using the MRC Peer Reviewers Handbook Scoring Matrix, scored 1-6. All scored applications will then be discussed by the full panel to decide awards. |
| **Key assessment criteria:**   * TRAP Awards are aimed at stimulating new collaborations. Projects should promote collaborative translational research within the University of Liverpool and its associated healthcare community * Awards are aimed at projects seeking pump priming to develop pilot data to support more substantive grant applications. Awards will only be given to co-applicants who have clearly articulated the translational aspect of the application and who have identified a specific finding call they are targeting for follow-on work. * The project should address a health issue of the Liverpool City region. |
| **This Application and Agreement Form** should define the project and the work plan including the timeline, deliverables and costs. The form must be signed by the academic lead (PI), their Head of Institute and any external partners. Any external partner(s) must complete the section on their contribution to confirm their involvement and commitment (in-kind and/or cash contribution). The form contains the University’s standard terms and conditions to be accepted by the external partner which **in the event** the project is funded will act as the agreement between both parties for the project to proceed. Further negotiations may be required if the project is approved with reduced funding levels or if any amendments to the project details are required by the review panel. |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Title of project** | | | | | | | | |
|  | | | | | | | | |
| **2. Details of academic lead (PI)** *Those with an honorary position are not eligible to lead an application.* | | | | | | | | |
| **Name:** | | | |  | | | **Staff ID No:** |  |
| **Faculty:** | | | |  | | | | |
| **School / Institute:** | | | |  | | | | |
| **Job Title:** | | | |  | | | | |
| **Email:** | | | |  | | | | |
| **Telephone Number:** | | | | *Should we need to contact you after the application deadline for more information on your application* | | | | |
| **List & value of relevant grant (s) held by the applicants (Co-I or PI): Please provide reference numbers** | | | |  | | | | |
| **If applicable, list the top two PI or Co-I authored papers which support your application** | | | |  | | | | |
| **3. Details of collaborating partner** | | | | | | | | |
| **Organisation name:** |  | | | | | | | |
| **Contact name:** |  | | | | | | | |
| **Job title:** |  | | | | | | | |
| **Contact email address:** |  | | | | | | | |
| **Telephone Number:** |  | | | | | | | |
| **Address:** |  | | | | | | | |
| **Organisation website:** |  | | | | | | | |
| **Describe what the partner will contribute to the Project and state the value of any cash or ‘in kind’ contribution.**  *(200 words maximum)*  *Please note that a representative of the UoL Research Directorate may contact the collaborating partner to discuss the application.* | | | | | | | | |
| **Have you worked with this collaborator before (if so, in what capacity)? How did you meet and develop this idea?**  *(100 words maximum)* | | | | | | | | |
| **Additional co-applicants** | | | | | | | | |
| **Name** | | **Position** | | | | **Faculty/ Affiliation** | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
|  | |  | | | |  | | |
| **4. Lay summary** *A* *plain English (lay person’s) summary of the proposed work, explaining:* | | | | | | | | |
| **What is the unmet clinical/medical/ health need?**  *Applicants should provide a brief summary of the clinical/medical need including the size of the problem this research aims to address, who is affected and how. Please also reference relevance to the Liverpool City Region.*  *(250 words maximum)* | | | | | | | | |
| **Proposed solution**  *What are the key steps towards finding a solution? Why is the proposed long-term solution better than current practice and what alternative competitive solutions are likely to develop within the same timeframe? Describe how the solution would be used in practice so that a judgement can be made on potential for uptake. What is the rough timescale to take it from ‘bench to bedside’?*  *(400 words maximum)* | | | | | | | | |
| **Supporting Evidence**  *What is the evidence for the feasibility of the applicant’s approach? Describe any pilot studies to support your work. How will the project help to deliver this?*  *1 page data appendix can be attached.*  *(400 words maximum)* | | | | | | | | |
| **Impact**  *What are the potential applications / benefits / anticipated impact the proposed research is expected to produce, e.g. scientific, clinical, societal, clinical, economic or other impact*  *(300 words)* | | | | | | | | |
| **5. Project Details** | | | | | | | | |
| **Objectives and outline description of work to be carried out in the Project**  *The plan of work should be clearly articulated. Include a full description of the scientific approach and analysis and include (where relevant) a power calculation;*  *(700 words maximum)* | | | | | | | | |
| **Milestones and deliverables**  *Milestones are decision points and are mandatory unless a compelling argument against needing them can be provided (for example if a single short term and discrete piece of work is proposed without alternative approaches). Please detail specific milestones and how these will be assessed and reported.*  *Deliverables: what tangible, measurable outputs will be delivered at what point in time? These may be associated with milestones or produced independently.*  *(300 words maximum)* | | | | | | | | |
| **Risk mitigation**  *Describe risk to achieving objectives and mitigation plans.*  *(200 words maximum)* | | | | | | | | |
| **Ethics/governance**  *Describe the ethics/ governance issues arising from this project.*  *(200 words maximum)* | | | | | | | | |
| **Provide a brief description of the contribution of each member** | | | | | | | | |
| **Length of project**  Projects can be up to 5 months in duration, with a maximum end date of 30 September 2023. | | | **Start Date:**  *Projects cannot start until 1 May 2023* | | **End Date:**  *Projects have to be completed by 30 September 2023* | | | |
| **6. Translational Pathway** | | | | | | | | |
| **How will progress towards the stated long-term solution be achieved if milestones are met?**  *Please provide a clear pathway for continuation of the project following this award. What further investment will be needed to progress and how will this be secured to take it from ‘bench to bedside’? Simply stating ‘will apply for funding from … ’ is not sufficient.*  *(300 words maximum)* | | | | | | | | |
| **Please provide details of Intellectual Property (IP) issues, which need to be considered.**    *(60 words maximum)* | | | | | | | | |
| **7. External Funding** | | | | | | | | |
| *Please indicate which external programme this application will provide pilot data for; provide the URL of the call and include the intended submission date. Please note: be explicit in your plans to apply for further funding. If this information is missing or incomplete, the application will not be considered.* | | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **8. BUDGET: DETAILS OF STAFF CHARGED TO THE GRANT**  **Projects should be costed via the applicant’s Institute Finance Team. Contact** [**SPARK**](https://liverpoolhealthpartners.org.uk/spark/) **if NHS costings are required** [**enquiries@lhpspark.nhs.uk**](mailto:enquiries@lhpspark.nhs.uk) | | | | | |
| **Justification and cost breakdown of consumables** | | | | | |
| **Justification and cost breakdown of access to facilities.** | | | | | |
| **Role** | **Grade/Spine Point** | **Basic Salary** | **Duration on Grant** | | **% FTE** |
| **A cost breakdown for relevant staff salaries** (*capture on-costs (pension, NI and apprentice levy))* |  |  |  | |  |
| *Lead Co-applicants and NHS Consultant salaries are not eligible costs.* |  |  |  | |  |
|  |  |  |  | |  |
| **BUDGET: TOTAL FUNDS REQUESTED** | | | | | |
| **Item** | **Year 1** | | **Year 2** | **TOTAL** | |
| Salaries |  | |  |  | |
| Consumables |  | |  |  | |
| Access to facilities |  | |  |  | |
| Other (please specify) |  | |  |  | |
| **TOTAL** |  | |  |  | |

|  |
| --- |
| **9. Reviewers** |
| *Please nominate the names of two reviewers, these cannot be named on the application* |
| **10. University of Liverpool Applicant signature** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Signed: |  | Name: |  | Date: |  | |  |  |  |  |  |  | |
| **11. Head of Department/ Institute declaration** |
| As Head of Department/Institute, I am aware of this application and confirm the full costs of the project can be covered by the Institute/School.  Comments:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | HoD Signed: |  | Name: |  | Date: |  | | HoI Signed: |  | Name: |  | Date: |  | |
| **Return applications to:**   |  |  | | --- | --- | | Rosie Corbin (HLS R&I Directorate) | E-mail: [r.corbin@liverpool.ac.uk](mailto:rosie.corbin@livepool.ac.uk) |   **Deadline for all applications: Wednesday 5 April 2023** |

|  |  |
| --- | --- |
|  | |
| **Declaration** |
| * I confirm that the above information is correct and **if** the funding is approved by the University this will constitute the Agreement made between the University and the collaborating partner to undertake the work. * If the award is approved, the partners are required to put in place a collaboration agreement before commencing the project. The agreement would cover confidentiality, ownership rights, publication. etc… * If funded I understand that upon successful completion of the Project an end of grant report must be completed and returned to the FHLS Research Directorate. I will provide a mid-term report and a final report at the end of the project. * As the Academic Lead, I will acknowledge support by Wellcome in all University of Liverpool communications about this work. * I will inform the TRAP project manager of any delays or proposed changes to the agreed project delivery, provide updates as requested and confirm completion of work with them. * I understand that I will be required to acknowledge Wellcome on all publications arising from this funding. * I acknowledge that as of January 2021, all research articles arising from Wellcome funded research, must be made freely available at the time of publication. To understand more see theWellcome Open Access Policy. <https://wellcome.org/grant-funding/guidance/open-access-guidance/open-access-policy> * I understand that I may be required to respond to periodic requests for updates on further funding, publications and promotions. * I hereby confirm that I have read and accept the terms and conditions shown below. |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Signed: |  | Name: |  | Date: |  |   For Academic Lead:  (in acknowledgement)   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Signed: |  | Name: |  | Date: |  |   For any Collaborating Partner:  (the Partner) |

**TRAP Terms and Conditions**

The University of Liverpool (the “University”), acting through the Faculty of Health & Life Sciences, wishes to contribute the sum indicated in this TRAP Award Application and Agreement Form (the “Form”) to support the proposed project outlined above (the “Project”) to be conducted by the University in the interests of promoting knowledge exchange and collaborative working with you (the “Partner”), under the following terms and conditions. Hereinafter the University and the Partner shall be singularly known as a “Party” and jointly as the “Parties”. IT IS HEREBY AGREED AS FOLLOWS:

1. These terms and conditions shall become effective **only** if the Project is funded and then from the date of the award email notification (the “Effective Date”).  Either Party may terminate this Agreement on 30 days prior written notice to the other. In any event the University shall cease conducting the Project on according to the duration stated on the application. The duration of these Terms and Conditions may be extended by the mutual agreement of the Parties in writing.

2. The University will contribute the sum indicated on the Form in exchange for a contribution to the Project by the Partner, as detailed in the Form.

3. The Parties may disclose information concerning its operations to each other in the course of the Project. Such information will be held in strict confidence by both Parties and its staff and shall not be used by either except in connection with the Project. This restriction does not apply to information which is or at the time of disclosure has become public knowledge through no act or default of the Parties or its staff.

4. The Partner recognises that the University may wish to publish the results of the Project in accordance with normal academic practice.

5. Whilst the University will use reasonable endeavours to ensure the accuracy of the work performed and of any information given, it gives no warranty, express or implied, as to accuracy or fitness for purpose and will not be held responsible for any consequence arising out of any inaccuracies or omissions.

6. The Parties agree and declare that no liability whatsoever either direct or indirect, whether in contract, tort (including negligence) or otherwise shall rest upon the University for the effects of any product or process that may be produced or adopted by the Partner or any other party notwithstanding that the formulation of such product or process may be based upon the findings of the Project.

7. Neither Party shall be liable to the other for any death or injury unless caused by the negligence of that Party, nor shall it be liable to the other for any other loss or damage whatsoever unless it is caused by its wilful default.

8. The University’s liability to the Partner for any loss or damage arising from the Project shall not exceed the amount to be contributed as specified on the Form.

9. The Partner shall indemnify the University against all loss damage costs and expenses awarded against or incurred by the University in connection with any claim relating to product liability which is in any way connected with the Project, whether such claim is in contract tort (including negligence) or otherwise.

10. The Partner shall not assign or sub-contract the Project without the written permission of the University.

11. These Terms and Conditions shall be governed by and construed in accordance with English law and shall be subject to the jurisdiction of the English Courts.