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|  | **APA priming grant funding for research projects** Application form | | |
| **21 Portland Place  London W1B 1PY Contact Number 020 7631 8887 Email** [scicom@apagbi.org.uk](mailto:scicom@apagbi.org.uk) | | | |
| **Name of project** | | | |
|  | | | |
| **Lead Applicant** | | | |
| Name | | |  |
| Affiliations | | |  |
| Degrees | | |  |
| Postal address | | |  |
| e-mail | | |  |
| Phone number | | |  |
| - work | | |  |
| - mobile | | |  |
| Signature | | |  |
| **Date of submission** | | |  |
| **Proposed start date of project** | | |  |
|  | | |  |
| **Co-applicants (names)** | | | **Degree, Affiliation(s)** |
|  | | |  |
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|  | | |  |
| **Location / Dept where the project is to be performed** | | |  |
| **Details of Supervisor (if applicable).** | | |  |
| **Head of Department administering project:** | | | |
| **Address:** | |  | |
| **Telephone No.** | |  | |
| **Institution to administer grant if approved :** | | | |

**Full application**

Enclose a full copy of the proposal. This should be in the form of a word document or similar (editable) format (not as a PDF). This should not normally be greater than 1500 words.

A suggested template for this is given below. As much as possible please try to keep to this template though the APAGBI will not reject proposals automatically if they are, with good reason, presented differently.

The application must include sufficient detail to allow the reviewers and scientific committee to understand the question you are trying to answer, the clinical need you seek to meet and how you intend to answer this question/ need. We particularly wish to support proposals for work contributing to the design of a larger subsequent study. In this case details of the proposed larger study should be given including any other preliminary work conducted to support this, approaches made to funding or regulatory bodies and patient involvement in design of the proposal.

Please also complete the form on the next page detailing how funds applied for will be spent. Please make these costing as accurate as possible.

If you do not feel that your proposal is yet at a stage where you can present a well formed and accurate application (including costing) the scientific committee may be able to review your proposal at an earlier stage and offer advice on improving it to a suitable standard. If this is the case then please contact us directly at [scicom@apagbi.org.uk](mailto:scicom@apagbi.org.uk).

Suggested template for research proposal:

**Summary (if part of a larger research project please include details)**

**Lay Summary (a summary of the proposal meant for a non-medical reader)**

**Project aims / objectives**

**Background**

**Methodology / project plan**

**Other resources requested from APA**

**Details of other agencies approached for support**

|  |  |  |
| --- | --- | --- |
|  | **1ST YEAR** | **2ND YEAR (if required)** |
| **SALARY**  **(State Grade and include NI and superannuation)** |  |  |
| **EQUIPMENT (detail)** |  |  |
| **CONSUMABLE ITEMS (detail)** |  |  |
| **PATIENT CARE COST (if relevant)** |  |  |
| **ANNUAL TOTALS** |  |  |
| **OTHER SOURCES OF FUNDING**  **(detail: funding agency, dates, amounts)** |  |  |
| **TOTAL REQUEST** |  |  |

**Background notes**

* At least one co-applicant must be an APA member
* The project must be relevant for the speciality of paediatric anaesthesia
* There awards are designed to be small grants for research projects and will not normally exceed £10,000. The applicant should be realistic about what can and can’t be achieved with an award of this size. For example, support for salary costs will be extremely limited and support for medical salaries is not realistic.
* Examples of the kind of work these awards are intended to support are:
  + Preliminary work in support of a planned larger study. Example of such preliminary work could include, collection of observational date to help planning of or provide justification for a larger study, small feasibility studies, encouraging patient or family engagement, setting up a laboratory assay to be used in a later trial, or conducting study simulations.
  + Observational studies could, in some circumstances, be realised within these funding constraints. Only observational studies which are likely to yield generalizable conclusions would normally be funded. This would generally mean collecting data over more than one hospital. Care should be taken to justify why external funding of the study is required and how the funds will be spent.
  + Partial funding, together with other funding bodies, should be considered. This could mean funding together with another professional society, institutional funds or government or charitable funding body. Partial funding together with a commercial entity would not normally be appropriate. Preference would be given when the APAs funding would produce a tangible piece of work within a larger study. For example a specific paediatric analysis of a study recruiting adult patients or a PK analysis performed as part of a trial funded by another body.
* Before funding is awarded, the team delivering the research must be able to demonstrate sufficient experience and expertise to deliver the project. Each applicant will be asked to submit a short curriculum vitae. We are, however, keen to support researchers without a previous track record in research. An awareness of limitations and a willingness to accept support and advice is encouraged.
* Applications should be submitted to the Chair of the APA Scientific Committee who will confirm receipt within four weeks. The Chair of the APA Scientific Committee (or appointed delegate) will make an initial judgement of the appropriateness and quality of the proposal. Proposals which are considered not yet ready for a funding application will be returned with an explanation for this decision. When possible advice will be offered as to how the application could be improved. Suitable proposals will then be sent for peer review by at least two experienced individuals. This will lead to one of three outcomes:
  + If the proposal is clearly of high quality and backed by an experience team then (if other criteria are met) the Scientific committee will recommend to the APA council who will make a final decision on funding. Other assistance may be offered but it is up to the research team to use this or not.
  + If the proposal is based on a good idea (and a clinical need) but does not yet meet criteria for funding, the APA will work with the researchers to improve their proposal. Peer review is fed back and opportunity given to improve the proposal. Further assistance may be made available via the APA scientific committee.
  + If the proposal, in its current form, is unlikely to reach a point where it could be funded then peer review is fed back and the reasons for this decision is explained.
* Applications can be submitted at any time during the year. However, ‘adopted’ projects will be considered by Council at one of its three full meetings each year after review of the application and any recommendations from the nominated supervising committee. The Honorary Secretary will notify the lead applicants of Council’s decision
* Each application will be considered on its merits, taking into account the APA’s current financial position
* The project must be started within one year of the award or the funds will need to be returned. The timetable for the project will be agreed between the applicant(s) and the APA Scientific Committee and Council as a condition of any award
* Applicants must submit an annual progress report to the Chairman of the APA Scientific Committee and a final report for the APA website / newsletter and Annual Scientific Meeting at the conclusion of the project