Application Form User Guide

Welcome to a step-by-step guide to help you navigate the Application Form submission process for The MPS Foundation.

The MPS Foundation

Percentage of form you have completed

MPS Foundation Full Application

Applicants are advised to read the Foundation Information Pack. Please take note of any feedback you have received from The MPS Foundation following the review of your Expression of Interest. Where The MPS Foundation has asked for any points to be clarified or for specific further information this is expected to be included in the application.

Applications will only be accepted through the MPS Foundation Grant Portal, any other method of application will not be reviewed or considered for funding.

Deadline for submission is 5pm BST on Friday 12th July 2024.

Points of Clarification Raised by Reviewers:

The following comments were made by reviewers during their review of your Expression of Interest. They cover areas where reviewers wanted:

- More information

- More detail

- Answers to questions they had

- To point out improvements that could be made to the project.

Reviewers don't always request points of clarification on an Expression of Interest and are happy that you covered all the points and questions they may have had at that stage about your project. If this is the case then the section below will be blank. If you do have points of clarification the reviewers will be expecting to see that these are addressed in your application.

Automatically Populated. Blank if no points of clarification

Project Title

Automatically populated

Part One: The Project

Your application will be assessed as to how it meets The MPS Foundation's focus and priorities. The MPS Foundation will not make any assumptions and will assess your application solely on the information provided in the application form.

If you wish to provide additional information via tables or diagrams this can be done at the end of the section. This section cannot be used to increase the word count.

Has anything changed regarding your proposal and your approach since you submitted your original Expression of Interest?

☐ Yes   ☐ No

Select YES/NO. If Yes you will have an additional text field to complete to explain the changes

Please detail the objectives and purpose of your research (Maximum 500 Words)

Text Field

Please provide a background and rationale for your research. (Maximum 1000 Word)

Note word count.

Text Field

SAVE & CONTINUE EDITING   NEXT

Automatically saves answers and moves you to the next page

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Part One: The Project (continued)

Project Methodology

Please explain how you are going to conduct your research

Please provide indicative numbers, locations and cohort types that will be involved (Maximum 1000 Words)

Text Field

Benefits, Impact and Outputs

What are the anticipated impact, benefits, outputs and outcomes from your research? (Maximum 1000 Words)

Text Field

How could the outcomes of this research be scaled up to provide benefit at national or global level? (maximum 500 words)

Text Field

How do you propose to disseminate the results of your research? (250 Words)

The MPS Foundation will include the results of your research on its website and will seek to publicise it in journals and newsletters available to MPS Members
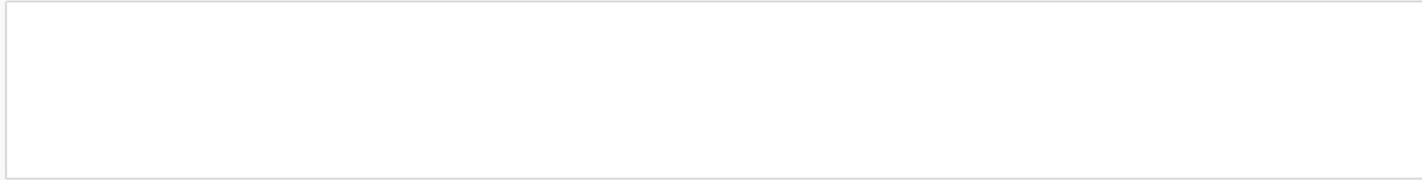
Text Field →

Project Plan

Please provide a project plan with dates and key milestones.
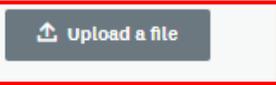
[⬆ Upload a file] ← **Upload project plan here**

Project Risks

Please provide information about the risks associated with this project. Risks should be detailed under the following headings:

1. **Risk Title** - what is the risk?

2. **Impact** - what could happen if the the risk occurs? eg. slow the project or stop the project

3. **Likelihood** - How likely is it that the risk will occur?

4. **Severity** - how severe could the impact be if the risk occurs?

5. **Mitigation** - how will you stop the risk occurring or reduce its impact of it does?

Please complete either an EXCEL or Word document and then upload it using the link below. Please use the following to grade likelihood and severity:

	Likelihood	Severity
Low	Is very unlikely to happen. Occurs in less than 10% of projects of this nature	Will not impact the quality of the project. Will not impact the costs of the project or the length of the project. Needs little management
Medium	Could possibly happen. Occurs in less than 50% of of projects of this nature	Needs good management. Is likely to impact at least one of the projects budgets, timescales or outputs if not managed well.
High	Will probably happen. Occurs in more than 50% of projects of this nature	Will significantly impact the projects budgets, timescales and outcomes. Could prevent project completion. Difficult to manage.

Scale for likelihood and severity
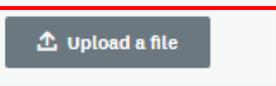
[⬆ Upload a file] ← **Upload risk register here**

Reference/Citation Information

Please list and reference any research or work by others you have used to develop this proposal or you believe are relevant to your proposal. (Where relevant and possible include hyperlinks)

Additional Supporting Material

Please upload any diagrams or tables that support your application. Please ensure you reference them appropriately in your text response to enable reviewers to see the appropriate context.

The MPS Foundation and its reviewers reserve the right to reject any files that are uploaded if they deem they have been used to overcome the word count restrictions.

⬆ Upload a file   ⬅━━━━━ Upload files here. This is optional

PREVIOUS   SAVE & CONTINUE EDITING   NEXT

MPS Foundation Full Application

Part Two: Your Project Team:

Please provide details of all those involved in the Project. Please indicate what their role in the project will be. The MPS Foundation will review your Team and will assess whether you have sufficient resources to run the project efficiently. Having too few or too many resources could adversely impact the success of your application.

The portal will allow you to submit the details of upto four Co-researchers and project personnel. If you want to add more people to your team please use the templates below and upload them onto the portal.

- Additional Project Personnel

If more than 4 people are working on the project additional details can be entered on this downloadable form

Principal Researcher /Project Leader Details

Automatically includes information from Expression of Interest

Name

Role

Email address

Time to be spent on the project (Hrs/week)

Other Research/Project/Work Commitments

Please attach Principal Applicant's CV

Please only upload if your CV has changed since your original Expression of Interest

[⬆ Upload a file] ⟵ Upload files here.

Do you wish to add second Principal Investigator's details

( ) Yes   ( ) No

Clear

Second Principal Researcher /Project Leader Details

Text Field. If 2nd Principal Researcher was identified at EOI stage this will automatically populate.

Name

Role

Email address

Time to be spent on the project (Hrs/week)

Other Research/Project/Work Commitments

Please attach 2nd Principal Investigator's CV

Please only upload if your CV has changed since your original Expression of Interest

[⬆ Upload a file] ⟵ Upload files here.

You can add up to four other project members (co-researchers, statisticians, project manager, administrators etc) can be added on this form. If you want to use more than 4 please upload the additional details and CVs where requested

Do you wish to add a project member?

◉ Yes   ○ No

If Yes you will be asked to complete the fields below. If no then you will be taken to the next section

Clear

First Project Member

Please provide project member's details. Where the project member's organisation is different to that of the Principal Researcher please provide the name and address, otherwise enter N/A. Please outline the role they will play in your project.

Name

Organisation & Address
Same as Principal Investigator

Project Role
Please provide a role title and describe the responsibilities of the role:

Contact email

Avg time to be spent on project
hrs/week (numbers only)

Other current research/project commitments

Please attach CV

Please ensure that you include details of any previous projects or research relevant to this proposal

⬆ Upload a file | Choose File | No file chosen

Do you wish to add another project member?

○ Yes   ● No

Clear

Please attach a letter(s) of support from the organisations/institutions of project members indicating their willingness for them to be involved in the project and to release them to undertake the work. Where project members are from the same organisation one letter covering all will suffice.

If you do not have a letter of support please provide an explanation below.

⬆ Upload a file   ⬅━━━━━ Upload files here.

Text Field → If you have not added a letter of support, please explain why not.

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Part Three – Ethical Considerations

Does the project require ethical approval for working with human subjects?

Any award will not activate until ethical approval [where necessary] is confirmed in writing.

Yes ▾ ⟵⟶ Yes/No Dropdown box. If No you will be asked to explain reasons why and provide a letter to demonstrate that this is supported by an ethical committee

Have you already received ethical approval for this project?

If you answer yes you will be asked to upload a copy of the approval letter ⟶

○ Yes   ◉ No

Clear

Please explain:

- **how this will be obtained**
- **the name of the Ethics Committee**
- **when this is likely to be granted.**

Text Field ⟵ [text field]

What are the ethical considerations associated with this project?

Please provide details of what you consider to be the main ethical issues that need to be managed to ensure that your project operates ethically.

Text Field ⟵ [text field]

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66%

Part Four – Project Costs

You may use your own costing documentation or you can utilise the budget template provided by The MPS Foundation which can be found here.

You can download our budget template here or you can use your own. Please note the information we require.

If you are using your own costing documentation please ensure to include:

- The description of any item
- Why any item is needed for the project
- How you have calculated the day rate for any person you wish to be funded to participate in the project.
- How many days each person will spend on the project
- What role will the person undertake
- Break down your costs, in years, across the duration of the project (up to a maximum of three years) - You will also enter these figures in this form
- If you are submitting your costs in local currency please also convert them to £Sterling and indicate the exchange rate you have used. The MPS Foundation budget template will automatically do this provided you enter the exchange rate.

Please provide details of your proposed project budget.

The budget must be broken down into annual spend where appropriate. The budget should include all costs broken down into unit values and total values

⬆ Upload a file

Upload budget template here.

Please indicate how much your project will cost (in £) each year.

The maximum available funding is £100,000 in any one year. Figures should be the same as that entered in your attached detailed project costings.

Over £100,000 in any one year will mean you will not be able to complete the application.

Enter annual spend for each year of your project. They should be the same as you provide in your budget template. The figures are £ and should be entered as just numbers – no spaces or commas etc

	Amount £
Year 1	0
Year 2	0
Year 3	0

Project Total £   0

Will automatically calculate total budget based on columns above. Over £200,000 and you will not be able to complete the application.

Warning. The maximum available funding is £200,000. Requesting more will automatically disqualify your application.

Has earlier research relevant to this study by you or your team been externally funded?

If no the next question will not appear →

Yes ▾

If yes, please provide the following details:

Project Title

Supporting organisation/funder:

Value of award(s) £

Start date and duration of award(s)

Is this project or a similar application being submitted elsewhere?

If no the next question will not appear →

Yes ▾

If yes, please provide the following details:

Please indicate to which organisation it has been submitted:

When is a decision anticipated?

Has this application been submitted elsewhere during the last 12 months?

If no the next question will not appear →

Yes ▾

If yes, please provide the following details:

Please indicate to which organisation it has been submitted:

What was the result of the application?

Do you have a partial source of external funding already in place for this project?

No ▾

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Part Five Declarations:

All the information provided in the application is to the best of my knowledge accurate and complete I confirm that I am making this application on behalf of my organisation and I have the support of my organisation to undertake this work. I agree to the MPS Foundation Terms and Conditions as laid out in the Information Pack and The MPS Foundation's *Grant Recipient Code of Conduct*.

Are there any conflicts of interest associated with this proposal?

A conflict of interest or the perception of one may exist within a project for a variety of reasons, including, but not limited to:

- Use of commercial equipment or techniques in the project owned by one of the project team.

- One of the project team having a commercial interest in the outcome of the research.

- Funding from a commercial provider as part of the project that directs and influences the outcome of the project.

A conflict of interest does not mean that your project will not receive funding. If you think there is, or there could be a perception, of a conflict of interest please declare it and describe how you will manage that conflict of interest.

○ Yes   ○ No

If there is a potential conflict of interest you will be asked to answer the question below. If the answer is no the question will not appear.

Clear

You have indicated that there could be a conflict of interest associated with your project. Please describe how you intend to manage this.

Text Field

Sanctions Check

Prior to any funds being released and as part of our due diligence, the principal investigator and the recipient of the grant will be subject to a Sanctions Check based on the information available to us and provided as part of your application. This will be entirely confidential and will not be disclosed to any third parties.

Do you agree for The MPS Foundation to conduct a Sanctions Check?

○ Yes   ○ No

Either Yes or No. No other information is required.

Signed

Please note that you will not be able to amend your application once you have pressed submit. Please ensure you review your application before submitting.

Use mouse to sign form

Clear

Date

| 07 Jun 2024 | @ | 03:39 pm |

Automatically Populates

You can edit after you have completed. But to send your application please press submit.

PREVIOUS   SAVE & CONTINUE EDITING   **MARK AS COMPLETE**