Guidance for Outline Stage

UKPRP Consortium Award Applicants

The UK's Medical Research Council (MRC) is administering this call and the UKPRP has adopted several MRC procedures. This document therefore refers to MRC and Research Council web pages.

Who can apply

The following paragraphs set out the eligibility criteria for outline stage UKPRP consortium award applicants, at individual, collaborative and institutional levels and their responsibilities.

Eligibility: Applicants

The Research Director (i.e. the leader of a consortium) must be based at the lead organisation, which should be one of the following:

- UK Higher Education Institutions (HEIs)
- Research Council Institutes
- Independent Research Organisations (IROs)

Further information on the definition of eligible organisations can be found at the Research Councils UK website http://www.rcuk.ac.uk/funding/eligibilityforrcs/

The UKPRP will consider proposals from any UK-based researcher who can demonstrate that they will direct the proposed research and be actively engaged in carrying it through. Researchers from overseas institutions may be included in a proposal as a Co-Investigator where this adds value to the research. Applicants will need to justify why they are working with an overseas investigator as opposed to a UK collaborator who can bring the same expertise/materials.

Research Directors and Co-Investigators supported on open-ended or fixed-term contracts may apply for these grants, and may request funds for their own salary. They will need to have a contract for the duration of the UKPRP award. Where an applicant is expected to retire during the course of a grant, the proposal must state who will take over responsibility at the point of the grant holder's retirement.

Applicants may be the Research Director on only one consortium award application. However, individuals can act as co-investigators on any number of applications. Please note that the assessment will consider the level of engagement of co-investigators with the proposed research and their capacity to meet these requirements.

Eligibility: Collaborations

Applications including collaborations with public or third sector organisations or industry are strongly encouraged where these add value to the project, for example in terms of access to expertise, technologies, certain population groups or environments, materials or funding. In this call, it is expected that applications will be made in collaboration with research users and providers, e.g. local authorities, local public health specialists, schools, workplaces, experts in the third sector, and industry partners (where appropriate).

Responsibilities of Investigators

The UKPRP expects all the researchers it funds to adopt the highest achievable standards in the conduct of their research. This means exhibiting impeccable scientific integrity, being transparent with the public; and following the principles of good research practice (as detailed in the MRC Good Research Practice Guidelines of 2000).

All researchers submitting a proposal to UKPRP must accept the RCUK Terms and Conditions.

Responsibilities of Collaborators

The terms of collaboration must be determined early in a proposal's development and relevant agreements put in place by the start of the consortium. Collaboration arrangements should ensure transparency in the project design and in the analysis and publication of results (including if these are negative or inconsistent). Consideration should also be given to issues such as: relative responsibilities, governance arrangements, indemnity, intellectual property (IP) rights, reporting, access to data and samples, ethics, data protection and data security.

Letters of support from each consortium collaborator will be required at the full application stage.

Industry Partners

Applications from academic-industry partnerships that are led by an academic are encouraged by the UKPRP where these add value to a project. This may be for example in terms of access to expertise, technologies, data or funding, route to translation, and where the applicants are able to demonstrate that in the absence of the proposed collaboration and the requested funding, the planned research could not be undertaken, or could not be undertaken to the quality level or timescale proposed. Please note that, commercial exploitation may be an outcome of a successful partnership but the creation of the partnership will never have that as its primary aim. Industry partners will be expected to meet their own costs and are not expected to request UKPRP funding to participate.

With respect to collaboration with industry, investigators should refer to the UKPRP principles for working with the commercial sector. Applicants who propose working with industry will be given guidance and will be required to include a separate annex to the full application detailing plans for the academic-industry partnership, including distribution of IP rights (if any) and being transparent about any potential conflicts of interest.

Responsibilities of Research Organisations and Heads of Departments

All applications, including outlines, must be approved by the appropriate Administrative Authority (e.g. the lead institution's Finance Officer) and Research Director's Head of Department, on behalf of the host institution, to indicate its formal acceptance of the proposal, the terms and conditions of a UKPRP award if made; and their approval of the salaries and resources sought. A letter of support from the host institution indicating its approval should be included as part of the outline application.

Administrative Authorities and Heads of Departments have responsibility for ensuring that the salaries and resources cited in the proposals are sufficient to undertake the proposed research, to attract sufficiently experienced and skilled staff, and represent good value for money.

Financial support

HEI led Applicants

Under full economic costing (fEC), applicants from HEIs, as well as those from University Units of Research Councils and Charities, need to show the full costs of a research project to the Research Organisation. The UKPRP will meet 68%[1] of these costs to reflect the contribution and funding

[1] The percentage of fEC is determined by a formula which takes into account, in a weighted average, the proportion of fEC which is notionally recovered by universities from charity funding (55%), the rate paid by Government Departments (80%) and the rate paid by Research Councils (80%), in proportion to their respective contributions to each "common funding pot". Further income may be recoverable via the Higher Educational Institute's arrangements for charitable support.

policies of each funding organisation contributing to the UKPRP. The same applies to proposals led by academics that are based at Research Council 'University Units' and Centres.

Research Council/Institute Applicants

If an award is made to a Research Council Unit/Institute, it will be made on the basis of 100% directly incurred costs only and will not include indirect or estates costs.

Conditions of Grant

These grants are 'UKPRP' awards, supported by an alliance of funding partners and will be expected to carry the UKPRP brand and acknowledge all funding partners. Awards will be administered by the MRC and be subject to the UK Research Councils terms and conditions; however, they are not 'MRC awards'. Details of the UK Research Councils Terms and Conditions are available online: http://www.rcuk.ac.uk/funding/grantstcs/.

In addition to standard terms and conditions for grants, successful applicants will be required to invite UKPRP representatives to events and to take part in management meetings (such as advisory committee meetings). In addition to providing annual returns in Researchfish, grant holders will also be required to provide a short annual report detailing achievements, planned activities and allocation of funding. In submitting the proposal, you also agree to have the details of successful outline proposals published on websites, including Research Councils UK Gateway to Research, to provide an opportunity for additional groups with complementary skills, expertise or resources to contact Research Directors to explore potential consortium membership.

How to apply

Outline Applications

To submit an outline application, the applicant must complete the UKPRP Consortium Award: Outline Case for Support Form and submit this along with a timetable detailing milestones as MS Word documents. A later section of this guidance advises applicants on how to complete the UKPRP Consortium Award: Outline Case for Support Form.

Outline applications will be assessed by the UKPRP's Expert Review Group whose recommendations will be ratified by the UKPRP Funders Executive Group. Applications that do not meet the eligibility criteria will not be assessed by the Expert Review Group. Applicants whose outline application is selected for progressing towards the full application stage will receive a Consortium Development Grant (CDG). This is a fixed-term (six month) award of up to £50k (total UKPRP contribution, not awarded at 68% fEC) for:

- travel and subsistence enabling existing or potential members of the consortium to meet together to exchange ideas and expertise. This may include visits by or to experts overseas.
- costs involved in running activities such as networking events, expert working groups and workshops.
- costs to enable the engagement of users.
- bringing together members of the consortium to prepare the full application.

The CDG's purpose is to assist with the period of consortium development and in the preparation of the full application.

Deadline Dates for Submission of Outline Proposals

18 January 2018, 16:00

Contacts

To discuss your eligibility or any other non-scientific queries please contact the UKPRP Secretariat at UKPRP@headoffice.mrc.ac.uk. If you have a query about the scientific aspects of your proposal, please contact Dr Inga Mills, Programme Manager for the UKPRP, by Email: inga.mills@headoffice.mrc.ac.uk.

Please note that the decisions of the Expert Review Group and Funders Executive Group will be final and that the UKPRP reserves the right to amend the application process.

Guidance for Completing the UKPRP Consortium Award: Outline Case for Support Form

Section 1: Consortium Summary

1.1) Title (150 characters):
Please provide a concise title for your proposal.

1.2) Summary (300 words):
Please provide a summary of the programme, including the vision, scientific rationale, and management.

1.3) Project Duration and Cost:
Please detail the proposed duration of the consortium (maximum five years) and associated costs.

1.4) Keywords:
Please provide five keywords associated with your proposal. Applicants should refer to Medical Subject Headings (MESH terms) for appropriate keywords http://www.nlm.nih.gov/mesh/.

Section 2: Research Director, Co-applicants, Partners & Structure

2.1) Research Director (i.e. the consortium leader):
Please provide the name, post held, department and institution details for the Research Director.

2.2) Programme/Work Page Leads:
Please provide the name, programme/work package name and institution for each programme lead (also the Co-Investigator(s)).

2.3) Partners:
Please provide the name, programme/work package name and affiliation/company for each partner involved in the proposal, including any industry partner(s).

2.4) Track record of the applicants (250 words):
Please provide a summary of the track record of the applicants and why their expertise is relevant for the programme.

2.5) Steps taken to engage research users (250 words):

- Please describe what user groups have been approached/involved in developing your plans.
- If some collaborators/partners are not yet in hand, please describe what gives you confidence that you will be able to engage with them.

2.6) Consortium structure (250 words):

- Please explain the rationale for the structure and the range of disciplines. A successful consortium will need an identified active core membership representing a critical mass with complementary skills. Core members should represent expertise and experience from more than one subject area, possibly including representatives from industry, local public health and research and technology organisations; and small and medium-sized enterprises.
- The diagram below represents a possible consortium configuration although all components need not be included in each consortium. Additional linkages can be layered over this where they are relevant to the research questions being asked (please consider including an organogram showing the key components of your consortium).

Figure 1: The diagram shows the possible components of a consortium. It includes a core of multidisciplinary researchers (e.g. public health, social, engineering, physical sciences, etc.) that is linked to other components: data providers of cohort and administrative data, for example; users in local and national government, such as Local Authorities, or those working in policy units; the public; third sector, including NGOs; and industry where appropriate.

Section 3: Consortium Vision, Goals and Rationale

3.1) Previous work in this area (200 words):
Please describe previous work in this area and what needs to be done differently to have an impact. Explain how this will be achieved.

3.2) The Consortium's vision and rationale (150 words):
Please describe the vision for the proposed consortium. Explain how the vision meets the call's remit, for example how the research programme will meet the needs of a particular user group(s).

3.3) Expected outputs that the consortium will deliver (150 words):
Please describe the expected outputs that the consortium and its constituent work streams will deliver, both within the period of support and in the longer term, and how these will potentially change prevention in practice.

3.4) Economic evidence that prevention will be beneficial and will not widen health inequality (150 words):
Please provide any economic evidence which demonstrates that prevention will be beneficial in this case and will not widen any health inequality.

Section 4: Plan of Research

Please note that the language used should be accessible to peer-reviewers from widely different disciplines and backgrounds.

4.1) The specific challenge (400 words):
This is the challenge that the consortium will address. You will need to define the system and the problem to be studied and the factors that may be associated with an outcome of interest. Materials from the UKPRP launch workshop include a presentation on what systems are and

systems research approaches: https://www.mrc.ac.uk/about/events/ukprp-information-and-networking-workshop. Whatever you decide, the research question(s) must be ambitious and consider multiple outcomes which can include non-health outcomes such as education outcomes. You will also need to specify how the research question(s) relates to the UKPRP vision including, for example, the desire to reduce health inequality.

4.2) Overview of proposed lines (work programmes) of research (1500 words):
Explain how the work programmes will form a dynamic research platform that will address the consortium's research question(s) using a synergistic approach. You should outline your scientific plans (these can be a mixture of work-programmes and development projects, such as technological/methodological development, or 'user-driven' projects). In the full application, you would be required to cost each of these programmes.

- Researchers may use a mixture of research approaches such as trials, natural experiments, qualitative studies and systems simulation models, mixed methods research designs, agent based modelling, and network analysis. The chosen methods should be appropriate to the research questions.
- Include the plans for capitalising on emerging technologies, big data and discovery research and any innovative/creative methodology development or application of multiple methods that will be used to create impact.
- The types of data to be collected and used should be justified, for example, when needed to populate systems models.
- Please describe any infrastructure you will use to achieve your aims e.g. clinical research, local public health or community assets, patient cohorts and administrative data etc. and how you will access these.

4.3) Pathways to impact (500 words):[2]
Please describe:

- how engagement with users will influence or is likely to impact on policy and practice;
- a theory of change or logic model to inform the pathways to impact;
- the envisaged timescale for delivering solutions for large-scale and cost-effective improvements in health and the prevention of NCDs that meet the needs of providers and policy makers;
- if appropriate, how you will deliver these plans to users in the relevant setting and in a readily and appropriately actionable way;
- if appropriate, how the consortium will engage with industry in order to develop a productive partnership underpinned by a strong governance structure;

4.4) Clear justification for the consortium approach (250 words):
Under this heading you should specify how the consortium approach will transform disease prevention in the context/area/theme/challenge in which it is being applied and use the opportunity provided by large-scale investment for prevention research, including justification of how the approach is cost effective.

Section 5: Consortium Management and Milestones

5.1) Identifying and engaging new potential partners/users (300 words):
Please detail how you will identify and reach out to new potential partners and users during the lifetime of the consortium. Also, please describe how you will incentivise and sustain any important collaborations.

5.2) Monitoring progress (250 words):
Please outline how progress in this project will be monitored.

[2] http://www.rcuk.ac.uk/innovation/impacts/

Section 6: Justification of Resources

6.1) How the Consortium Development Grant (CDG) will be used (500 words):
Please specify how you will use the CDG and provide justification. Please include a plan and tabulated costs for the CDG period.

6.2) Justification of resources estimated (200 words):
Please itemise the funding request and explain how you arrived at the level of resources estimated for the consortium. A separate excel should be attached.

6.3) Plans for co-funding (200 words):
Please briefly describe how you would approach securing co-funding from other sources to support your consortium.

Annex I: References (700 words)

Please list any references you wish to provide to support your application.