



Guidance for Outline Stage  
UKPRP Network 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 network award applicants, at individual, collaborative and institutional levels and their responsibilities.

### **Eligibility: Applicants**

The Principal Investigator (i.e. the leader of the network) 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 set up and manage the proposed network and be actively engaged in achieving the objectives of the network. Researchers from overseas institutions may be included in a proposal as a Co-Investigator where this adds value to the network. Applicants will need to justify this in their application.

The Principal Investigator and Co-Investigators supported on open-ended or fixed-term contracts may apply for these grants, and may request funds for their own salary. 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 Principal Investigator on only one application for a network award. 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 networks and their capacity to meet these requirements.

### **Eligibility: Collaborations**

Applicants for UKPRP network awards are strongly encouraged to develop linkages with public or third sector organisations or industry where these add value to the network, for example in terms of access to expertise, technologies, certain population groups or environments, materials or funding. In this call, it is expected that networks will develop linkages 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 Network Members

The UKPRP expects all of the networks it funds to adopt the highest achievable standards in the conduct of their activities. 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 applicants 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 network. Collaboration arrangements should ensure transparency in the network design and in the analysis and publication of results (including if these are negative). Consideration should also be given to issues such as: relative responsibilities, governance arrangements, indemnity, intellectual property rights, reporting, access to data and samples, ethics, data protection and data security.

## Industry Partners

Applications from academic led academic-industry partnerships are encouraged by the UKPRP where these add value to the project and meet the UKPRP principles for collaborative working with industry. This may be for example in terms of access to expertise, where the applicants are able to demonstrate that in the absence of the proposed network member, a new interdisciplinary research community addressing prevention research could not be effectively formed. Please note that commercial exploitation may be an outcome of a successful partnership but the creation of the partnership will never have that as the 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 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 Principal Investigator'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 form the proposed network, 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 generally meet 68%<sup>1</sup> of these costs to reflect the contribution and funding 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 Research Councils UK terms and conditions; however, they are not 'MRC awards'. Details of the Research Councils UK 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 Principal Investigators to explore potential network membership.

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<sup>1</sup> 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.

## How to apply

### Outline Applications

To submit an outline application, the applicant must complete the [UKPRP Network Award: Outline Case for Support Form](#), and submit this as a word document along with a milestones timetable. A later section of this guidance advises applicants on how to complete the UKPRP Network 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 outlined will not be assessed by the Expert Review Group.

### 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](mailto: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](mailto: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 Network Award: Outline Case for Support Form

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

## Section 1: Summary of UKPRP Network objectives, plans and costs

Careful consideration should be given to the name, for example a strong brand aligned to a unique network identity should enhance the role that the UKPRP network can play in the primary prevention research landscape.

### 1.1) Title (150 characters):

Please provide a concise title for your proposal.

### 1.2) Summary (200 words):

Please provide a summary of the programme, describing the user and scientific rationale and how your proposal aligns to the UKPRP vision and management.

### 1.3) Project Duration and Cost:

Please detail the proposed duration of the network and associated requested costs.

### 1.4) Keywords:

Please provide any relevant 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: Network Lead and initial membership

A successful Network will need to have an identified active core management team representing a critical mass with complementary skills. Each core member should have defined objectives and roles within the UKPRP Network.

Members should represent expertise and experience from more than one subject area, possibly including representatives from industry, local public health, other policy areas, communities, health and non-health practitioners, and research and technology organisations; and small and medium-sized enterprises. Attention should also be given to diversity on Network management boards and in the broader membership.

### 2.1) Principal Investigator:

Please provide the name, post held, department, institution and email address details for the Principal Investigator.

### 2.2) Track record of the applicants (250 words):

Please provide a brief description of the Principal Investigator and Co-Investigators track record of research and/or funding.

### 2.3) Co-Investigators:

Please provide the name, institution and email address for each Co-Investigator.

2.4) Other initial network members and partners:

Please provide the name, organisation/company and email address for each partner involved in the proposal, including any industry partner(s).

### **Section 3: Rationale for network (500 words)**

3.1) This is an opportunity to say why we need to build a new community.

- There may be little previous work in the areas that the network will probe, in which case the applicant should set out the known knowledge in the disparate disciplines that are being drawn together to develop new approaches to prevention.
- Any proposed network bid should show an awareness of other existing activities, including other networks, and be complimentary to any existing activity and demonstrate real 'added value'.

### **Section 4: Network vision and planned activities**

Each network should demonstrate the added value that UKPRP Network funding will bring.

We would expect networks to co-develop their research ideas with policy makers, providers and professionals, consider how best to capitalise on emerging technologies, big data and discovery research; support methodological innovation; and engage with industry in the business of prevention. Applicants are encouraged to be innovative in the choice of mechanisms for operation of the proposed network.

4.1) Summary of the network challenge and purpose of the proposed network (250 words): Although networks are exploratory, they should start with clearly defined and testable objectives and a well-defined purpose which will engage and encourage membership.

4.2) Plan of how the network will be sustained (250 words):

This should include examples of some of the events and topics planned for the first 12-18 months of the UKPRP network and a more general idea of events for the remainder of the Network Award.

4.3) Summary of the network membership, thematic area and planned activity (1000 words): This should set out:

- planned linkages with other nationally and internationally relevant activities;
- user engagement plans – short-listed applicants will be required to develop and execute a more detailed strategy for engaging with potential users of the research funded in the UKPRP network;
- the feasibility of the network. Is it a new network in the proposed area? Will it build on existing networks, or groups of researchers? How will we know that it has enough/the right members?

4.4) Plans for wider engagement and outreach (150 words):

Please provide plans for outreach and expanding the network during the period of the award to further strengthen the research community in the thematic area.

4.5) Strategy for the use of pump priming funds (150 words):

Please detail your strategy for using the pump priming funds.

### **Section 5. Knowledge exchange and communication (250 words)**

This should include the network's approach to knowledge exchange and how the network's outcomes will be communicated. Communication will be important and networks must establish a website and use social media to publicise events, encourage engagement and share information, including academic publications.

### **Section 6. Management and monitoring of progress**

6.1) How the network will be managed (200 words):

Please describe how the network will be managed, including the governance for use of pump priming funds.

6.2) Milestones of network progress (150 words):

Targets and performance indicators should be given which will allow the network to be evaluated. For the full application, applicants will need to be specific about these but it will enhance the likelihood of progressing beyond the outline to demonstrate clear thinking at this stage.

### **Section 7: Costs**

7.1) Justification of the sum requested (150 words):

Please itemise and justify the funding requested. A separate excel should be attached.