

## Clinical Academic Research Partnerships (CARP): Guidance for Applicants

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### 1. How to submit

All proposals must be completed and submitted through the Je-S system by 16:00 (BST) on 18 June 2019. The call will be available to select on Je-S from 02 April 2019.

All applications need to be submitted through the Research Organisation (RO) of the collaborative research partner who will host the applicant. The Research Organisation must be eligible to hold Medical Research Council funding and be Je-S registered. The RO will need to accept responsibility for administering the award, including making local arrangements where necessary to, for example, make payments to the NHS Trust to support backfill appointments.

Applications must be prepared by the clinical applicant, who in turn must be Je-S registered with a 'Research Proposals' Je-S account type. Applicants should ensure that their host Research Organisation is Je-S registered well in advance of the deadline, and are advised to contact their research office in advance of creating their Je-S account to ensure the account request is approved when submitted.

Applicants should hold a contract of employment or an honorary contract with the research organisation for the duration of the award. The research partner must hold a contract of employment with the RO for the duration of the award.

Please note that when an application is submitted through Je-S it does not pass directly to the MRC, but to the UK Research and Innovation (UKRI) Grants Team who will then process the submission. All applicants should consult the team responsible for proposal submissions at their RO to confirm how much time they will need to process the application and complete the submission process. All applications must be submitted to the MRC via the Je-S system by **16:00** on the advertised closing date. Applications received after the deadline will not be considered.

Should applicants require assistance with any Je-S related matter, please contact the Je-S Helpdesk:

- Email: [JeSHelp@je-s.ukri.org](mailto:JeSHelp@je-s.ukri.org)
- Phone: +44 (0) 1793 44 4164.

The Je-S Helpdesk is staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).

If you have a query about the scope of the call, please contact [CARP@mrc.ukri.org](mailto:CARP@mrc.ukri.org)

## 2. Creating your Je-S account and application

All Investigators (Principal Investigators and Co-Investigators) are required to have a verified Je-S account type. New Je-S users should select '[Create Account - Terms and Conditions](#)' to commence the create account process and gain access to the Je-S system and follow the [step-by-step guidance](#) available on the MRC's website.

To create a proposal:

- 1) Login to Je-S, select 'Documents' from your account 'Home' page and then select 'Add New Document'
- 2) Select MRC as the Council
- 3) Select Standard Proposal as the document type
- 4) Select Research Grant as the scheme
- 5) Select the call Clinical Academic Research Partnership March 2019
- 6) Select Create Document

## 3. The Application

### a. The proposal form (in Je-S)

The proposal form provides a summary of the whole project. Some of the sections are related to the mandatory attachments, such as pathways to impact; the attachments provide the detail required for decision-making purposes.

The main sections and headings in the proposal form are set out below, along with a description of the information required in each section.

#### ***Organisation where the grant should be held***

This should be the lead RO responsible for administering the grant.

A list of Institution types able to hold research council funding is available in the [MRC's general application guidance](#).

#### ***Your reference***

Please provide a suitable reference which will serve as your identifier for the full stage proposal.

Please note that once your application is submitted through Je-S, it will be assigned a unique reference number, generated by the system, which will be the main identifier for your application from this point onwards.

#### ***Project title (150 character limit)***

This should reflect the aim of the proposal.

#### ***Start date and duration***

Projects awarded in Round 2 are expected to start between October 2019 and February 2020. This is flexible, but applicants wishing to start their project significantly after February 2020 may wish to discuss their plans with the office prior to applying.

The duration may be a minimum of 12 months up to a maximum of 36 months, dependent on the project requirements. Once a grant has been issued, grant holders are required to make every effort to start by the agreed date and to terminate the project in the stated duration.

## ***Investigators***

- The clinical applicant should be entered under the 'Principal Investigator' heading.
- The research partner(s) should be entered under the 'Co-Investigator' heading.

## ***Objectives (4000 character limit)***

Please list the objectives of your research proposal in order of priority.

## ***Summary\* (4000 character limit)***

Provide a plain English (layperson's) summary of the proposed work, explaining (i) the context of the aims and objectives of the project; (ii) the potential applications and benefits of the proposed research.

\* This summary, including your name and institution, will be published on publicly available sites including the UK Research and Innovation's (UKRI) Gateway to Research should the project be funded. Please ensure confidential information is not included.

## ***Technical summary\* (2000 character limit)***

Provide a more in-depth summary aimed at reviewers (academic and non-academic) who have some knowledge of the areas of research involved. This should cover the key research questions you plan to address and methods to be used.

\* This summary, including your name and institution, will be published on publicly available sites including the Gateway to Research should the project be funded. Please ensure confidential information is not included.

## ***Academic beneficiaries (4000 character limit)***

Please state how the research will benefit other researchers. Identify whether there are any academic beneficiaries in other disciplines, and if so, how they will benefit? What will be done to ensure they benefit?

## ***Communication plan (4000 character limit)***

This should include potential impacts for users of the research (e.g. academics, policy makers, practitioners, the third sector, industry, the public etc.).

## ***Impact summary\* (4000 character limit)***

Please describe how the key beneficiaries, particularly users (e.g. policy makers, practitioners, the third sector, industry, the public etc.) will be actively engaged in the consortium's research, and describe plans to facilitate the uptake and implementation of the consortium's findings.

The Impact Summary included in the proposal form should address the following two questions:

*Who will benefit from this research?*

List any beneficiaries from the research, for example those who are likely to be interested in, or to benefit from, the proposed research both directly or indirectly. This should include users of the research outputs, both immediately, and in the longer term, and must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research. For example, beneficiaries may include:

- policy makers, particularly within national, local or devolved government and government agencies or regulators;
- the commercial sector;

- the wider public.

*How will they benefit from this research?*

Describe the relevance of the research to these beneficiaries, identifying the potential for impacts arising from the proposed work. You should comment on what the potential impacts are likely to be, and their importance, as well as the timescales over which the benefits will be delivered. You should explain how your consortium will be established and what mechanisms will be put in place to deliver the benefits of the consortium's work/outputs. Applicants should take note that impacts include health, economic and wider societal benefits.

\* This summary, including your name and institution, will be published on publicly available sites including the UKRI Gateway to Research should the project be funded. Please ensure confidential information is not included.

### ***Resource Summary***

CARP should be costed on the basis of the full economic costs (FEC) necessary to deliver the research. If a grant is awarded, the MRC will fund 80 per cent of the FEC and the RO must agree to find the balance of FEC from other resources.

Staff costs (for the applicant) and other resources required to carry out the project. Applicants should refer to the Resources section of the [MRC Guidance for Applicants](#) for details on how to assign costs. It is anticipated that the applicant's salary will be the main cost of an awards, with a small scale of additional consumable costs requested. Refer to the scheme [webpage](#) for details.

### ***Other support***

Support on current projects from other sources. Applicants must declare any relevant financial support which has been awarded or applied for. This should include any funding that has been obtained or requested for any aspect of the project currently being applied for, by either the applicant or research partner.

### ***Project Partners***

Non-academic members of the consortium should be regarded as project partners, for example those from central or local government, NGOs, or industry etc. All project partner details should be listed, along with their contribution which may be financial, in-kind etc. Project partners are not expected to request MRC funding to participate in the collaboration. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the project.

### ***Technical and ethical considerations***

Please complete each of these sections with the required information by ticking the appropriate boxes.

## b. Attachments

All full applications require a completed proposal form accompanied by a number of mandatory attachments. Attachments must conform to the following requirements:

- completed in Arial font size of 11pt, excluding text on diagrams and the use of mathematical symbols;
- use single line spacing and standard character spacing;
- have margins that are not less than 2cm;
- PDF documents with numbered pages.

Failure to provide required components or information may mean that your proposal will be delayed and/or withdrawn from the round.

When uploading **PDF documents**, please ensure they are given a logical file name and description so that information can be found easily and ensure that any tracked-changes from editing are not visible in the pdf version.

Table 1 sets out mandatory attachments in Je-S for this CARP call. The text which follows summarises the required content of each attachment.

**Table 1: Mandatory attachments to accompany the proposal form**

<b>Mandatory attachments</b>	<b>Conditions</b>
Case for support	A maximum of four sides of A4 + Annex of one side A4
Justification of resources	A maximum of two sides of A4
Pathways to impact	A maximum of two sides of A4
Data management plan	A maximum of three sides of A4
Letters of support	For each letter, a maximum of two sides of A4 or equivalent on headed paper or sent by email
CVs	A maximum of two sides of A4 per person
Publications	One side of A4 per named person

### ***Case for support (maximum of 4 sides of A4)***

The case for support should be a self-contained description of the proposed work. It should outline the research question(s) the project will address, their importance and the methodologies to be employed. It should describe the beneficial nature of the collaboration between the clinical applicant and research partner, including how the research experience will benefit the applicant and the host research group.

The **case for support forms the body of your proposal** and should include the following sections:

- An introduction providing the aims and objectives of the proposed research
- A summary of the current state of knowledge
- The detailed research questions to be addressed
- The study designs and methods for analysis to be used, providing a rationale for your choice. 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, network analysis etc. The chosen

methods should be appropriate to the research questions. Applicants should explain any innovation in methods or highlight their intention to develop new methods.

- The envisaged timescale for delivering the aspects of the project
- The added value of your proposed collaboration to both parties during the award

### ***Reproducibility and statistical design annex (maximum of one side of A4)***

It is strongly advised that a one-page annex to the case for support is included, in addition to the page limits in Table 1, to provide additional information specifically relating to the statistical analyses, methodology and experimental design aspects of the proposal (beyond that contained in the main case for support). Please note that you should not duplicate information presented elsewhere in the application.

Further information is provided in the [MRC Guidance for Applicants](#)

### ***Justification of resources (maximum of two sides of A4)***

Please provide a statement justifying the resources requested to undertake the proposed research. The role of the JoR is to aid reviewers when assessing proposals so that they can make an informed judgment on whether the resources requested are appropriate for the research posed. The justification should explain why the resources requested are appropriate, taking into account the nature and complexity of the research proposal, as well as detailing how the proposal will complement existing research funding held by the research partner.

Applicants should refer to the section on Justification of Resources in the [MRC Guidance for Applicants](#) for further details on how to cost their proposal, and to the [scheme's webpage](#) for the aims of the scheme and level of funding available.

### ***Pathways to impact (maximum of two sides of A4)***

You should upload your statement as an attachment on Je-S and describe what specific actions will be taken to ensure that the potential beneficiaries identified in the impact summary (in the proposal form) have the opportunity to benefit from the research. Please include a diagram if this helps explain your plans.

A clearly thought through and acceptable pathways to impact statement should:

- Identify and actively engage relevant users of research at appropriate stages.
- Articulate a clear understanding of the context and needs of users and consider ways for the proposed research to meet these needs or impact upon understandings of these needs.
- Be specific – what is going to be done throughout the lifetime of the grant to facilitate maximum impact of the research?
- Explain how engagement with users will influence or is likely to impact on policy and practice.
- Outline the planning and management of associated activities including timing, personnel, skills, budget, deliverables and feasibility. Ensure that planned activities are appropriate to the research that will be undertaken. We would expect all investigators to be able to undertake activities beyond scientific presentation.
- Include evidence of any existing engagement with relevant end users.

Further information on the definition of impact and top tips for articulating impact can be found in the [MRC Guidance for Applicants](#).

### ***Data management plan (maximum of three sides of A4)***

The data management plan should be used as an opportunity to describe how the data (inputs to research and results of that research) are going to be managed - starting from planning for research and through the life-cycle of the grant. Applicants must consider issues of data protection, data security and ethics. Further guidance is available in the [MRC Guidance for Applicants](#). A template for producing your data management plan is also [available](#) in the guidance.

### ***CVs (maximum of two sides of A4 per person)***

CVs for the Applicant and Research Partner(s) must be included.

The applicant should use the CV template available on the [CARP Scheme page](#).

Applicants should ensure their current job plan is explained in their CV, or can upload this as an attachment in addition to their CV.

The CV for the research partner(s) should include qualifications, academic and professional posts held, and a record of research supported by funding bodies. Research partners must already have an ongoing peer-reviewed research programme (for example, an MRC programme grant, NIHR BRC funding or Programme grant for Applied Research (PGfAR) or similar from other research councils, NIHR, Wellcome, CRUK, BHF and so on) for the duration of the planned partnership.

### ***Publications (maximum of one side of A4 per person)***

A list of the most relevant and recent publications by the Applicant and Research Partner(s) should be included for each person.

### ***Letters of support and cover letter (for each letter, a maximum of two sides of A4 or equivalent, on headed paper or sent by email)***

Detailed and personalised letters of support are essential for a competitive proposal to demonstrate the NHS Trust employing the applicant and the host research organisation are fully supportive of the proposal and will work together to appropriately protect the applicant's research time.

Applicants should attach letters of support from:

- **The employing NHS Trust:** confirming their commitment to appropriately backfill the proportion of time that will be dedicated to research, ensuring the applicant's research time is robustly protected, and a commitment to ensuring that the awardee can re-enter the clinic full-time without any loss of career progression status at the end of the award. Letters of support should be personalised and include clear and feasible plans for the applicant's time to be backfilled, especially for applicants from niche specialties where this will present particular challenges. The letter should be written by a senior member of the Trust with sufficient authority to make these commitments.
- **From the Head of host research department:** confirming the facilities and support the host organisation is able to offer, to support the delivery of the research and personal development of the applicant.
- **Project partners or collaborators:** if contributions from other partners or collaborators are critical to the delivery of the proposal, a letter of support outlining the contribution they will make and confirming their willingness to support the project should be included. Applications including industry collaborators should follow the [MRC Industrial collaboration award \(MICA\) guidance](#).

Further guidance about the content of these letters is available in the [MRC Guidance for Applicants](#). Applicants may also choose to submit a cover letter with their proposal.

***Excess Treatment Costs of Studies Involving Human Participants***

Researchers applying for research grants involving human participants will need to complete a Schedule of Events Cost Attribution Template (SoECAT) to be eligible for the National Institute for Health Research (NIHR) portfolio and the support it provides. Please refer to the [MRC Guidance for Applicants](#) for details on how to complete a SoECAT form.