

Application and Agreement Form

FHLS Translational Funding 2021 Hugh Greenwood Legacy Fund 2021 Guidelines for completing your application

Applications are now invited for FHLS Translational Research Access Programme (TRAP) and the Hugh Greenwood Legacy for Children's Health Research Fund.

Which funding stream should I apply to?

To be eligible for **TRAP funding**, your application must:

- Be a collaboration between at least two co-applicants, one of which must be a FHLS clinical/ non-clinical investigator at lecturer or above, and either;
 - o a co-applicant who must be a clinically active Consultant working in one of our eligible* healthcare partner trusts.
 - o a co-applicant from either the Faculty of Science & Engineering or Humanities & Social Sciences.
- Address an unmet healthcare/clinical/medical need of the Liverpool City Region.

To be eligible for **Hugh Greenwood** funding, your application must:

- Be a collaboration between the University of Liverpool and Alder Hey Children's NHS Foundation Trust.
- Address an unmet healthcare/ clinical/ medical need that will have an impact on the lives of children
 and their families looked after by Alder Hey Children's NHS Foundation Trust. Specifically, it must
 address one of more of the Liverpool Health Partners 'Starting Well' Strategic Priorities (see Starting
 Well priorities).
- Be jointly led by a senior applicant at the University of Liverpool (who must be substantively employed there and not just hold an honorary contract) AND a senior healthcare or research professional at Alder Hey (who must be substantively employed there and not just hold an honorary contract).
- The lead applicant at the University of Liverpool can be based in any of the three faculties (Health and Life Sciences, Science and Engineering, Humanities and Social Sciences)



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Hugh Greenwood Legacy for Children's Health Research

The Wellcome-University of Liverpool Institutional Translational Partnership (ITPA)
Translational Research Access Programme (TRAP)

The Hugh Greenwood fund will provide awards up to £20,000 per project, up to 12 months in duration.

TRAP Awards will provide between £25k-£100k per project, for a duration of up to two years. There is £300k available in this round.

Objective

The 'Hugh Greenwood Legacy for Children's Health Research' Awards are to support outstanding children's health research that will directly improve the lives of children looked after by Alder Hey Children's NHS Foundation Trust (Alder Hey), undertaken in close collaboration with the University of Liverpool, and that serves to strengthen and develop further that partnership.

Applications must foster collaborative research projects which have improving children's and young people's health outcomes at their core. Projects must address a children's health need affecting children cared for by Alder Hey. Specifically, they must address one of more of the Liverpool Health Partners 'Starting Well' Strategic Priorities (see Starting Well priorities).

To date there have been 3 rounds of HG Awards, funding 27 projects/PhD studentships/fellowships to a sum of £740k. For this final round of funding, we expect to fund between 3-6 projects (possibly more depending on the size of the awards).

Application process

Projects should be costed via the applicant's Institute Finance Team.

Applications need to be signed by -

- Lead Applicant at University of Liverpool
- Head of Dept/ Institute at University of Liverpool
- Lead Applicant at Alder Hey
- Clinical Divisional Director at Alder Hey

Electronic signatures are accepted, typed signatures are not accepted.

A completed, signed version of this application form should be submitted to

hughgreenwoodfund@liverpool.ac.uk by 5pm Monday 31 January 2022.

Objective

TRAP provides pump priming funding with the explicit intention of promoting new collaborative **translational research** within the University of Liverpool and its associated healthcare community, to address health issues of the Liverpool City region. It is intended to provide an opportunity for Team Science, led by pairs of researchers (a clinician and a non-clinical investigator OR a member of FHLS and a member of one of our two sister Faculties at the University of Liverpool) to mutually develop new areas of research that will progress towards applied outcomes or lead to applications for substantial translational funding.

The **UoL site** also has information on this call.

Application process

Contact Rosie Corbin (HLS Research and Impact Directorate, <u>r.corbin@liverpool.ac.uk</u>) to register your interest and for advice on completing the application form by 12pm Monday 6 December.

Projects should be costed via the applicant's Institute Finance Team.

All applications must have approval from relevant Heads of Institute/Dept to confirm the remaining costs of the project will be covered by the Institute/Dept.

A completed, signed version of this application form should be submitted to r.corbin@liverpool.ac.uk by 5pm Monday 31 January 2022.

A decision on funding should be announced in March 2022.

Criteria Criteria



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Please note the following when preparing your application:

Projects: Pump-priming (pilot/preliminary/proof of concept work prior to a larger project and funding application) awards will generally be sized £10,000 - £20,000 and can include staff time as well as consumables and travel where it is essential to the project.

- Specific matched funding would be looked upon favourably to take forward new collaborations.
- Project duration will be up to 12 months.
- Projects should demonstrate distinctness from the applicants' previous work, and a clear plan to scale up the work in future to generate impact and position them for subsequent external funding applications.

Collaboration: Hugh Greenwood awards are specifically for collaborations led in partnership between the University of Liverpool and Alder Hey Children's NHS Foundation Trust. Every proposal must have one senior nominated lead applicant from the University of Liverpool (UoL) and one senior nominated healthcare or research professional lead from Alder Hey, who jointly commit to foster the partnership proactively and to support successful project delivery.

- The Lead UoL applicant must currently be substantively employed with the UoL (not just have an honorary contract).
- The Lead Alder Hey applicant must currently be substantively employed at Alder Hey (not just have an honorary contract).
- Their current contracts must at least exceed the proposed duration of the study.

<u>Please note:</u> the focus of this fund is to foster new collaborations and so applications from previous or current award holders (i.e. the same lead applicants partnering for a project) are not eligible for this round of funding.

Interdisciplinary applications, involving staff from any of the three Faculties at UoL, are encouraged. Specific preference will be for applications involving colleagues from more than one University Faculty.

Ethical Approval: Due consideration must be given to ethics and research governance, and work can

Please note the following when preparing your application:

- 1. Translation Research: Awards are aimed at translational projects to develop pilot data to support more substantive grant applications, and must identify a specific funding call they are targeting for follow-on work, or equivalent (e.g. patent application, industry partnership/collaboration).
- 2. The project should address a health issue of the Liverpool City region.
- Collaboration: These awards are to foster new collaborations and requires a lead applicant and at least one co-applicant as described below.

Lead applicant: a Faculty of Health and Life Sciences (FHLS) clinical/ non-clinical investigator at lecturer level or above (please note that those with honorary positions are not eligible to lead an application)

Co-applicant:

- a. a clinically active Consultant (where this is a nurse or allied health professional they should have research experience*) working in one of our eligible* healthcare partner trusts. * at least 7 years' experience post-registration and significant post-registration study (Masters degree / professional diploma).
 - b. a co-applicant from one of our two sister Faculties- Science & Engineering or Humanities & Social Sciences.

Application Limit: Each applicant can only apply for one TRAP award in each round.

Ethical Approval: Ethical approval must be sought and acquired, where relevant, before funding will be released.



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only commence once appropriate regulatory approvals have been granted.

The fund cannot be used to support any research which involves animals.

Impact: A final project report must be submitted upon completion, and during a period post-completion to update on additional impacts, outputs, and applications for further funding to take the work forward. This information will be shared with Hugh Greenwood Trustees.

Eligible Trusts: Alder Hey Children's Hospital

Impact: An impact report must be submitted to the TRAP Award Panel within three months of the date of completion of the project.

* Eligible trusts: RLBUHT, Aintree University Hospital NHS Trust, Liverpool Heart and Chest Hospital, Alder Hey Children's Hospital, Liverpool Women's NHS Foundation Trust, Clatterbridge Cancer Centre, the Walton Centre, the Wirral University Teaching Hospital, MerseyCare and the Liverpool CCG.

Costing and ineligible costs

Funding cannot be used for senior lead applicant salaries, any overheads/administration, non-specialist IT equipment, any animal research costs (see above) or any items of equipment over £3,000. Matched funding would be seen as a strong advantage to any application. All spend against this award must be completed by the project's agreed end date, or December 2023, whichever is earlier.

Eligible costs

Eligible costs include directly incurred salaries, consumables and access charges for specific facilities i.e. BSU and CRF costs.

Please note that the funding is **not** intended to support:

- The purchase of equipment which is not allowed under this scheme
- Costs of PI time (FEC costs) for existing University/NHS staff
- Administration costs
- Staff between posts (i.e. as bridging funds) or PhD studentships
- Continuation of normal research grants
- Costs relating to protection of intellectual property

Points to consider, which will form part of the assessment:

- Is there a clear and demonstrable commitment to foster a step-change in the clinical research partnership between Alder Hey and the University?
- Does the project address a *Starting Well* priority area?
- Is public and patient engagement meaningful and are there sufficient and deliverable plans to support this throughout the project lifecycle?
- Will the project lead to a demonstrable improvement in child health outcomes?

Points to consider, which will form part of the assessment:

- Does the project address a health issue of the Liverpool City region?
- Is there a clear strategy to progress towards a longer-term solution to an unmet clinical need?
- Is the work plan clear and achievable and will implementation lead to the stated objectives being accomplished?
- Are the costs justified and realistic?



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 Are there detailed and specific plans to further develop the work after the project has ended, with additional funding streams and timelines identified?

Assessment panel

Applications will be evaluated by a panel, Chaired by the Brough Chair at The University of Liverpool and comprising the Director of Research and Innovation at Alder Hey, and senior academics from the University of Liverpool with representation from the Faculty of Health and Life Sciences, Faculty of Science and Engineering, and Faculty of Humanities and Social Sciences, along with Liverpool Health Partners (LHP) representation.

Key assessment criteria:

- Excellence of applicants, scientific strength and novelty of proposal
- Clarity of project timelines and deliverables
- Strategic fit and fostering new strategic partnerships
- Potential for improving child health outcomes
- Commitment shown to joint working including match funding
- Meaningful patient and public involvement and engagement
- Specific plans for leveraging subsequent external funding
- Future plans and timelines for having direct impact on patient benefit

Assessment panel

Applications will be evaluated by a panel of senior academics from the University of Liverpool along with Liverpool Health Partners (LHP) representation.

Each application will be read by two panel members and using the MRC Peer Reviewers Handbook Scoring Matrix, scored 1-6. All scored applications will then be discussed by the full panel to decide awards.

Key assessment criteria:

- TRAP Awards are aimed at stimulating new collaborations. Projects should promote collaborative translational research within the University of Liverpool and its associated healthcare community
- Awards are aimed at projects seeking pump priming to develop pilot data to support more substantive grant applications. Awards will only be given to co-applicants who have clearly articulated the translational aspect of the application and who have identified a specific finding call they are targeting for follow-on work.
- The project should address a health issue of the Liverpool City region.

This Application and Agreement Form should define the project and the work plan including the timeline, deliverables and costs. The form must be signed by the academic lead (PI), their Head of Institute and any external partners. Any external partner(s) must complete the section on their contribution to confirm their involvement and commitment (inkind and/or cash contribution). The form contains the University's standard terms and conditions to be accepted by the external partner which in the event the project is funded will act as the agreement between both parties for the project to proceed. Further negotiations may be required if the project is approved with reduced funding levels or if any amendments to the project details are required by the review panel.



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For <u>both</u> funding schemes, please complete ALL sections of the below form. For Hugh Greenwood please also complete the <u>additional</u> questions in Section 9, and the <u>additional</u> signatories required in Section 12. Send completed forms to: TRAP - <u>r.corbin@liverpool.ac.uk</u>, Hugh Greenwood - <u>hughgreenwoodfund@liverpool.ac.uk</u> Deadline for all applications: Monday 31st January 2022.

— ·	Rosi	e <u>r.corbin@liverpool.ac.uk</u> to register your interest and for advice		
on completing the application form by 12pm Tuesday 14 December 2021.				
1. Title of project				
Please tick which funding you are	e app	plying for		
☐ TRAP (HLS employees only)		☐ Hugh Greenwood (UoL employees, any Faculty)		
2. Details of academic lead (PI) To application.	hose	with an honorary position are not eligible to lead an		
Na	me:	Staff ID No:		
Face	ulty:			
School / Instit	ute:			
Job 1	itle:			
	nail:			
Telephone Num	ber:	Should we need to contact you after the application deadline for more information on your application		
List & value of relevant grant (s) hel				
the applicants (Co-I or PI): Please pro reference num				
If applicable, list the top two PI or Co-I				
authored papers which support	-			
applica				
Hugh Greenwood applicants to attach a CV 2. Details of collaborating partner (if applicable) For TDAR, beauty are partner trusted and Unit Security and United Securi				
3. Details of collaborating partner (if applicable) For TRAP, healthcare partner trusts, or UoL Faculty only. If applying to Hugh Greenwood, the collaborator must be a senior healthcare or research professional from Alder Hey				
Organisation name:				
Contact name:				
Job title:				
Contact email address:				
Telephone Number:				
Address:				
Organisation website:				
Describe what the partner will contribute to the Project and state the value of any cash or 'in kind' contribution.				
(200 words maximum)				
Please note that a representative of the UoL Research Directorate may contact the collaborating partner to discuss the application.				
Have you worked with this collaborator before (if so, in what capacity)? How did you meet and develop this idea?				
(100 words maximum)				
(100 words maximum)				



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Additional co-applicants			
Name	Position	Faculty/ Affiliation	

4. Lay summary

A plain English (lay person's) summary of the proposed work, explaining:

- The context of the aims and objectives of the research inc. size of the problem this research aims to address, who are affected
- The potential applications and benefits inc. clinical impact
- Overview of the translational research development journey(methods, steps required to take it from 'bench to bedside')

(600 words max)

5. Clinical/medical/ healthcare need

What is the unmet clinical/medical/ health need?

Applicants should provide a brief summary of the clinical/medical need and the key steps towards finding a solution to that need with a rough timescale. Please also reference relevance to the Liverpool City Region and indicate the impact this has.

(300 words maximum)

Proposed solution

Why is the proposed long-term solution better than current practice and what alternative competitive solutions are likely to develop within the same timeframe? Describe how the solution would be used in practice so that a judgement can be made on potential for uptake.

(400 words maximum)

Supporting Evidence

What is the evidence for the feasibility of the applicant's approach? Describe any pilot studies to support your work. How will the project help to deliver this?

1 page data appendix can be attached.

(500 words maximum)

Impact

What is the anticipated impact the proposed research is expected to produce, e.g. scientific, societal, clinical, economic or other impact

(300 words)

6. Project Details

Objectives and outline description of work to be carried out in the Project

The plan of work should be clearly articulated. Include a full description of the scientific approach and analysis and include (where relevant) a power calculation;

(700 words maximum)

Milestones and deliverables

Milestones are decision points and are mandatory unless a compelling argument against needing them can be provided (for example if a single short term and discrete piece of work is proposed without alternative approaches). Please detail specific milestones and how these will be assessed and reported.



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Deliverables: what tangible, measurable outputs will be delivered at what point in time? These may be associated with milestones or
produced independently. Note that it is anticipated that funding will be partially held back and so achievement of key deliverables may
be required to release second stage funds.

produced independently. I be required to release sec		ed that funding will be partially	held back and so achi	evement of key o	deliverables may
(300 words maximum)					
Risk mitigation					
Describe risk to achieving	objectives and mitigation	on plans.			
(200 words maximum)					
Ethics/governance					
Describe the ethics/ gover	nance issues arising fro	m this project.			
(200 words maximum)					
Provide a brief descrip	tion of the contributi	on of each member			
Trovide a brief descrip	non or the contributi	on or each member			
Length of project				Start Date:	End Date:
TRAP projects can be up to	o 2 years in duration.				
Hugh Greenwood awards	can be up to 12 months	duration			
7. Translational Pat	thway				
How will progress towa	ards the stated long-	term solution be achieved if	f milestones are me	t?	
		f the project following this awar		tment will be ne	eded to progress
and how will this be secur	ed? Simply stating 'will	apply for funding from ' is no	t sufficient.		
(300 words maximum)					
Please provide details	of Intellectual Proper	ty (IP) issues, which need to	o be considered.		
(60 words maximum)					
External Funding		i	lat data famora da	+11101 -5+1-	
		is application will provide pi		-	
		note: be explicit in your plan plication will not be consider		er junuing. ij ti	1115
mjormation is missing t	n meompiete, the app	sileation will hot be consider	cu.		
8. BUDGET: DETAILS	OF STAFF CHARGEI	O TO THE GRANT			
		application for funds is based whic	ch has been checked by t	the Institute Finan	ice Team.
Justification and cost breakdown of consumables					
Justification and cost breakdown of access to facilities.					
_					
Role A cost breakdown for	Grade/Spine Point	Basic Salary	Duration on Gr	ant	% FTE
relevant staff salaries					
(capture on-costs (pension,					
NI and apprentice levy)) Lead Co-applicants and					
NHS Consultant salaries					
are not eligible costs.					



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BUDGET: TOTAL FUN	IDS REQUESTED			
Item	Year 1	Year 2	TOTAL	
Salaries				
Consumables				
Access to facilities				
Other (please				
specify)				
TOTAL				
9. Additional quest	ions for applications to Hugh Greenwoo	od Fund		
9a. Description of how (250 words max)	the proposal addresses specifically Liverpool H	ealth Partne	ers 'Starting Well' strategic priorities	
9b. Description of the need for the research, and how it links to Alder Hey's research strategy and the University of Liverpool's Strategy 2026 (250 words max)				
9c. Describe the meaningful Patient and Public Involvement and Engagement that has gone into developing and planning this application, and how it will continue during the study (250 words)				
9d. Comment on the d	istinctiveness of the proposed project to previo	us work you	have carried out (100 words)	
10. University of Liv	verpool Applicant signature			
Signed:	Name: Da	ate: 		
11. Head of Depart	ment/ Institute declaration			
As Head of Department/Institute, I am aware of this application and confirm the full costs of the project can be covered by the Institute/School. Comments:				
HoD Signed:	Name:	Date:		
Hol Signed:	Name:	Date:		
12. Additional Signatories for Hugh Greenwood Fund				
Lead Applicant at Alder Hey Children's NHS Foundation Trust				
Signed:	Name: Da	ate: 		
Clinical Division Director at Alder Hey Children's NHS Foundation Trust				
Signed:	Name: Da	ate:		

Please ensure that you attach a letter of support from your collaborating partner if applicable. *Please note: We may contact your collaborating partner to discuss your application*

Deadline: Monday 31st January 2022. Return applications to:

Rosie Corbin (HLS R&I Directorate) E-mail: r.corbin@liverpool.ac.uk

Hugh Greenwood Legacy Fund E-mail: hughgreenwoodfund@liverpool.ac.uk



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Declaration

- I confirm that the above information is correct and **if** the funding is approved by the University this will constitute the Agreement made between the University and the collaborating partner to undertake the work.
- If the award is approved, the partners are required to put in place a collaboration agreement before commencing the project. The agreement would cover confidentiality, ownership rights, publication. etc...
- If funded I understand that upon successful completion of the Project an end of grant report must be completed and returned to the FHLS Research Directorate. I will provide a mid-term report and a final report at the end of the project.
- As the Academic Lead, I will acknowledge support by Wellcome in all University of Liverpool communications about this work.
- I will inform the TRAP project manager of any delays or proposed changes to the agreed project delivery, provide updates as requested and confirm completion of work with them.
- I understand that I will be required to acknowledge Wellcome on all publications arising from this funding.
- I acknowledge that as of January 2021, all research articles arising from Wellcome funded research, must be made freely available at the time of publication. To understand more see the Wellcome Open Access Policy. <a href="https://wellcome.org/grant-funding/guidance/open-access-guidance/op
- I understand that I may be required to respond to periodic requests for updates on further funding, publications and promotions.
- I hereby confirm that I have read and accept the terms and conditions shown below.

For Academic Lead: (in acknowledgement)	Signed:	Name:	Date:
For any Collaborating Partner: (the Partner)	Signed:	Name:	Date:



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TRAP Terms and Conditions

The University of Liverpool (the "University"), acting through the Faculty of Health & Life Sciences, wishes to contribute the sum indicated in this TRAP Award Application and Agreement Form (the "Form") to support the proposed project outlined above (the "Project") to be conducted by the University in the interests of promoting knowledge exchange and collaborative working with you (the "Partner"), under the following terms and conditions. Hereinafter the University and the Partner shall be singularly known as a "Party" and jointly as the "Parties". IT IS HEREBY AGREED AS FOLLOWS:

- 1. These terms and conditions shall become effective **only** if the Project is funded and then from the date of the award email notification (the "Effective Date"). Either Party may terminate this Agreement on 30 days prior written notice to the other. In any event the University shall cease conducting the Project on according to the duration stated on the application. The duration of these Terms and Conditions may be extended by the mutual agreement of the Parties in writing.
- 2. The University will contribute the sum indicated on the Form in exchange for a contribution to the Project by the Partner, as detailed in the Form.
- 3. The Parties may disclose information concerning its operations to each other in the course of the Project. Such information will be held in strict confidence by both Parties and its staff and shall not be used by either except in connection with the Project. This restriction does not apply to information which is or at the time of disclosure has become public knowledge through no act or default of the Parties or its staff.
- 4. The Partner recognises that the University may wish to publish the results of the Project in accordance with normal academic practice.
- 5. Whilst the University will use reasonable endeavours to ensure the accuracy of the work performed and of any information given, it gives no warranty, express or implied, as to accuracy or fitness for purpose and will not be held responsible for any consequence arising out of any inaccuracies or omissions.
- 6. The Parties agree and declare that no liability whatsoever either direct or indirect, whether in contract, tort (including negligence) or otherwise shall rest upon the University for the effects of any product or process that may be produced or adopted by the Partner or any other party notwithstanding that the formulation of such product or process may be based upon the findings of the Project.
- 7. Neither Party shall be liable to the other for any death or injury unless caused by the negligence of that Party, nor shall it be liable to the other for any other loss or damage whatsoever unless it is caused by its wilful default.
- 8. The University's liability to the Partner for any loss or damage arising from the Project shall not exceed the amount to be contributed as specified on the Form.
- 9. The Partner shall indemnify the University against all loss damage costs and expenses awarded against or incurred by the University in connection with any claim relating to product liability which is in any way connected with the Project, whether such claim is in contract tort (including negligence) or otherwise.
- 10. The Partner shall not assign or sub-contract the Project without the written permission of the University.
- 11. These Terms and Conditions shall be governed by and construed in accordance with English law and shall be subject to the jurisdiction of the English Courts.

Hugh Greenwood Terms and Conditions

- 1. Award-holders must secure ethical approval and any sponsorship or regulatory approvals prior to commencing the project
- 2. Six monthly written progress reports will be required from each project, to be supplied by the lead applicant, and a full final report.
- 3. Evidence of meaningful patient and public involvement and / or engagement will be expected throughout.



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- 4. All outputs including publications, poster and oral presentations locally, nationally and/or internationally arising from work supported by this funding must acknowledge the "Hugh Greenwood Legacy for Children's Health Research Fund".
- 5. All work arising from funded awards must acknowledge appropriately both the University and Alder Hey, in both publications, presentations and associated publicity and social media.
- 6. Where awards are made, the project budget will be held within the University.
- 7. Financial reporting will be required on a quarterly basis and at the end of each project period, with any unspent funds made available for the committee to award again.
- 8. You are expected to present your project at further Hugh Greenwood Legacy Fund events.
- 9. In all cases, we would expect the external funding opportunities you mentioned (and others arising) in the application to be pursued in due course. We will require updates on progress towards this, and on any continuing impact following completion of the project. This information with be shared with the Hugh Greenwood Trust.