

Implementing evidence-based interventions to support older adults' independence

Guidelines for applicants 2024



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If you require this document in any alternative accessible formats, please contact us at grants@dunhillmedical.org.uk. We will do our very best to assist you.

1. INTRODUCTION

1.1 OVERVIEW

An important theme highlighted in our [2020-25 Strategic Framework](#) is to support research with the potential to improve older adults' independence and thus to prevent, delay or reduce future health and social care requirements. The Chief Medical Officer for England's 2023 Annual Report, [Health in an Ageing Society](#), emphasised the importance of improving older adults' quality of life, rather than focusing purely on extending lifespan. Key to this is helping older adults to maintain their ability to live life on their own terms and take part in activities which are important to them – something that benefits everyone: individuals, families, communities and indeed health and social care services.

[The Chief Medical Officer for Scotland's 2023 report](#) highlighted the importance of delivering value in health and care. So, with this call for proposals, we are not wishing to simply "seed" more research into new activities and interventions. Mindful of the substantial number of interventions which have already been developed to support older adults' independence – many of which are already well-evidenced and demonstrate value – our aim here is to provide funding to support research proposals which seek to implement and evaluate existing evidence-based services / programmes / interventions at greater scale, including generating evidence on financial mechanisms and their financial sustainability, to help secure their longer-term adoption.

Everyone deserves a healthy older age, but too many older people are being left out and left behind. [The Chief Medical Officer for Wales' 2023 report](#) highlighted the concerning levels of avoidable mortality in deprived communities that could be addressed through prevention or timely treatment. We are therefore particularly keen to support proposals which are addressing needs in under-served communities (more detail on this is provided in [Section 2.2](#)).

1.2 THE OPPORTUNITY

We plan to allocate £2.4M to the call, although more may be available if we receive enough applications of a suitably high quality. Applicants can apply for up to £1.2M for a maximum of four years. Given the types of programme we are looking to support, we expect the value of most proposals to be at least £500k, although we welcome applications that include part-funding from other sources.

Proposals must fit our basic eligibility criteria (as outlined in our general [Eligibility O&A](#)), as well as the full eligibility criteria outlined in [Section 2](#). In particular, applications **must** involve at least one partner / organisation which will support the implementation of the proposed intervention(s), and which could support the longer-term adoption of the intervention(s) following the end of the programme (e.g. a health commissioner, local authority, housing provider or other third sector organisation etc.).

Please note that prospective applicants must have an expression of interest conversation with the Trust's triage panel by the deadline of 6th September 2024. Full details on the application process and timeline are provided in [Section 3](#), whilst [Section 4](#) provides details on how to arrange a conversation and what is involved.

2. ELIGIBILITY CRITERIA

2.1 THE INTERVENTION(S)

Proposals must be focused on a service(s) / programme(s) / intervention(s) for which robust evidence¹ of effectiveness already exists, and which is / are ready to be implemented and evaluated at greater scale. The proposal must describe how the intervention(s) in question can directly support older adults' independence and reduce future health and social care requirements and/or costs. By "independence", we mean the ability of older people to live life on their own terms and take part in activities which are meaningful to them.

We welcome proposals focused on interventions which could be implemented and adopted in a range of settings / contexts (e.g. within the NHS and/or wider health and social care system, in the community, through the third sector etc.).

The following are **not** considered eligible:

- Newly developed interventions without existing evidence of effectiveness.
- Drugs, medicines and other pharmacological treatments.
- Interventions specifically focused on the care and/or treatment of cancer patients. Interventions which focus on other specific conditions and/or patient groups **are** eligible, as long as they are targeted at older people.
- The purchase, distribution and/or evaluation of standalone healthcare products, technologies, aids etc. that are not delivered as part of a wider service / programme.

2.2 ELIGIBLE PROGRAMMES OF WORK

Our aim is to support proposals which seek to facilitate the longer-term adoption / commissioning of interventions. The work being proposed could therefore include, but need not be limited to, the following:

- Scaling-up an intervention(s) which has been trialled in a clinical / experimental setting to evaluate its real-world effectiveness.
- Implementing and evaluating an intervention(s) in a new setting / region and/or understanding the contextual factors that impact its wider implementation.
- Adapting and implementing an evidence-based intervention(s) for a new setting / population etc. and evaluating its effectiveness in this new context.

¹ By "robust evidence", we typically mean evidence published in a peer reviewed journal demonstrating the effectiveness of an intervention(s) based on relevant clinical, health, social care and/or economic outcomes. In some cases, we may consider unpublished data / evidence of effectiveness, but this will need to be provided within the application. Feasibility studies showing the acceptability of an intervention(s) and/or the ability to recruit participants do not alone constitute evidence of effectiveness. We expect an overview of the existing evidence for the intervention(s)' to be provided as part of the [expression of interest conversation](#).

- Comparing and/or evaluating a variety of different implementation strategies for a given intervention(s).
- A combination of the above.

However, proposals **must** also generate evidence on the economic impacts / implications / sustainability of the intervention(s), to help facilitate its longer-term adoption. This could be through a combination of health economic assessment and/or other evaluation methods, and proposals will need to justify the approach being taken². We expect that the approach being taken to generate this evidence / data will be developed in collaboration with the partner(s) / organisation(s) which aim to adopt the intervention(s) following the end of the programme (e.g. health commissioners, local authorities, housing providers or other third sector organisations etc.). While we understand that the adopter partner(s) / organisation(s) might not be able to commit at the outset to the widespread adoption of the intervention(s), we would expect to see plans within the proposal to examine and articulate the conditions that would need to exist to facilitate adoption.

We also welcome proposals focused on interventions which have already been implemented at scale to some extent, and which are seeking to test new financial mechanisms (e.g. outcomes-based contracts and social investment models) to facilitate the longer-term sustainability of the intervention(s). We can therefore connect prospective applicants with the organisation [Social Finance](#)³ if you believe your intervention(s) aligns with this approach but do not already have suitable connections in place to develop / test such a model. There is no obligation to, but if you wish to be connected to Social Finance to discuss a potential proposal, please [contact us](#) directly.

We are particularly keen to support proposals that address needs in under-served communities. This could include, but is not limited to, ethnically diverse groups, those from lower socio-economic backgrounds / communities and/or those in under-served geographic regions (including coastal and rural locations).

All proposals, regardless of the work being proposed, should be aligned with the Trust's key principles for research as detailed on page 9 of our [2020 – 2025 Strategic Framework](#). In particular:

- Patient, carer and/or public involvement and engagement (PPIE) should be considered in all aspects of the proposed work, including its development.
- Equity, diversity and inclusion (EDI) should be considered in all aspects of the proposed work, including its development.

² When developing their applications, applicants should take into account the methodological aspects of the [Consolidated Health Economic Evaluation Reporting Standards 2022 \(CHEERS 2022\)](#), where relevant.

³ Social Finance is a not-for-profit organisation that pioneered the world's first Social Impact Bond. Since then, this innovative financial tool has been used to support over £700M of social impact and there are over 250 social outcomes contracts worldwide. Most recently, in partnership with Macmillan Cancer Support, Social Finance has created a new type of social investment, one that is powered by charities and is delivering impact across the UK.

- A commitment to capacity-building and career-development in ageing-related research during and beyond the lifetime of the proposed study – in line with our [action plan in support of the Researcher Development Concordat](#) – should be demonstrated, with practical examples.
- Where appropriate, proposals should demonstrate a multidisciplinary approach to the work.

Please note that the call is **not** designed to support:

- Post-doctoral fellowships or PhD studentships (whilst fellows / students may be involved in specific aspects of the proposed work – for which a clearly defined case will need to be made – the proposals funded under the call are not intended to be carried out through research training fellowships and/or PhD projects / programmes).
- Seed funding, pilot or feasibility studies.
- Clinical trials.
- Standalone evidence synthesis work (we will consider evidence synthesis work as part of a larger programme of work, as long as this is fully justified).
- The continued funding of a service / programme / intervention which has already been adopted / commissioned.

2.3 GOVERNANCE AND MONITORING

We expect that all programmes funded through this call will benefit from a suitably qualified advisory / steering group which will meet regularly during the lifetime of the grant – details of which will need to be provided in the application – and that relevant member(s) of the Trust’s staff team will attend meetings and/or be provided with meeting documentation to help understand the programme’s progress.

In addition, our intention is for all awarded programmes to undergo an interim review (at around the halfway point) to formally assess progress and determine their suitability for continued funding. Proposals will therefore need to set out clear milestones for the proposed work.

2.4 WHO CAN APPLY?

Principal Investigators (lead applicants) must be based at a UK university or other [eligible research organisation](#) (the lead institution). In some cases, we may also consider proposals with local authorities as the lead institution. Prospective lead applicants from local authorities will have to demonstrate that there is suitable research infrastructure in place that can support and deliver research-related activities. Solid links to and/or support from researchers from partnering universities and/or other eligible research organisations will be expected. In all cases, lead institutions will be bound by the Trust’s [Terms and Conditions for Research Grants](#). The Trust has no specific geographical link and will consider applications from anywhere within the UK. While we aim to ensure equitable access to grants across the UK, applications will be considered on merit alone.

Proposals **must** involve at least one partner / organisation which could support the longer-term adoption of the intervention(s) following the end of the funded programme (e.g. a health commissioner, local authority, housing provider or other third sector organisation etc.). At least one representative

from each adopter partner / organisation **must** be involved in the formal expression of interest conversation (see [Section 4](#) for more details on this), and be named within the proposed team (e.g. as a Co-investigator, core team member, on the advisory / steering group etc.).

More than one application may be submitted from the same lead institution. However, please note that the same individual cannot be the lead applicant on more than one application to the call. In addition, in the unlikely situation that the same individual(s) and/or organisation(s) is / are involved in more than one successful application, we will need assurance that they can contribute fully to each proposed programme.

If you are the Principal Investigator on a current / active grant from the Trust, or a Co-applicant on more than one current / active grant from us, then you **may not** be eligible to apply to this funding call – please [contact us](#) directly if you are unsure or would like to discuss this further.

Given the complex nature of the call, whilst first-time and/or early career Principal Investigators are welcome to apply, we would expect to see clearly planned and appropriate mentoring and support from experienced co-applicants.

We encourage proposals with co-applicants and collaborators both from within and beyond academia, including people with lived experience of issues relevant to the proposal, as well as community organisations⁴, providers of health and social care services and industry / commercial partners. There are no restrictions on the number of individuals / organisations within the proposed team. Please note that lone applicants are ineligible to apply.

In addition, where appropriate, we actively encourage multidisciplinary and multi-professional teams and, whilst the work being proposed must take place within the UK, contributions from international collaborators are permitted where clearly justified.

2.5 ELIGIBLE BUDGET AND COSTS

Applicants can apply for up to £1.2M for a maximum of four years, and we welcome proposals which include part-funding or in-kind contributions from other sources. Given the nature of the programmes we are looking to support, we expect that the full value of most proposals (taking into account any part-funding or in-kind contributions) will be at least £500k.

If you are invited to submit a full application (see [Section 3](#) for further details regarding the application process and timeline), you will be expected to provide detailed budgetary information on the costs you are requesting, itemised and phased annually.

At the full application stage, the involvement of an Administrative / Finance Manager to contribute to your application is mandatory. More details on who should be involved in completing the full application are provided in [Section 5](#).

⁴ By community organisation we mean any third sector and/or government organisation with a local and/or community focus providing services and support to older people in the UK.

At the full application stage, please **do not** include any part or in-kind contributions from other sources in your budget table (you will be given the opportunity to detail these, if applicable, in a separate section of the form).

All costs must be fully justified in the appropriate section(s) of the application form. The following list provides information on what you can and cannot apply for:

STAFFING COSTS

- Basic salary:
 - We will meet directly incurred salary costs (e.g. the salary costs of research assistants and other staff employed on the grant)⁵.
 - All amounts should include provision for annual increases linked to the prevailing forecast rate of inflation.
 - Broadly, we will not cover the salary costs of staff members at research institutions who are already tenured.
 - **However**, given the complex nature of the call, the directly incurred / directly allocated salary costs of a dedicated administrator(s) may be met but should be fully justified.
 - If this is the case, written confirmation of the dedicated time they will have allocated to the programme will need to be provided as a condition of award.
 - If you are a first-time and/or early career Principal Investigator applying without tenure at your lead institution, then you may be eligible to claim your salary:
 - If this is the case, a letter of support from your university / research organisation will be required at the full application stage to confirm that they agree to extend your contract to cover the duration of the grant if you are successful.
 - All staff employed on the grant must have (or plan to obtain) permission to live and work in the UK, and the lead institution is responsible for securing all necessary work permits and related costs:
 - If applicable, the Dunhill Medical Trust is an endorsed funder approved by UK Research and Innovation (UKRI) for the Global Talent visa programme. For more information about the programme, please visit <https://www.gov.uk/global-talent>.
 - When completing the budget table and other relevant sections of the application form, please provide as much detail as possible and ensure you provide the following:
 - A breakdown of salary costs per staff post, where appropriate (please do not provide a single figure for 'Basic salary' for all posts combined).
 - Details and justification for the salary grade / spine point being requested for each member of staff employed on the grant.

⁵ The Trust is a Living Wage Funder and we require all posts which are wholly or partially funded by us to be paid at least the real Living Wage, unless there are particular reasons for this not to happen. Please cost up any application for salaries at at least the real Living Wage. More information can be found on the [Living Wage website](#). Please note that organisations do not need to be accredited Living Wage Employers to apply to us, but we do encourage organisations to consider whether this is a possibility for them.

- Promotion-related salary costs:
 - These can be included where it is anticipated that staff employed on the grant will be due for promotion during the lifetime of the award (i.e. they have reached / will reach the upper spine point of their grade).
 - These promotion-related salary costs should be included under this heading in your budget table, separate to the 'Basic salary' budget heading.
 - Please note that any promotion-related salary costs will be ring-fenced and will not be able to be vired to other budget headings if subsequently found not to be needed. In addition, evidence of the promotion will need to be provided prior to any use of these funds being approved.
 - Once again, when completing the budget table, please provide a breakdown per staff post, as well as information on the exact salary grade / spine point being requested.
- National insurance and pension:
 - Please provide a breakdown per staff post and not aggregated.
- Local allowance:
 - This includes London weighting, or other location allowances. Please also provide a breakdown per staff post and not aggregated.
- Staff recruitment:
 - We will pay a maximum of £1000 towards the recruitment of staff being supported by the grant.
 - Successful lead applicants will be expected to become members of the [DMT Academy](#) and can then post any vacancies on the Academy's [jobs and studentships board](#).
- Career development / support costs:
 - These will be met when there is a clearly defined explanation of how they will contribute to capacity building / career-development in ageing-related fields during and beyond the lifetime of the proposed work.
 - Examples of career development costs include relevant training courses. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.
- Team building and/or staff wellbeing costs:
 - We are supportive of you including relevant / justified team building and/or staff wellbeing costs in your budget. This is particularly the case where the proposed work involves new partnerships between people / teams / organisations etc.
 - Examples of team building and/or staff wellbeing costs include the costs of organising team meetings and/or networking events, the provision of special equipment to facilitate the involvement of team members with specific needs etc. Again, we would also expect these costs to relate to the answers provided in the relevant sections of the application form.

RUNNING EXPENSES

- The cost of materials and consumables required to implement the intervention(s) and carry out the proposed work will be met but should be fully justified. Estimated figures for consumables / materials are not acceptable and, at the full stage, all costs must be itemised.
- Non-UK costs (e.g. specialist tests or assays) may be met, on condition that full justification is provided. It will, however, be the responsibility of the lead institution to reimburse the non-UK institution for carrying out such tests.
- Travel and subsistence costs, where required by the nature of the work, will normally be met and should be based on the most suitable and economical form of travel.
- Other eligible costs include:
 - Participant costs / expenses / incentives.
 - Steering group / meeting costs.
 - Transcription costs.
 - Data storage, archiving and management costs.
- Backfill costs for staff at partnering health and social care and/or community organisations, to allow them to contribute to the proposed programme, may be applied for but should be fully justified.
- Given the nature of the funding call, animal costs are not eligible.

PATIENT, CARER AND PUBLIC INVOLVEMENT AND ENGAGEMENT

- We will meet justified payments for patient, carer and public involvement and engagement (PPIE). Please ensure that you have read the NIHR guidance resources on the “[Payment guidance for researchers and professionals](#)” page.
- In addition, ensure that you have taken in to account the “[UK Standards for Public Involvement in Research](#)”. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.

EQUITY, DIVERSITY AND INCLUSION

- We will meet relevant equity, diversity and inclusion (EDI) related costs, provided they are justified in the context of the proposed work.
- Examples of EDI-related costs include relevant training, translation costs etc. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.

EQUIPMENT (INCLUDING COMPUTER COSTS)

- Requests for study-specific items of equipment costing up to £10k may be met but should be fully justified. For requests over £10k, we will expect a detailed case to be provided and at least a 50% contribution towards the total cost of the equipment from the lead institution and/or other sources. Suppliers’ quotations will also be required.
- We would normally expect the involved organisations to provide access to major equipment, but where specific circumstances require substantial usage or a contribution to the use of major equipment is requested, a detailed case should be provided.

- Computers and other IT equipment dedicated to the work may be met, on condition that full justification is provided.

OUTPUTS, OUTCOMES AND IMPACT

- We will meet costs for members of the team to attend conferences as a speaker and/or to present posters etc. to disseminate the findings of their work.
- We will not typically meet costs for attending a conference as a delegate only, unless a specific case can be made.
- Costs for other dissemination and impact-related activities related to the proposed work may be applied for, provided that full justification is given. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.
- Open access / open data costs may be included in applications but should be fully justified and comply with the Trust's [Open Access Policy](#).

OTHER COSTS

- If relevant / applicable, you may include a contribution to any community partner organisations' contribution to the work, at their full economic cost, under this budget heading. Further detail on this is provided below.

GUIDANCE ON OVERHEAD COSTS AND NHS RESOURCES

- Apart from any specific cases listed above, we will **not** meet overhead costs (typically those identified by UKRI as Directly Allocated Costs, Indirect Costs and Estates Costs) for **universities**. In particular, we will not contribute towards the Apprenticeship Levy as this forms part of central overhead. Please note that this is because host universities receive a contribution to overheads via the [Charities Research Support Fund](#). More information regarding the charities element of the Quality-Related ("QR") funding can be found in the "What costs will you cover?" question in our [Funding FAQs](#).
- However, if applicable, **we expect** funding to be allocated within the proposed budget to compensate any involved community partner organisation(s) for their contribution to the work at their full economic cost. Some useful advice on full economic cost recovery for community organisations is provided in the ["Support and resources for community-facing organisations" drop-down on the "How we support you" page on our website](#).
- Please note that applications that include NHS resources and/or involve NHS organisations will need to adhere to the [AcoRD guidance](#).
- If you have any questions about eligible costs, please [contact us](#) and/or we can discuss these as part of the [expression of interest](#) conversation.

3. APPLICATION PROCESS AND TIMELINE

The application process will consist of two stages:

1. Expression of interest stage
2. Full application stage

The application process for this call will follow the timetable below:

Activity	Date
Expression of interest stage open	w.c. 8 th July 2024
Webinar – please register on Eventbrite at this link (We aim to make the webinar recording available on the “ Events recordings and reports ” section of our website)	17 th July 2024 (11am-12:30pm)
Expression of interest stage deadline (Prospective applicants must have a conversation with the Trust’s triage panel by this date. Details on how to arrange a conversation and what is involved are provided in Section 4)	6 th September 2024 (5pm)
Full application stage open to invited applicants (We aim to make a PDF template of the application form available ahead of the full application stage opening)	w.c. 9 th September 2024
Provision of working title and abstract from invited applicants (This is to assist us in identifying potential reviewers / Expert Panel members during the full application stage. You will also be given the opportunity to nominate up to three potential reviewers who you feel have the appropriate expertise to assess your proposal)	20 th September 2024 (5pm)
Deadline for the full application stage	29 th October 2024 (5pm)
Peer review of full applications (However, please note we will begin approaching peer reviewers following the provision of your working title and abstract)	October to December 2024
Rebuttal period (To enable you to respond to key points of peer reviewer feedback – please do ensure that you are available during this period, as unfortunately we cannot accommodate any flexibility with these dates)	9 th – 13 th December 2024
Expert Panel review of full applications	January 2025
Full applications considered by our Research Grants Committee and the Expert Panel	4 th February 2025
Interviews for applicants	26 th and 27 th February 2025

Applicants notified of the outcome of the full application stage	By late March / early April 2025
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Based on this timetable, any awarded grants would likely not be able to start until Summer / Autumn 2025 at the very earliest. However, please note that any successful programmes will not be able to commence until any conditions stated in the Grant Offer Letter have been met.

Every effort has been made to provide enough time for the various stages of the process while avoiding public / school holidays, but some clashes will unfortunately be unavoidable.

4. EXPRESSION OF INTEREST STAGE

4.1 OVERVIEW

The expression of interest stage will open in the week commencing Monday 8th July 2024 and close at 5pm on Friday 6th September 2024.

During this time, prospective applicants must have a formal expression of interest conversation with the Trust's triage panel. More information on this is provided below.

BEFORE ARRANGING AN EXPRESSION OF INTEREST CONVERSATION

Before arranging a conversation with us, please ensure that you have:

- Read our [Funding FAQs](#) and completed our general [Eligibility O&A](#).
- Read these guidelines in full and checked that you meet the eligibility criteria.
- Read our [Terms and Conditions for Research Grants](#).

ARRANGING AN EXPRESSION OF INTEREST CONVERSATION

To arrange an expression of interest conversation, please [book-in a time through Calendly using this link](#). If you cannot find a suitable time, please [contact us](#) and we will try our best to find an alternative – however, please note that we have limited capacity to arrange conversations outside of the times listed.

When booking-in a conversation through Calendly, you will have the opportunity to add other individuals to the calendar invite. More details on who should be involved in the conversation are provided below.

Please note that expression of interest conversations must be booked at least 48 hours in advance.

THE EXPRESSION OF INTEREST CONVERSATION

Details of who should be involved in the expression of interest conversation are as follows:

- The lead applicant **must** be involved.
- At least one representative from the partner(s) / organisation(s) that will support the implementation and adoption of the proposed intervention(s) **must** be involved.
- Ideally, we would like a representative(s) from each organisation involved in the proposed work to be part of the conversation – however, we appreciate that there will be occasions where this is not possible.

As part of the conversation, you will be asked to provide a presentation (**max. 20 minutes**) which covers the following points:

- The intervention(s) that the proposal focuses on. For example:
 - An explanation of the intervention(s) and its components, and how it can support older adults' independence and reduce future health and social care requirements.
 - How the intervention(s) is novel / differs compared to other existing services / programmes etc.
 - An overview of the existing evidence for the effectiveness of the intervention(s).
- The proposed programme. For example:
 - The question(s) you are seeking to address.
 - The location(s) / setting(s) etc. where the intervention(s) will be implemented, and who will be involved in the implementation.
 - The population(s) of older adults who will be impacted by the work.
 - Your evaluation plans, including what evidence you intend to collect on the economic impacts / implications / sustainability of the intervention(s).
 - How the adopter partner(s) / organisation(s) will support the implementation of the proposed intervention(s) during the lifetime of the award and, if successful, the longer-term adoption beyond the end of the programme. While we understand that the adopter partner(s) / organisation(s) might not be able to commit at the outset to the widespread adoption of the intervention(s), we would expect a willingness to examine the conditions that would need to exist to facilitate adoption.
- Your proposed approach to patient, carer and public involvement and engagement (PPIE) and equity, diversity and inclusion (EDI) during the programme.
- Details of the proposed team and their role(s) in the programme.

Following the presentation, there will be an opportunity for questions / to discuss the proposal in more detail. In total, the entire conversation, including the presentation, should take no longer than 50 minutes.

4.2 ASSESSMENT PROCESS AND CRITERIA

Following the expression of interest conversation, the Trust's triage panel, consisting of members of the [Trust's staff and, where available, Research Grants Committee](#), will consider whether the proposal meets the following points:

- Eligibility for the call (based on the proposed team, the intervention(s) in question etc.).
- The proposed work being in remit.
- Alignment with the Trust's key principles for research.
- We are particularly keen to prioritise proposals that address needs in under-served communities. This could include, but is not limited to, ethnically diverse groups, those from lower socio-economic backgrounds / communities and/or those in under-served geographic regions (including coastal and rural locations).

If it is agreed that the proposal meets these points, then you will be invited to submit a full application through our online Grants Management Portal. More detail on the full application stage is provided in [Section 5](#).

Please note that in some cases, an invitation to submit a full application may be subject to conditions (e.g. changes to the proposal, addressing feedback from the expression of interest conversation etc.).

FEEDBACK AT THE EXPRESSION OF INTEREST STAGE

Dependent on the level of response to the call, we will aim to provide feedback to those invited to submit a full application, where relevant. We also aim to provide general feedback for applicants who are not successful at the expression of interest stage.

4.3 EXPRESSION OF INTEREST STAGE CHECKLIST

Make sure you have completed all the relevant tasks on this list by the deadline for the expression of interest stage:

- Have you reviewed your eligibility, read these guidelines, our general funding FAQs and Terms and Conditions for Research Grants?
- Have your co-applicants / collaborators read and understood these guidelines and had the chance to contribute to your proposal?
- Have you arranged and had a formal conversation with the Trust's triage panel?
- Have you spoken with, and do you have support from, your lead institution and any other organisations involved in the proposal?

5. FULL APPLICATION STAGE

5.1 OVERVIEW

Applicants will be notified of the outcome of their expression of interest conversation during the week commencing 9th September 2024, with successful applicants being invited to submit a full application form by the deadline of 5pm on Tuesday 29th October 2024.

Please note that if you are invited to submit a full application, you will also be asked to provide a working title and abstract (500 words max.) for your programme by Friday 20th September 2024. This is to assist us in identifying potential reviewers / Expert Panel members during the full application stage. You will also be given the opportunity to nominate up to three potential reviewers who you feel have the appropriate expertise to assess your proposal.

BEFORE STARTING YOUR APPLICATION

You should be aware that we require all Principal Investigators (lead applicants) to provide an ORCID iD when completing an application form. Any prospective lead applicants without an ORCID iD can [register for one](#). We use the information included in your ORCID profile to help auto-populate certain sections of the application form. You can find out more about the benefits of creating a profile on the [ORCID website](#).

THE FULL APPLICATION FORM

The full application form needs to be submitted via our [online Grants Management Portal](#).

We aim to make a PDF template of the application form available on our “[Apply for funding](#)” page, ahead of the full application stage opening. However, please note that this is only for planning purposes and **only applications submitted via the online grants portal will be accepted**. In addition, please note that this application form may be subject to some minor changes prior to the opening of the full application stage.

At this stage, applicants will be assigned a member of the Grants Team at the Trust, who will be able to offer continuity of support with questions around developing their application.

Whilst the Principal Investigator (lead applicant) is responsible for submitting the application form, a number of other people (termed “external participants”) must be invited to contribute to the form on the grants portal. Please see the following table for more information on who needs to be involved with this stage of the application process.

Required

Co-applicants:

- At this stage, all named co-applicants must be invited to review and contribute to the form.

Administrative / Finance Manager:

- An appropriate Administrative / Finance Manager must be invited to complete a declaration on behalf of the lead applicant's institution (the lead institution).
- This individual should also review, and may also contribute to, the "Financial support requested" section of the form.

Head of Department:

- The lead applicant must invite their Head of Department (or other relevant authority) to complete a declaration.

Please note:

- The application cannot be submitted until all required external participants have completed their contributions.

Detailed information on inviting external participants to contribute to your application is provided in our ["how to" guide for using the Grants Management Portal](#).

5.2 ASSESSMENT PROCESS AND CRITERIA

Once submitted, the Trust will conduct an initial review of the application to confirm satisfactory completion of the form (e.g. that all relevant questions have been answered satisfactorily, eligible / agreed costs have been included, answers have been tailored to the scheme and give sufficient detail to enable assessment etc.). Any applications that do not meet this criterion may not proceed to further assessment and applicants will be informed at this point if this is the case.

Following this, eligible applications will go through external peer review and will then be assessed by the Expert Panel, comprising independent experts alongside suitably qualified members of our [Research Grants Committee](#).

Recognising the impacts of COVID-19 on research activity: We are aware that COVID-19 has resulted in disruptions to research activities for the majority of researchers. As a result, the impacts of COVID-19 will be taken into account when assessing applicants' record of outputs and career progression and we will be providing guidance on this matter to peer reviewers, Committee members and panellists.

EXTERNAL PEER REVIEW

Full applications will be assessed by reviewers on the following criteria:

- Quality of the proposed work, for example:
 - Have the applicants provided clear, detailed and well-referenced background information?
 - Have they provided a clear and compelling justification of the need and/or novelty of the proposed work?
 - Is there a clear explanation for how the intervention(s) in question could support older adults' independence and reduce future health and social care requirements?
 - Is the research question(s) and/or proposal clear, credible and detailed?
 - Will the work make a meaningful contribution to knowledge and understanding in the field?
- Methodology and feasibility, for example:
 - What are the strengths and weaknesses of the proposed methodological approach(es)?
 - Is the proposed methodology robust / appropriate and will it answer the research question(s)?
 - Is the overall approach convincing, coherent and effective?
 - Is the programme achievable in the timeline proposed?
 - Do the applicants acknowledge potential risks to the work and consider mitigations and/or alternative tactics?
- Team and environment, for example:
 - Are the applicants well suited to carry out this work?
 - Do the applicants have a track record in the work that is proposed, commensurate with experience and taking into account the impacts of COVID-19 on research activity?
 - Is there appropriate expertise available within the team and/or the collaborative arrangements?
 - Do the applicants have appropriate access to facilities, equipment and/or resources?

THE REBUTTAL STAGE

At this stage of the call, applicants will be given a chance to respond to key points of feedback provided by the reviewers. **This will take place between 9th – 13th December 2024, and so it is important that you will be available during this time.**

EXPERT PANEL REVIEW

Ahead of the Research Grant Committee / Expert Panel meeting, Committee members and panellists will have access to the external reviewers' assessments, as well as any rebuttal from the applicants. The Expert Panel will then assess full applications on the same criteria as the external reviewers, as well as the additional criteria outlined below:

- Dissemination and impact, for example:
 - Are there detailed plans for dissemination to relevant stakeholders, with a clear demonstration of the knowledge and connections that will enable the work to change practice and/or policy?
 - Are there credible, feasible and specific plans for the longer-term sustainability of the intervention(s), with a clear and compelling rationale for how the proposed work will help to facilitate its / their adoption?
- Equity, diversity and inclusion (EDI), for example:
 - Is there a well-considered and compelling approach to EDI embedded within the proposal and its development (e.g. in recruiting staff and/or participants, the expertise within the proposed team, the development of the intervention(s) etc.)?
- Patient, carer and public involvement and engagement (PPIE), for example:
 - If appropriate, have the applicant(s) considered PPIE principles and processes in all stages of the proposal and its development, which takes into account the [“UK Standards for Public Involvement in Research”](#)?
- Capacity building, career development and support, for example:
 - Does the proposal demonstrate a clear and genuine focus on capacity building / career development, for team members both within and beyond academia?
 - Are there clear and specific plans for the support to be provided to team members during the lifetime of the programme?
- Funds requested, for example:
 - Is the financial support requested necessary and sufficient?

- Do the funds requested take into account all aims and activities (e.g. resourcing any training, PPIE, dissemination activities etc.)?
- Are the funds requested well-justified? If relevant, is there any appropriate external financial and/or in-kind support offered?

The Research Grants Committee and Expert Panel will meet to consider applications on 4th February 2025. Interviews will then be held on 26th and 27th February 2025, following which all applicants will be notified of the outcome of their applications by late March /early April 2025.

FEEDBACK ON YOUR FULL APPLICATION

Both successful and unsuccessful applicants at the full application stage will receive specific feedback. We will also be providing information on the eventual success rate for the call at a later date.

5.3 FULL APPLICATION STAGE CHECKLIST

Make sure you have completed all the relevant tasks on this list before submitting your full application:

- Have you re-read these guidelines, our general funding FAQs and Terms and Conditions for Research Grants?
- Have you provided detailed and relevant answers to all mandatory questions in the application form?
- Have you uploaded all requested documents in the appropriate file formats?
- Have you invited all named co-applicants to contribute to your application on the Grants Management Portal?
- Have all invited participants read and understood the various guidelines to ensure that the application can be submitted by the deadline on the Grants Management Portal?
- Has an Administrative / Finance Manager from the lead institution read the application and completed their declaration to ensure that the application can be submitted before the deadline on the Grants Management Portal?
- Has the lead applicant's Head of Department (or other relevant authority) read the application and completed their declaration to ensure that the application can be submitted by the deadline on the Grants Management Portal?

6. SUPPORT AND FURTHER INFORMATION

6.1 SUPPORT FROM THE TRUST

- Join our webinar on 17th July 2024 (11am to 12:30pm) to hear more about the call and take part in a Q&A session – [register on Eventbrite](#):
 - Following the webinar, we aim to make the recording available on the “[Events recordings and reports](#)” section of our website.
 - We also aim to make a PDF template of the full application form available on our “[Apply for funding](#)” page, ahead of the full application stage opening.
- Do read our:
 - General [Funding FAQs](#).
 - [Terms and Conditions for Research Grants](#).
 - [Open Access Policy](#).
 - If relevant, our sample [Intellectual Property Agreement](#).
 - [Most recent annual report and updated action plan](#) for the Concordat to Support the Career Development of Researchers.
 - [Blog post](#) for guidance on what made a good expression of interest for our previous themed research call on interventions targeting the social determinants of healthy older age, some of which may be relevant to this call.
- For guidance on navigating and using the Grants Management Portal, please see our “[how to](#)” [guide](#).
- Join the [DMT Academy](#), which aims to:
 - Facilitate better understanding and foster relationships between academic and clinical researchers and community organisations working with older people.
 - Create a supportive place to find new collaborators, mentors and advisors and to sustain nascent networks for the longer term.
 - Provide access to members-only content, awards and events.

6.2 EXTERNAL GUIDANCE

- Eligible applications might consider visiting the [National Institute for Health and Care Research \(NIHR\) Research Delivery Network](#) for help and support – this link signposts to relevant support for research taking place across the UK nations.
- For information regarding patient, carer and public involvement and engagement (PPIE) in research, please do visit the [NIHR website for various PPIE resources](#).
- For more information on including under-served groups in research, you might be interested in the [INCLUDE initiative from the NIHR](#), which provides guidance for ensuring health research is more inclusive, as well as instructions on how to [register for a free online course](#) run by INCLUDE.
- NHS England has also created a [good practice guide for engaging with under-represented groups in health research](#).

- The updated joint Medical Research Council / NIHR [framework for developing and evaluating complex interventions](#) may be relevant.
- If applicable, the Dunhill Medical Trust is an endorsed funder approved by UKRI for the Global Talent visa programme. For more information about applying to work in the UK as a researcher or academic leader under the Global Talent visa programme, please visit the [UK government website](#).
- Read about “[Secrets on writing a winning grant](#)” in the academic journal Nature.

6.3 CONTACT INFORMATION

If you have any queries regarding the call, including if you need any alternative accessible formats at any stage of the application process, please contact grants@dunhillmedical.org.uk. We will do our very best to assist you.