

Research fund application form

October 2019



Completing

This is a PDF form with boxes you can type into and then save to your computer. We recommend that you type your text into a word processor document (e.g. Microsoft Word) first, and save it. You can then copy and paste into the PDF form. This helps ensure you won't lose what you've written.

Section 2 of this form asks for a longer answer. We've provided more than one answer box for this question, so when you paste your text into the first box, it may not fit. You'll need to make a note of where your text stops, go back to your word processor file, copy from that point and paste it into the next box.

If you're typing your answer directly into the PDF form, you can press the TAB key once at the end of a box to jump to the next box, where you can continue typing.

Submitting

Please send your completed application to rfunding@iosh.com by close of Monday 18 November 2019.

If you have any questions, please get in touch by emailing rfunding@iosh.com.

There is more information about our research fund on our website at: www.iosh.com/researchfund

All personal information you provide to IOSH will be securely maintained, stored and treated as private and confidential. IOSH may pass on relevant data to external advisers and independent reviewers to perform tasks on its behalf and help make the funding process operate effectively. IOSH may use the information you provide for the purposes of promoting the Research Fund and promoting IOSH in general. Unless we have your consent, IOSH will disclose your personal information only for these purposes. For our full data protection and privacy statement please visit our website: www.iosh.com/privacy-notice.

For IOSH use only	Application number:
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1. Basic details

Date of application <i>(dd/mm/yy)</i>
Project title
IOSH funding requested <i>(exc VAT)</i>
Total project cost <i>(if different from above)</i>
Start date <i>(dd/mm/yy)</i>
Project duration
Principal investigator <i>(title and name)</i>
Principal investigator's email
Contact phone number(s) <i>(inc area code)</i>
Lead organisation
Lead organisation's address

Project partners Give the names of organisations that have agreed to co-fund the project (cash and/or in kind). Describe the co-ordination arrangements and each partner's responsibilities.

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2. Research project (in plain English please)

Project rationale Including an explanation of the project’s scientific merit and contribution to knowledge.
(up to 800 words).

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2. Research project *(in plain English please)*

Project rationale *(continued)*

2. Research project *(in plain English please)*

What are the research aims/questions/hypotheses? (up to 300 words).

2. Research project *(in plain English please)*

How will the research be done? Please include details of how you will access participants, the characteristics of participants and give a justification of the sample size. You should also explain your method/s for data collection, the data items and location of data to be collected, and the justification of the materials and measures that will be used

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2. Research project *(in plain English please)*

How will the research be done? *(continued)*

2. Research project (in plain English please)

Ethics Ethical approval is required is required for any research involving human participants before we can award a grant. Please either include the details of this approval or confirm that you will provide us with evidence of compliance before the research begins.

References

3. Research team

Why are you the right people to do this research? Please outline the research experience of the PI and team members. Include a list the principal investigator’s six most recent publications and up to six of the research team’s relevant publications. *(up to 800 words)*.

4. Knowledge transfer and evaluation

Benefits for occupational safety and health Explain how the project will benefit health and safety policy or practice, especially for people affected by work activity. *(up to 300 words)*.

4. Knowledge transfer and evaluation

How will the findings of the research reach the people who need to know?

Please give details of the communications and knowledge transfer plans.

End-user/Beneficiary	Knowledge transfer method	Obstacles

4. Knowledge transfer and evaluation

How will you evaluate your research? How should the success and impact of your research be evaluated? What will be the key indicators for this? *(Up to 250 words)*

5. Costings

Breakdown of costs to be funded by IOSH Please specify your expenditure by category in each financial year of the project, excluding VAT if applicable. Please provide a schedule of costs against milestones.

Category of expenditure	2020/2021	2021/2022	2022/2023	2023/2024
Staff costs				
Travel and subsistence costs				
Capital items*				
Sub-contracts†				
Other costs‡				
Overall cost				

- * for capital items in excess of £100 give details below
- † give details of any proposed sub-contracts including intended contractors below
- ‡ where other costs are in excess of £250 per annum, give details below – e.g. interview transcriptions

Please provide the necessary details to support your breakdown of costs

VAT-registered organisations Please state if you are VAT registered, either in the UK or in another country, and supply your VAT registration number.

5. Costings

Other sources of funding Please provide information on the contributions (cash and in kind) to the project by your project partners.

Partner name	Cash contribution	Contribution in kind		Confirmed in writing (Yes/No)?
		Description	Value	

6. Staffing

Please identify the key personnel who will work on this project, their responsibilities, their planned contributions to the project and their daily charge.

Name	Role/responsibilities	Planned contributions to project	Email and contact number	Organisation (if different from PI)	Daily charge

7. Programme of work

Please describe the major milestones, their outputs, and the timescales for their completion.
Each milestone must have an associated output.

Milestone number	Outline the milestone	Output of the milestone	Delivery date of output	Charge to IOSH

I'd like to apply for funding. Am I eligible?

Researchers who have a proven track record in high-quality research are eligible to apply for funding. Applicants should also be able to demonstrate that they have the research and project management skills to lead a successful proposal to completion.

I'm not sure about my research idea. Do you have any general advice?

We are interested in proposals that address the priority areas in the 'call for bids' statement. Applications must be aligned to the priority area(s) and support our WORK 2022 strategy, otherwise they will not be considered for funding.

When will I hear the outcome of my application?

Decisions will be made at several time-points during the process, so you'll hear the outcome of your application no later than Spring 2020. The length of the process is also determined by the how much you have requested from IOSH, with more substantial grants taking longer.

What are the possible outcomes of my application?

Once we receive your application, we'll either:

- decline to support your application,
- ask you to revise and resubmit your proposal, or
- accept your proposal.

We may invite you to meet with staff and/or external advisers as part of the process. If we do, we'll give you plenty of notice and the meeting may be held remotely, by videoconference or telephone.

Will I be given feedback on my application?

We will try to give some brief feedback, but due to the number of applications we receive this will not always be possible.

Will I need to submit my application by a specific time on the closing date?

We can receive submissions until midnight GMT on the closing date, unless we've noted otherwise in the submission details.

I've submitted my application but didn't get a receipt. What should I do?

When you submit your application form you should get an email to confirm this.

If you still haven't received a confirmation after a few days, contact the Advice and Practice Department by emailing rfunding@iosh.com to check if your form has been received.

Is there a maximum amount of funding that I can apply for?

We don't have a minimum or maximum range for the level of research funding provided (or the project duration). However, do bear in mind that we have a limited fund and it is a competitive process.

Applications are considered case-by-case and on merit, so your project activity must be commensurate with the level of funding requested. Therefore, it is essential that you provide a clear breakdown of costs. Typically, successful applications funded through the annual research competition have ranged between £50,000 and £150,000; and to date the highest project sum awarded is around £260,000.

We welcome ambitious projects and encourage proposals that have secured partial or match-funding with other like-minded organisations.

Does IOSH pay for overheads?

Each project will be considered on the quality of the proposal and the value of its outputs. In common with other charitable funders, IOSH does not generally pay overhead costs. We will, however, consider reasonable and specific indirect costs for applicants based in low- or middle-income countries and small charitable organisations if the project outputs merit them.

You must be able to substantiate all your costs and demonstrate value for money, so please make sure that you clearly provide all relevant costing information on the application form to help us make a decision. This may include direct costs for academics and research assistants for the actual hours deployed on the project, as well as printing, postage, telephone, travel and subsistence costs.

I'm a researcher based outside the UK. If I apply for funding and my application is successful could the award be in a currency other than British Pounds (GBP)?

If you are a successful applicant, your application may be granted in a different currency. Please submit project costs in GBP, and quote the currency, currency rate and date of conversion, along with the project costs in the other currency.

My project does not involve collaboration with another organisation. Does that matter?

Collaborating with another organisation is something that we welcome. However, it is not compulsory. If you have gained financial or 'in-kind' support from other organisations this should be secured at the time of your application – please confirm this in your proposal.

My project will produce some useful outputs at the end of it. Who'll own them?

We'll deal with project outputs on a case-by-case basis. However, we'd expect IOSH to have ownership of intellectual property rights.

What happens at the end of the project?

We expect you to develop plans for communicating and sharing the findings of your research project. We will also develop an IOSH communication and dissemination plan to which you may be expected to contribute.

When your project's completed, we'll publish full peer-reviewed reports and summary reports and will work with you to do this. However, we would strongly encourage you to publish in other sources and keep us informed about it. After approximately a year we'll evaluate how your project has performed and how the research outputs have contributed to academia (e.g. published in peer-reviewed journals), supported practitioners and employers in practice (e.g. through articles and guidance) and how it's influenced policy, whether at a local or national level.

Does IOSH fund research studentships?

Currently, we don't fund research studentships. However, as part of the research team, members can involve post-doctoral research assistants or be involved in supervised work that's part of a larger study and leads to a higher degree e.g. PhD.