

Grants and Awards Information Pack

Application and Assessment procedures

General

The Trustees consider applications at the quarterly PPEF Trustees' meetings. Meeting dates can be obtained from the PPEF via Physio First at the Towcester Office at ppef@physiofirst.org.uk or 01327 354441.

Closing dates for applications will normally be four weeks prior to the meeting.

Applications must be made using the correct PPEF application forms.

8 paper copies and 1 electronic copy of the application documentation should be submitted to the trustees.

It is essential that applicants adhere to the various "Notes for guidance" in order for their applications to be considered for funding by the Trustees. **These are indicated in red throughout the application forms.**

It is essential that applicants clearly state the reasons why funds are needed, and itemise the costs involved.

The Trustees will give priority to applicants who:

- work as independent practitioners
- demonstrate relevance of proposal to the objects of PPEF;
- provide the evidence base that supports the educational programme or research.

Research which forms part of taught postgraduate study, will not be considered for an award from the PPEF. This includes taught Masters Degrees.

Applicants are advised that failure to provide adequate detail on the application form may seriously disadvantage or delay their application.

The Decision of the Trustees is final and applicants will be informed of the outcome of the Trustees' meeting as soon as possible.

Grants and awards are allocated to support:

Scheme A1: RESEARCH AWARDS up to £15,000

For novice researchers

- for full projects, pilot projects or to pump-prime projects
- to new and novice researchers for full or pilot projects on any topic relevant to physiotherapy

Scheme A2: RESEARCH AWARDS up to £30,000

- for full projects, pilot projects or to pump-prime projects
- to new and novice researchers for full or pilot projects on any topic relevant to physiotherapy

Scheme B1: INDIVIDUAL SCHOLARSHIP AWARDS

Maximum funds available £2000

- Self-funding Speakers or Poster Presenters attending a conference.

Scheme B2: INDIVIDUAL SCHOLARSHIP AWARDS

Maximum funds available £2000

- Individual Scholarship Activity

Scheme C: GRANTS FOR NON-RESEARCH PROJECTS THAT FULFIL THE OBJECTS OF THE FOUNDATION

Grants and awards are allocated to support:

Scheme A1: RESEARCH AWARDS up to £15,000 For novice researchers

- for full projects, pilot projects or to pump-prime projects
- to new and novice researchers for full or pilot projects on any topic relevant to physiotherapy

Scheme A2: RESEARCH AWARDS up to £30,000

- for full projects, pilot projects or to pump-prime projects
- to new and novice researchers for full or pilot projects on any topic relevant to physiotherapy

Scheme B1: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

- Self-funding Speakers or Poster Presenters attending a conference.

Scheme B2: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

- Individual Scholarship Activity

Scheme C: GRANTS FOR NON-RESEARCH PROJECTS THAT FULFIL THE OBJECTS OF THE FOUNDATION

Criteria for Applicants for Research Awards

- If the applicant is a physiotherapist they must be a current member of the Chartered Society of Physiotherapy and registered with the Health Professions Council (HPC) in good standing. Non physiotherapists must provide evidence of qualification and current statutory registration.
- Applicants should have at least 5 years post-registration experience.
- Applicants must give details of other financial assistance given or applied for in connection with the current proposal. Applicants are expected to keep the Trustees informed of the outcomes of any other applications.
- Applicants must have evidence of previous successful research experience (conference presentation, peer reviewed publications) or name an experienced researcher who will oversee the project.
- Applicants may submit only one application for a Research Grant. Previously successful applicants applying for funding for a different research project will be considered, provided an evaluation questionnaire has been submitted for the previous project and that the terms and conditions for the previous award were met.
- Applications for funding should be made within 12 months of the commencement date of the research project.
- 8 paper copies and 1 fully completed electronic copy of the application documentation should be submitted to the Trustees no later than 4 weeks before the next Trustees meeting. Details available from PPEF.
- Applications should be made within 12 months of the commencement date of the programme.
- Funds are not provided for loss of earnings.

Terms and Conditions of Funding:

- Applicants must meet the Criteria for Applicants for Non-research Awards.
- Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project.
- Applicants must be prepared to provide additional information on request.
- Grants and awards shall only be used for the purposes agreed by the Trustees.
- It is possible that the trustees may set conditions for the granting of PPEF Awards.
- If the project should be suspended or cancelled for any reason, the applicant must inform the Chairman of the Board of Trustees and may be obliged to pay back those funds already awarded to them.
- Should the project funding allocation be more than the final project costs, the applicant will be required to return of the balance of over allocated funds.
- No additional funding will be made available beyond the amount applied for in the Research Application Form and if funding is approved, applicants must be prepared to submit quarterly progress reports.
- The PPEF reserves the right to demand a refund of funding allocated if it is deemed that the funds were used for purposes other than those stated in the Application Form, or if the project is not completed.
- Evidence of expenditure, to include receipts must be submitted to the Trustees on request.
- Recipients of awards are required to submit the outcome of their work to other physiotherapists through Physio First publications and Education Programmes e.g. acceptance as a poster or oral presentation at peer reviewed conferences and appropriate journals.
- Funding may be staged according to project milestones
- The receipt of Awards must be formally acknowledged in writing by the recipient.

Application Form Research Awards Type A1 up to £15,000 for Novice Researchers

Applications are invited from new/novice researchers on any topic relevant to Physiotherapy that fulfils the objects of the Trust. Novice researchers should use the correct application form.

Date:	CSP Membership No: HPC Registration No: Physio First Membership No:	
Researchers full name	Title	
Address:		
Telephone No.	E-Mail address:	
Current position held (Give number of hours per week in each position)		
Research summary:		
Research aims:		
Research purpose i.e. who will benefit?		
How will the research results be disseminated to the public at large?		
Who will be undertaking or controlling the research and what level of expertise is available?		
Has your Local Research Ethical Committee given approval (if applicable)?		

Number of hours of paid study leave per week?	
Estimated number of hours per week required for project	
How long will the research take to initiate? Please tick as appropriate	3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input type="checkbox"/> 12 months + <input type="checkbox"/> Already initiated <input type="checkbox"/> If so, for how long?
How long will research take to complete?	
Who will own the results of the research?	The Researcher: <input type="checkbox"/> PPEF <input type="checkbox"/> Another organisation – please state:
Have you made other grant applications?	If YES Please state to whom ALL applications have been made
Have responses been received from all applications? Please outline all responses.	
Is the project being funded elsewhere? If so, where, what percentage and how much is the funding?	Employing Authority's contribution: £ _____ Other Sources of funding : £ _____ Other successful grant applications: £ _____
Total amount requested from PPEF?	£ _____
Additional information required to support this application	PLEASE INCLUDE THE FOLLOWING: Detailed Project time scale and milestone form A full budget breakdown Your Curriculum Vitae

Project time scale and milestones - for Novice Researchers

NOTE FOR GUIDANCE:

Project time scale and milestones

Applicants are required to give some indication of their projected time scale for the project. This should include the proposed start and end date for different stages of the project, eg sample selection, data collection, data analysis.

Using the grid provided indicate the work that will be completed at various stages of the project. Photocopy as necessary.

Project milestones

Activity	Start date	Completion date

Financial details of support requested - for Novice Researchers

NOTE FOR GUIDANCE:

- Financial details of support requested

Please give full and exact details: Principal items must be costed separately; requests for unspecified items will be deleted. Please include a breakdown of all costs to be incurred and support requested in relation to staff, equipment or expenses, where relevant Administrative costs (overheads) should be clearly stated. VAT if payable should also be included.

Costs of administering grants must be borne by the institution nominated by the grant-holder to handle finance. N.B. Equipment purchased for medical research is usually exempt from VAT, especially when funding is from a charitable source.

Please note that the PPEF will not pay institution overhead costs.

It is important that you set out the full costings, whilst appreciating the Foundation's scope as set out above. This will assist the Panel in reaching a decision on funding amount.

Category	Year 1 costs	Year 2 costs (if applicable)	Year 3 costs (if applicable)	TOTAL £
<u>Staff salaries</u>				
<u>Travel and subsistence</u>				
<u>Equipment</u>				
<u>Consumables</u>				
<u>Other</u>				

Curriculum Vitae of all Applicants - for Novice Researchers

NOTE FOR GUIDANCE:

Each applicant is asked to complete a separate Appendix IV – Curriculum Vitae. The information provided must be limited to the space available on the form.

(Please use one sheet for each person and reproduce as necessary).

Surname: _____

Forename(s) _____

Qualifications, degrees etc

Relevant Post-Registration courses attended:

Posts held during the last 5 years (with dates):

Recent publications - provide up to 6 references (if applicable):

I (Full name)

confirm that I have read the Criteria for Applicants for Research Awards and the Terms and Conditions set out by the Private Physiotherapy Educational Foundation. The Terms and Conditions are detailed below and I agree to abide by them if my application is successful. I shall be actively engaged in, and take full control of the project. I also agree to comply with standards set out in the Department of Health Research Governance Framework.

Signed _____ Date _____

Position:

Organisation:

Terms and Conditions of Funding:

- Applicants must meet the Criteria for Applicants for Research Awards.
- Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project.
- Researchers must be prepared to provide additional information on request.
- No additional funding will be made available beyond the amount applied for in the Research Application Form and if funding is approved, researchers must be prepared to submit quarterly progress reports.
- PPEF reserves the right to demand a refund of funding allocated if it is deemed that the funds were used for purposes other than those stated in the Research Application Form, or if the research is not completed.
- Evidence of expenditure, to include receipts must be submitted to the trustees on request.
- Recipients of awards are required to submit the outcome of their work to other physiotherapists through Physio First publications and Education Programmes, e.g. acceptance as a poster or oral presentation at peer reviewed conferences and appropriate journals.

For Office use Only:

Additional information requested by Trustees:

Grants and awards are allocated to support:

Scheme A1: RESEARCH AWARDS up to £15,000 For novice researchers

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Scheme A2: RESEARCH AWARDS up to £30,000

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Scheme B1: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

- Self-funding Speakers or Poster Presenters attending a conference.

Scheme B2: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

- Individual Scholarship Activity

Scheme C: GRANTS FOR NON-RESEARCH PROJECTS THAT FULFIL THE OBJECTS OF THE FOUNDATION

Criteria for Applicants for Research Awards

- If the applicant is a physiotherapist they must be a current member of the Chartered Society of Physiotherapy and registered with the Health Professions Council (HPC) in good standing. Non physiotherapists must provide evidence of qualification and current statutory registration.
- Applicants should have at least 5 years post-registration experience.
- Applicants must give details of other financial assistance given or applied for in connection with the current proposal. Applicants are expected to keep the Trustees informed of the outcomes of any other applications.
- Applicants must have evidence of previous successful research experience (conference presentation, peer reviewed publications) or name an experienced researcher who will oversee the project.
- Applicants may submit only one application for a Research Grant. Previously successful applicants applying for funding for a different research project will be considered, provided an evaluation questionnaire has been submitted for the previous project and that the terms and conditions for the previous award were met.
- Applications for funding should be made within 12 months of the commencement date of the research project.
- 8 paper copies and 1 fully completed electronic copy of the application documentation should be submitted to the Trustees no later than 4 weeks before the next Trustees meeting. Details available from PPEF
- Applications should be made within 12 months of the commencement date of the programme.
- Funds are not provided for loss of earnings.

Terms and Conditions of Funding:

- Applicants must meet the Criteria for Applicants for Non-research Awards.
- Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project.
- Applicants must be prepared to provide additional information on request.
- Grants and awards shall only be used for the purposes agreed by the Trustees.
- It is possible that the trustees may set conditions for the granting of PPEF Awards.
- If the project should be suspended or cancelled for any reason, the applicant must inform the Chairman of the Board of Trustees and may be obliged to pay back those funds already awarded to them.
- Should the project funding allocation be more than the final project costs, the applicant will be required to return of the balance of over allocated funds.
- No additional funding will be made available beyond the amount applied for in the Research Application Form and if funding is approved, applicants must be prepared to submit quarterly progress reports.
- The PPEF reserves the right to demand a refund of funding allocated if it is deemed that the funds were used for purposes other than those stated in the Application Form, or if the project is not completed.
- Evidence of expenditure, to include receipts must be submitted to the Trustees on request.
- Recipients of awards are required to submit the outcome of their work to other physiotherapists through Physio First publications and Education Programmes e.g. acceptance as a poster or oral presentation at peer reviewed conferences and appropriate journals.
- Funding may be staged according to project milestones
- The receipt of Awards must be formally acknowledged in writing by the recipient.

Detailed instructions

Details of Proposed Research

Please give details of the project for which you are requesting support using the following headings. Do not exceed **SIX** sides of A4 (including references). Use a minimum font size 10 point with single line spacing.

NOTE FOR GUIDANCE:

This section is particularly important. This should be clearly written containing all relevant information such that reference to any papers quoted is not essential to understanding the proposal. Please keep within the space limit; 6 sides of A4 for funding scheme A1 (up to £15,000) and 10 sides of A4 for funding scheme A2 (up to £30,000), minimum font size 10 point, single line spacing. All applications are requested to include the following information:

Title

Give a project title, ideally that given in Section 3, but you may expand on this if you consider further detail needs to be expressed in the title.

Benefits the proposed investigation will bring to physiotherapy / patient care

Indicate how this piece of work will potentially enhance the understanding of physiotherapy practice and / or improve patient care.

Purpose of proposed investigation

A brief description should be given of the immediate and longer term objectives of the research and their particular relevance to the practice of physiotherapy.

Background to the project

Give a concise summary of the existing state of knowledge in the project field, and the expertise and prior knowledge contained within the project team. This should not be a comprehensive literature review, but you should cite preferentially the most recent literature on which your project is based. When little previous work has been done in the proposed area the applicant should refer to similar work in related areas. Any references referred to should be provided in a reference list at the end of the proposal. Highlight special circumstances as to why you are ideally placed to carry out the proposed research, eg previous experience in the field, successful pilot studies, facilities in place, etc.

Study participants

Please state clearly the population to be involved in the study and the inclusion and exclusion criteria. You should justify the chosen sample size required for the study for statistical purposes (seek statistical advice if necessary). You should also indicate that you have access to sufficient subjects.

Plan of investigation, including research methodology proposed

Describe in detail the proposed work, including clearly defined research objectives. The stated objectives will be used for project monitoring purposes. Any interdependency of the research objectives should be stated. You must adequately justify why the chosen experimental design is suitable. Acknowledge and address where there may be difficulties. Provide references for established protocols and outcome measures where possible, and provide full justification for any unusual or novel techniques. Any technique not well known should be briefly described. Provide brief details about the likely outputs from the study, both in content and form. It is accepted that only a little detail will be available for some of the above areas when applying for a grant, however all should be considered to some degree even if the available information is limited.

Data analysis

The analytical procedure to be used should be clearly presented. Any statistical analysis should be clearly stated; it is not sufficient to give only the name of a statistical test or software package. It is therefore advised that you consult a statistician at an early stage.

References

All texts referred to in the proposal should be fully referenced at the end of the Appendix 1, not exceeding the stated space allowance.

APPLICATION FORM

1. **Details of lead researcher** (to whom all correspondence will be addressed).

NOTE FOR GUIDANCE:

Details of lead applicant

- The lead applicant's details should be entered here. The lead applicant must be a full member of the CSP. If the post held by the applicant is not permanent please indicate the tenure. A brief outline of the applicant's research expertise is required to show the nature of experience, expertise and track record of the applicant.

Surname: _____ Title: _____
(Miss, Mrs, Mr, Dr, Prof etc)

Forename(s): _____

Department: _____

Organisation: _____

Address for correspondence:

Postcode: _____ Telephone No: _____

Fax No: _____ E-mail: _____

CSP Membership No: _____

HPC RegistrationNo: _____

Date of Qualification: _____

Physio First Membership No (if applicable): _____

2. Details of Co-applicant(s)
(reproduce this page if required for additional applicants)

NOTE FOR GUIDANCE:

Details of Co-applicants

- **When an application is being made with co-applicants, their details should be entered here. Reproduce section 2 as required when more than two co-applicants are involved.**

Surname: _____ Title: _____
(Miss, Mrs, Mr, Dr, Prof etc)

Forename(s): _____

Department: _____

Organisation: _____

Address for correspondence:

Postcode: _____ Telephone No: _____

Fax No: _____ E-mail: _____

CSP Membership No: _____

HPC RegistrationNo: _____

Date of Qualification: _____

Physio First Membership No (if applicable): _____

3. Project details

NOTE FOR GUIDANCE:

Project details

- The project title should reflect the research being proposed.
- The project summary and objectives should be as clear and accurate as possible, not exceeding **250 words**.
- Describe how you foresee your research findings being disseminated and implemented within physiotherapy. This should embrace more than publication in respected refereed journals. For example, conference presentations and seminars.
- Please indicate a realistic starting date, bearing in mind that up to 6 months may elapse before a decision is reached on the application.

Title of project (maximum 20 words)

Total sum requested £ _____

Duration of project (in months) _____

Expected start date _____

Project summary and objectives (maximum 250 words):

4. Dissemination Plans

How will your research findings be disseminated?

5. Research Ethics and Governance approvals

NOTE FOR GUIDANCE:

Local Research Ethics Committee approvals

- Local ethical committee approval is required for research that includes clinical trials and/or involves human subjects. Appropriate evidence of such approval must be forwarded with the application. If ethical committee approval is not being sought a clear explanation must be given.

5a. Will approval for the project be sought from the Research Ethics Committee(s) concerned?

Please tick Box

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If no, please enclose a covering letter indicating, with reference to relevant guidelines, why the project does not require REC approval.

Confirmation of funding for a successful application will be subject to ethical approval as required.

5b. Will approval for the project be sought from the appropriate Research Governance bodies?

Please tick Box

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If no, please enclose a covering letter indicating, with reference to relevant guidelines, why the project does not require Research Governance approval.

Confirmation of funding for a successful application will be subject to research governance approval as required.

6. Details of all persons working on the project including those named in sections 2 & 8

NOTE FOR GUIDANCE:

Details of others working on the project

- **This should include yourself, co-applicants named in section 2, research assistants, etc. It is expected that the lead applicant will be actively involved in the research and in the day to day control of the project.**

Name/ main duties	Average no. of hours per week spent on project

7. Additional research funding

NOTE FOR GUIDANCE:

Additional research funding

- State whether any financial support is provided or being sought from another source for the same project or related research proposals.
- The Foundation is keen to see if additional sources of funding are being pursued.
- The total cost should include the amount applied for from the PPEF plus any additional funding.

Is your research supported by any additional source of funding / support? Yes / No	
If yes, please state:	
The supporting organisation:	
.....	
Amount: £	Duration (months):

Is this or a related application currently being submitted elsewhere? Yes / No
If Yes, please state where: _____

By what date is a decision expected:

This will not necessarily affect the Trustee's decision but if you do obtain funding from elsewhere you must inform the Chairman of the Board of Trustees.

8. Research Supervisor / Advisor

Compulsory for Research Award type A2 funding between £15,000 and £30,000

Ensure completed CV is included.

NOTE FOR GUIDANCE:

Research supervision

- Unless the applicant is appropriately qualified and experienced in research, the application must be supported by a research supervisor, who should be suitably qualified and experienced, and willing to support the research proposal. Ensure that they are involved in the project from the beginning, including commenting on the application for funding. A letter from the supervisor, confirming that they have seen the application for a research project grant and are willing to provide the necessary support, should be submitted with the application.

Name:

Address:

.....

.....

9. Co-operation confirmation

NOTE FOR GUIDANCE:

Co-operation confirmation

- Letters of support giving a statement of willingness to collaborate should be provided from all those whose co-operation is required for the research to take place.
- If the project is to be carried out within the NHS provider, enclose letter(s) confirming that the necessary infrastructure is in place at no additional cost to the PPEF for the duration of the project. Applicants should refer to document EL (97) 77 which sets out the detailed guidelines for meeting patient care costs associated with research and development in the NHS. The Trust R&D co-ordinator responsible for the R&D Levy should be contacted.

(1) Does the project require the co-operation of specific individuals (e.g. NHS consultants and/or managers) or bodies (e.g. Health Authority, NHS Trust, University, etc.)?

	Yes	No
Please tick Box	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please enclose copies of letters confirming co-operation.

Letters enclosed	Yes	No
Please tick Box	<input type="checkbox"/>	<input type="checkbox"/>

(2) Will your project be carried out within an NHS provider?

	Yes	No
Please tick Box	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please enclose copies of letters confirming that the necessary infrastructure is in place and that ethical approval has been granted at no additional cost to the PPEF.

Letters enclosed	Yes	No
Please tick Box	<input type="checkbox"/>	<input type="checkbox"/>

10. Research as part of Postgraduate study (PhD, MPhil, DPhil)

NOTE FOR GUIDANCE:

Postgraduate study

- Research which forms part of taught postgraduate study will not be considered for an award from the PPEF. This includes taught Masters degrees.
- If you are undertaking this research towards a research degree (MPhil/DPhil/PhD), please give details of the level of the award, time-scale involved and place this application has within the overall programme of study.

Is this research part of a postgraduate degree or higher education course?

Please tick Box

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please give details:

11. Previous application

NOTE FOR GUIDANCE:

Previous application

- This should comprise a brief description of the current status of the project including data collection, results and conclusions.
- Publications and presentations should also be referenced.

Have you received funding previously from the Private Physiotherapy Educational Foundation ?

Yes

No

Please tick Box

If yes, please state:

Title of project:

.....

Amount awarded: £ Date of completion or ongoing:

12. Project time scale and milestones

NOTE FOR GUIDANCE:

Project time scale and milestones

Applicants are required to give some indication of their projected time scale for the project. This should include the proposed start and end date for different stages of the project, eg sample selection, data collection, data analysis.

Using the grid provided indicate the work that will be completed at various stages of the project. Photocopy as necessary.

Project milestones

Activity	Start date	Completion date

13. Financial details of support requested

NOTE FOR GUIDANCE:

- **Financial details of support requested**

Please give full and exact details: Principal items must be costed separately; requests for unspecified items will be deleted. Please include a breakdown of all costs to be incurred and support requested in relation to staff, equipment or expenses, where relevant Administrative costs (overheads) should be clearly stated. VAT if payable should also be included.

Costs of administering grants must be borne by the institution nominated by the grant-holder to handle finance. N.B. Equipment purchased for medical research is usually exempt from VAT, especially when funding is from a charitable source.

Please note that the PPEF will not pay institution overhead costs.

It is important that you set out the full costings, whilst appreciating the Foundation's scope as set out above. This will assist the Panel in reaching a decision on funding amount.

Category	Year 1 costs	Year 2 costs (if applicable)	Year 3 costs (if applicable)	TOTAL £
Staff salaries				
Travel and subsistence				
Equipment				
Consumables				
Other				

14. Curriculum Vitae of all Applicants

NOTE FOR GUIDANCE:

Each applicant is asked to complete a separate Curriculum Vitae. The information provided must be limited to the space available on the form.

(Please use one sheet for each person and reproduce as necessary).

Surname: _____

Forename(s) _____

Qualifications, degrees etc

Relevant Post-Registration courses attended:

Posts held during the last 5 years (with dates):

Recent publications - provide up to 6 references (if applicable):

15. Declarations Research Awards

NOTE FOR GUIDANCE: Declarations

- The lead applicant signs their agreement to the conditions of the PPEF on behalf of all applicants.
- The Head of Department is requested to sign so that their commitment to the work is demonstrated.

The grant will normally be handed by the appropriate administrative authority (eg Finance Director, etc) of the institution in which it is proposed to carry out the research, or someone who is enabled by his or her role in the organisation to take responsibility for the financial administration of the grant. This person should sign on behalf of the administrative authority.

I (Full
name) _____

confirm that I have read the Criteria for Applicants for Research Awards and the Terms and Conditions set out by the Private Physiotherapy Educational Foundation. The Terms and Conditions are detailed below and I agree to abide by them if my application is successful. I shall be actively engaged in, and take full control of the project. I also agree to comply with standards set out in the Department of Health Research Governance Framework.

Signed _____ Date _____

Position:

Organisation:

Terms and Conditions of Funding:

- Applicants must meet the Criteria for Applicants for Research Awards.
- Submission of this Research Funding Application Form does not guarantee that funding will be approved for the project.
- Researchers must be prepared to provide additional information on request.
- No additional funding will be made available beyond the amount applied for in the Research Application Form and if funding is approved, researchers must be prepared to submit quarterly progress reports.
- PPEF reserves the right to demand a refund of funding allocated if it is deemed that the funds were used for purposes other than those stated in the Research Application Form, or if the research is not completed.
- Evidence of expenditure, to include receipts must be submitted to the trustees on request.
- Recipients of awards are required to submit the outcome of their work to other physiotherapists through Physio First publications and Education Programmes, e.g. acceptance as a poster or oral presentation at peer reviewed conferences and appropriate journals.

For Office use Only:

Additional information requested by Trustees:

Research Supervisor (compulsory for Research Award type A2)

I confirm that I have read this application and that, if funded, I will be responsible for the conduct of the research and the monitoring of its progress. I agree to comply with the standards of good research set out in the Department of Health Research Governance Framework.

Signature of Research Supervisor:

Name:

Date:/...../..... Position:

Organisation:

Address:

.....

.....

Head of Department (Research Award A & B)

I confirm that I have read this application and that the work will be accommodated and administered in the Department/Institution. I will ensure procedures are in place to manage and monitor the research in accordance with Research Governance.

Signature of Head of Department

Name:

Date:/...../..... Position:

Organisation:

Address:

.....

.....

Finance Officer (Research Award A & B)

I confirm that I have read this application and that, if funded, the work will be administered in the Department/institution. The staff grades and salaries quoted are correct and in accordance with the normal practice of this institution.

Signature of Finance Officer:

Name:

Date:/...../..... Position:

Organisation:

Address:

.....

.....

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Scheme A2: RESEARCH AWARDS up to £30,000

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Scheme B1: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

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Scheme B2: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

- Individual Scholarship Activity

Scheme C: GRANTS FOR NON-RESEARCH PROJECTS THAT FULFIL THE OBJECTS OF THE FOUNDATION

Criteria for Applicants for Individual Scholarship Awards

All applicants must be current members of the Chartered Society of Physiotherapy and registered with the Health Professions Council (HPC) in good standing.

Applicants should have at least 5 years post-registration experience.

Applicants must give details of other financial assistance given or applied for in connection with the current proposal. Applicants are expected to keep the Trustees informed of the outcomes of any other applications.

Applicants must be accepted on the programme for which they are seeking funding.

Applicants may submit only one application for a programme. Previously successful applicants applying for funding for a different course will be considered, provided an evaluation questionnaire has been submitted for the previous course.

Applications for funding should be made within 12 months of the commencement date.

Applicants seeking funding for courses conducted overseas are unlikely to gain an award if a comparable course is available in the UK.

Whilst an award will not be given to fund participation in group trips or exchanges merely to observe overseas practices, applications will be considered from those members visiting foreign countries to research and evaluate particular physiotherapeutic methods and techniques or professional issues.

Applicants must have evidence that their poster or oral presentation has been accepted by the conference organisers.

Grants and awards shall only be used for the purposes agreed by the Trustees.

If the project should be suspended or cancelled for any reason, the applicant must inform the Foundation and may be obliged to pay back those funds already paid to them.

Should the project funding allocation be more than the final project costs, the applicant will be required to return of the balance of over allocated funds.

Evidence of expenditure, to include receipts must be submitted to the Trustees on request.

Application form for Individual Scholarship Awards

1. Personal Details

Full Name _____

Miss/Ms/Mrs/Mr/Dr etc. _____

CSP Membership No _____ Year of Qualification _____

HPC Registration No _____.

Physio First Membership No: (if applicable) _____

Physiotherapy Qualification (e.g. Grad Dip Phys / BSc / BSc Hons) _____

Other Qualifications: _____

Address :(for correspondence) _____

Telephone No. Home: _____

Telephone Number Work

Email address:

Please indicate clearly which category you are applying for:

Scheme B1: *Self-funding Speakers or Poster Presenters attending a conference* Yes / No

Scheme B2: *Individual Scholarship Activity* Yes / No

Delete as appropriate

Have you previously applied for funding from the PPEF Charitable Foundation? Yes/ No

If YES, please give date of application and for which category of funding:

Date _____

Details: _____

NB Successful applicants can not reapply for further funding.

Applicants reapplying for a different Scheme must have submitted an evaluation questionnaire for the previous application which has satisfied the Trustees.

2. SCHEME DETAILS 1 and 2

Full Title of Scholarship Activity/ Title of Congress:

Location:

Mode of Study

(e.g. full / part-time, distance learning)

Starting Date: _____

Duration of Course / Congress: _____

Completion Date: _____

Please submit proof of acceptance on the programme, with the starting date e.g. letter from institution / course leader.

Letters enclosed

Yes

No

Please tick Box

3. FINANCIAL INFORMATION

Expenses of programme / congress:

Registration / course fees to academic institution/course leader: £ _____

Please submit evidence of fees required e.g. programme brochure, letter from institution/course leader.

Travel: £ _____

Books/Stationery: £ _____

Subsistence: £ _____

Other: £ _____

(please specify)

Financial support for programme:
Employing Authority's Contribution (if applicable) £ _____

Study Leave Yes / No
(Please delete as appropriate)
If Yes, No. of days with / without pay? No. of days _____
(Please delete as appropriate)

Other Grants / Awards :
Amount £ _____

Please list any other grants you have applied for indicating the amount requested and whether or not the application was successful.

Amount requested from PPEF

Scheme B1: Self-funding Speakers attending a congress. £ _____
Maximum funds available : £2,000

Scheme B2: Individual Scholarship Activity. £ _____
Maximum funds available: £2,000

4. JUSTIFICATION FOR APPLICATION:

*Please submit Justification: Please type on 1 side of A4 maximum, minimum font size 12.
The Justification should be presented under the three following headings:*

- *Justification for undertaking this particular programme/attending congress*
- *Relevance to your future continuing professional development*
- *Benefit to the physiotherapy profession.*

The quality of this statement will affect the level of funding awarded.

5. POST GRADUATE DEVELOPMENT

Please submit details of your post-qualifying employment and education.

Please type on 1 side of A4 maximum, minimum font size 10, including all relevant dates for education and employment.

I agree to be bound by any conditions set by the Private Physiotherapy Educational Foundation.

I confirm that any money provided by the Private Physiotherapy Educational Foundation would otherwise be provided by myself.

Signature: _____ **Date:** _____

CHECKLIST:

Have you fully and correctly completed sections:

- 1.
- 2.
- 3.
- 4.
- 5.

Please return to:
The PPEF
Cedar House,
Bell Plantation,
Watling Street,
Towcester,
Northants
NN12 6GX

Grants and awards are allocated to support:

Scheme A1: RESEARCH AWARDS up to £15,000 For novice researchers

- for full projects, pilot projects or to pump-prime projects
- to new and novice researchers for full or pilot projects on any topic relevant to physiotherapy

Scheme A2: RESEARCH AWARDS up to £30,000

- for full projects, pilot projects or to pump-prime projects
- to new and novice researchers for full or pilot projects on any topic relevant to physiotherapy

Scheme B1: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

- Self-funding Speakers or Poster Presenters attending a conference.

Scheme B2: INDIVIDUAL SCHOLARSHIP AWARDS Maximum funds available £2000

- Individual Scholarship Activity

Scheme C: GRANTS FOR NON-RESEARCH PROJECTS THAT FULFIL THE OBJECTS OF THE FOUNDATION

Criteria for Applicants for Non-research Awards

If the applicant is a physiotherapist they must be a current member of the Chartered Society of Physiotherapy and registered with the Health Professions Council (HPC) in good standing. Non physiotherapists must provide evidence of qualification and current statutory registration.

Individual applicants should have at least 5 years post-registration experience.

Applicants must give details of other financial assistance given or applied for in connection with the current proposal. Applicants are expected to keep the Trustees informed of the outcomes of any other applications.

Applications for non- research projects must clearly fulfill the objects of the Foundation.

Terms and Conditions of Funding:

- Applicants must meet the Criteria for Applicants for Non-research Awards.
- Submission of this Non-research Funding Application Form does not guarantee that funding will be approved for the project.
- Applicants must be prepared to provide additional information on request.
- Grants and awards shall only be used for the purposes agreed by the Trustees.
- It is possible that the Trustees may set conditions for the granting of PPEF Awards.
- If the project should be suspended or cancelled for any reason, the applicant must inform the Chairman of the Board of Trustees and may be obliged to pay back those funds already awarded to them.
- should the project funding allocation be more than the final project costs, the applicant will be required to return of the balance of over allocated funds.
- No additional funding will be made available beyond the amount applied for in the non-research Application Form and if funding is approved, applicants must be prepared to submit quarterly progress reports.
- The PPEF reserves the right to demand a refund of money allocated if it is deemed that the funds were used for purposes other than those stated in the Application Form, or if the project is not completed.
- Evidence of expenditure, to include receipts must be submitted to the Trustees on request.
- Recipients of awards are required to submit the outcome of their work to other physiotherapists through Physio First publications and Education Programmes e.g. acceptance as a poster or oral presentation at peer reviewed conferences and appropriate journals.
- Funding may be staged according to project milestones

Project Proposal Form for Non-Research Projects

Date:	
Proposers Full Name:	Title:
Proposers Address:	
Telephone No.	
E-Mail Address	
Project definition:	
Background:	
Project objective:	
Benefits to members/patients:	
Justification:	
Alternative source and cost:	
Scope:	
Format:	
Planning/timing:	
Review Methodology and Frequency:	

How does this project meet the PPEF Objectives?:	
Detailed Cost:	
Additional Comments in Support of the Project:	
List of supporting documents enclosed:	
<p>I agree to the Terms and Conditions of Funding:</p> <p>Name: _____ Designation: _____</p> <p>Signature: _____ Date: _____</p>	