



## **Application Form User Guide**

Welcome to a step-by-step guide to help you navigate the Application Form submission process for The MPS Foundation.

MPS Foundation Grant Programme Application Form

0%

Percentage of form you have completed

Applicants are advised to read the Foundation Information Pack. Applicants are advised to take note of any feedback they have received from The MPS Foundation following their Expression of Interest. Where The MPS Foundation has asked for any points to be clarified or for specific further information this is expected to be included in the application.

Applications will only be accepted through the MPS Foundation Grant Portal, any other method of application will not be reviewed or considered for funding.

Deadline for submission is 5pm GMT on Friday 7th July 2023.

Project Title:

Text field

[Empty text field for Project Title]

Part One: The Project

Your application will be assessed as to how it meets The MPS Foundation's focus and priorities. The MPS Foundation will not make any assumptions and will assess your application solely on the information provided in the application form.

If you wish to provide additional information via tables or diagrams this can be done at the end of the section. This section cannot be used to increase the word count.

Has anything changed regarding your proposal and your approach since you submitted your original Expression of Interest?

Yes ▾

Select YES/NO from the drop down list

If you select YES you will have an additional text field to complete

If Yes, please explain the nature and impact of the changes. (500 words maximum)

[Empty text field for explaining changes]

Text field

Please detail the objectives and purpose of your research (Maximum 500 Words)

[Empty text field for objectives and purpose]

Text field

Please provide a background and rationale for your research (Maximum 1000 Word)

[Empty text field for background and rationale]

Text field

Please explain how you are going to conduct your research(Project Methodology) - Please provide indicative numbers, locations and cohort types that will be involved (Maximum 1000 Words)

[Empty text field for project methodology]

Text field

What are the anticipated benefits, outputs and outcomes from your research? (Maximum 1000 Words)

[Empty text field for anticipated benefits, outputs and outcomes]

How could the outcomes of research be scaled up to benefit a national or global audience? (maximum 500 words)

Text field

How do you propose to disseminate the results of your research? (250 Words)

The MPS Foundation will include the results of your research on its website and will seek to publicise it in journals and newsletters available to MPS Members

Text field

#### Project Plan

Please provide a project plan with dates and key milestones.

Upload a file

Upload file here

#### Project Risks

Please provide information about the risks associated with this project. Risks should be detailed under the following headings in an Excel Spreadsheet which can then be uploaded to the Grant Portal:

Risk	Impact	Likelihood	Severity	Mitigation
------	--------	------------	----------	------------

Please use High, Medium or Low to assess the severity and likelihood of the risk occurring.

Upload a file

Accepted formats: .xlsx, .csv, .xls, .doc, .docx, .pdf

Upload file here

#### Reference/Citation Information

Please list and reference any research or work by others you have used to develop this proposal or you believe are relevant to your proposal. (Where possible include hyperlinks)

Text field

#### Additional Supporting Material

Please upload any diagrams or tables that support your application. Please ensure you reference them appropriately in your text response to enable reviewers to see the appropriate context.

The MPS Foundation and its reviewers reserve the right to reject any files that are uploaded if they deem they have been used to overcome the word count restrictions.

Upload a file

Upload file here

SAVE & CONTINUE EDITING

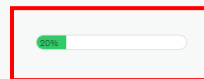
NEXT

POWERED BY Apply

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You have reached the end of the first stage. Save your progress or click on next to progress.

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Part Two: Your Project Team:

Please provide details of all those involved in the Project. Please indicate what their role in the project will be. The MPS Foundation will review your Team and will assess whether you have sufficient resources to run the project efficiently. Having too few or too many resources could adversely impact the success of your application.

Principal Researcher /Project Leader Details

Name

Role

Email Address

Total Time to be spent on the project (Hours Per Week)

Total Time to be spent on the project (Hours Per Week)

Other Research/Project/Work Commitments

Complete all text fields. Valid email address will be required

Please attach Principal Applicant's CV

Please only upload if your CV has changed since your original Expression of Interest

Upload file here

Are you an existing MPS Member?

There is no requirement for applicants to be a MPS Member. This information is requested to support due diligence in the event of your application being successful and to avoid the repetition of any checks you have already undergone.

- Yes
- No

Select Yes or No

Co-Researchers

Up to four co-researchers can be added on this form. If you intend to use more than 4 co-researchers please upload the additional details and CVs where requested.

Would you like to add a Co-Researcher?

- No
- Yes

Select Yes or No

Other Project Personnel

In this section you can upload the details of other key personnel involved in delivering the project. The types of roles undertaken by these people could include:

- Administrator
- Project Manager
- Data Analyst

The above is not a definitive list

How many Other Project Personnel are being added?

- 0
- 1
- 2
- 3
- More than 3

If you select Yes you will be asked how many Project Personnel you would like to add

You will be asked to complete details for each additional Project Personnel you have added

**Other Project Personnel - Please provide information on other key personnel involved in delivering the project**

Name

Organisation & Address (if different to Principal Researcher)

Role   
Please provide a role title and describe the responsibilities of the role:

Email Address

Average Time to be spent on the project (Hours Per Week)  (Hours Per Week)

Please attach a letter(s) of support from the organisations/institutions of co-researchers and participants indicating their willingness for them to be involved in the project and to release them to undertake the work. Where co-researchers and/or participants are from the same organisation one letter covering all will suffice.

If you do not have a letter of support please provide an explanation below.

Upload file here

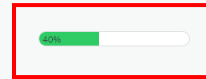
Text field

If you have not added a letter of support, please explain why not.



You have reached the end of the second stage. Save your progress or click on next to progress.

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Part Three - Ethical Considerations

Does the project require ethical approval for working with human subjects?  
Any award will not activate until ethical approval [where necessary] is confirmed in writing.

Select from the drop down list

What are the ethical considerations for this project?

Please provide details of what you consider to be the main ethical issues that need to be managed to ensure that your project operates ethically.

Text field

Text input area for ethical considerations.

If no, please explain why the project does not require ethical approval and attach a confirmatory statement from your organisation or ethics committee that this is the case:

Text input area for explanation of no ethical approval.

Upload a file Choose File No file chosen

Have you already received ethical approval for this project?

Yes No

If you selected YES from the drop down list you will need to complete this section

Clear

Please attach a PDF copy of the letter of approval from your Ethics Committee

Upload a file

If you selected Yes to the above, upload your approval letter here

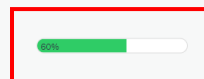
Please indicate how this will be obtained, the name of the Ethics Committee and when this is likely to be granted.

Text input area for approval details.

PREVIOUS SAVE & CONTINUE EDITING NEXT

You have reached the end of the third stage. Save your progress or click on next to progress.

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Part Four – Project Costs

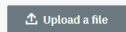
You may use your own costing documentation or you can utilise the budget template provided by The MPS Foundation which can be found [here](#).

If you are using your own costing documentation please ensure to include:

- The description of any item
- Why any item is needed for the project
- How you have calculated the day rate for any person you wish to be funded to participate in the project.
- How many days each person will spend on the project
- What role will the person undertake
- Break down your costs, in years, across the duration of the project (up to a maximum of three years)
- If you are submitting your costs in local currency please also convert them to £Sterling and indicate the exchange rate you have used. The MPS Foundation budget template will automatically do this provided you enter the exchange rate.

Please provide details of your proposed project budget.

The budget must be broken down into annual spend where appropriate. The budget should include all costs broken down into unit values and total values



Has earlier research relevant to this study by you or your team been externally funded?

Select from the drop down list

If Yes selected complete this text field

If yes, please provide the following details:

Project Title:

Supporting organisation / funder:

Value of award(s) £:

Start date and duration of award(s):

Is this project or a similar application being submitted elsewhere?

Select from the drop down list

If Yes selected complete this text field

If yes, please provide the following details:

Please indicate to which organisation it has been submitted:

When is a decision anticipated?

Has this application been submitted elsewhere during the last 12 months?

Select from the drop down list

If Yes selected complete this text field

If yes, please provide the following details:

Please indicate to which organisation it has been submitted:

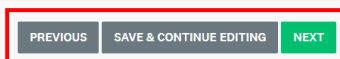
What was the result of the application?

Do you have a partial source of external funding already in place for this project?

Select from the drop down list

If Yes selected complete this text field

If yes, please provide details



You have reached the end of the fourth stage. Save your progress or click on next to progress.

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Part Five Declarations:

All the information provided in the application is to the best of my knowledge accurate and complete I confirm that I am making this application on behalf of my organisation and I have the support of my organisation to undertake this work. I agree to the MPS Foundation Terms and Conditions as laid out in the Information Pack and The MPS Foundation's [Grant Recipient Code of Conduct](#).

Are there any conflicts of interest associated with this proposal?

A conflict of interest or the perception of one may exist within a project for a variety of reasons, including, but not limited to:

- Use of commercial equipment or techniques in the project owned by one of the project team.
- One of the project team having a commercial interest in the outcome of the research.
- Funding from a commercial provider as part of the project that directs and influences the outcome of the project.

A conflict of interest does not mean that your project will not receive funding. If you think there is, or there could be a perception, of a conflict of interest please declare it and describe how you will manage that conflict of interest.

Yes  
 No

Select Yes or No

Clear

If Yes selected complete this text field

You have indicated that there could be a conflict of interest associated with your project. Please describe how you intend to manage this.

Text area for describing conflict management.

Date

Date input field

Complete date

Signed

Signature input field

Clear

Sign in this box. Clear if needed

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

Return to the previous page, save your progress or click on Mark As Complete when you are ready to submit your completed Application.