

Application summary

Application title

This should be the title of your proposed project.

Proposed duration of funding (months)

Proposed start date

You should allow at least six months between the submission of your application and the proposed starting date.

Is your application being submitted through a university?

Name of administering organisation

Please enter the name of the organisation where you intend to hold the award. If your application is successful, this is the organisation that will be responsible for administering the award.

Name of administering organisation

Please enter the name of the organisation where you intend to hold the award. If your application is successful, this is the organisation that will be responsible for administering the award.

Lead applicant's address at administering organisation

Department/Division

Organisation

Street

City/Town

Postcode/Zipcode

Country

Please enter the address where you will be working at the administering organisation. If your application is successful, this is the address that will be used in the award letter.

Lead applicant

Lead applicant details

Full Name

Department	
Division	
Organisation	
Address Line 1	
City/Town	
Postcode	
Country	
Telephone No.	
Email Address	

ORCID iD	
ORCID iD	

Lead applicants must add their ORCID iD. Find out more about ORCID on our website.

Career history (current/most recent first)

From	To	Position	Organisation

Please provide details of your current position (if applicable) and all previous posts held, listing most recent first.

Education/training

From	To	Qualification	Subject	Organisation

Please provide details of relevant education/training, listing the most recent first.

Source(s) of personal salary support

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Your source of salary may have an impact on your eligibility to apply for Wellcome Trust funding. Please, therefore, state the source of funding of the salary of your post (for example, if it is funded through your organisation's block grant from a Higher Education Funding Council). If your salary is being funded from more than one source, please provide details of all funding sources, including their relative contributions. If there are any ties on intellectual property rights or publications arising from the research you undertake, please contact the Wellcome Trust for advice. Restrictions on intellectual property may affect your ability to apply to the Wellcome Trust.

If you are not currently in employment, this question should be answered 'not applicable'.

Are you requesting your salary as part of this application?	
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Please note that the Lead Applicant and Applicants are normally expected to be in receipt of salary funding for the duration of the grant requested.

Current basic salary (per annum)

Currency

Is current salary provided by a Wellcome Trust grant?	
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Please give the Wellcome Trust grant number

Clinical status Do you have a medical/veterinary degree?	
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Please note that this includes dental and clinical psychology degrees.

Please specify

Are you clinically active?	
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What is your specialty?

Please choose your specialty from the dropdown list – if it is not on the list, select 'Other' and specify.

Please specify

Career breaks Have you had any career breaks or periods of part-time work, for example parental or long-term sick leave?	
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We encourage proposals from applicants who have taken career breaks, and wish to ensure that any such breaks are duly taken into account when considering your track record. Please state when and for what period of time you took a break, or were working on a part-time basis.

Please provide details

Do you wish to undertake this award part time?	
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If you wish to undertake this award part time, you must be employed on a part-time basis. Please contact the Trust to discuss your requirements.

Career contributions

What are your most important career contributions to date?
(350 words max.)

The examples you choose can be taken from any stage of your career. In each case, please state what the achievement was, when it came about, why you think it is important and what impact it has had.

Current and recent funding (including Wellcome Trust grants)

Please list all held in the last five years and any key prior grants (list the most recent first). State the name of the awarding body, name(s) of grantholder(s), title of project, amounts awarded, your role in the project, and start and end dates of support. For all active grants, indicate the number of hours per week that are spent on each project.

Please include details of any recurrent or core funding support that you have held in the last five years, including any Wellcome Trust awards. Please state clearly your role in obtaining the awards, for example, whether you held them in your own right as lead applicant, co-applicant, or as part of a consortium. Please state the value of your own component of the award and the percentage of your time spent on the project.

Organisation

Previous Research Resources applications

Has your organisation submitted other Research Resources applications to the Wellcome Trust over the last five years?

Please provide the name of the grantholder, grant/application reference number (if known), title of project and, if application was successful, the amount and period of award.

Applicants

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Applicant

Full Name

Department	
Division	
Organisation	
Address Line 1	
City/Town	
Postcode	
Country	
Telephone No.	
Email Address	

Career history (current/most recent first)				
From	To	Position	Organisation	
Education/training				
From	To	Qualification	Subject	Organisation
<i>Applicants are expected to be actively involved in the project.</i>				

Source(s) of personal salary support
<i>Your source of salary may have an impact on your eligibility to apply for Wellcome Trust funding. Please, therefore, state the source of funding of the salary of your post (for example, if it is funded through your organisation's block grant from a Higher Education Funding Council). If your salary is being funded from more than one source, please provide details of all funding sources, including their relative contributions. If there are any ties on intellectual property rights or publications arising from the research you undertake, please contact the Wellcome Trust for advice. Restrictions on intellectual property may affect your ability to apply to the Wellcome Trust.</i>
<i>If you are not currently in employment, this question should be answered 'not applicable'.</i>

Are you requesting your salary as part of this application?	
<i>Please note that the Lead Applicant and Applicants are normally expected to be in receipt of salary funding for the duration of the grant requested.</i>	

Current basic salary (per annum)

Currency

Is current salary provided by the Wellcome Trust?	
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Please give the Wellcome Trust grant number

Career contributions

What are your most important career contributions to date?
(350 words max.)

The examples you choose can be taken from any stage of your career. In each case, please state what the achievement was, when it came about, why you think it is important and what impact it has had.

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Please include details of any recurrent or core funding support that you have held in the last five years, including any Wellcome Trust awards. Please state clearly your role in obtaining the awards, for example, whether you held them in your own right as lead applicant, co-applicant, or as part of a consortium. Please state the value of your own component of the award and the percentage of your time spent on the project.

Collaborators

Will you require any key collaborators for this proposal?

*These are collaborators who will be making a **significant** contribution towards the project, for example, assisting with specific elements of the proposed activity or providing access to resources. Collaborators are not involved in the day-to-day execution of the project.*

If the answer is 'Yes', you will be asked to provide information of these collaborators and to confirm their willingness to participate in the proposed project.

Please list any key collaborators* (name and organisation). Provide a very brief outline of their relevant experience and role in the proposed activity.

**The collaborators named may be replaced with suitable alternatives should it be necessary or appropriate to do so.*

I confirm that the collaborators named above have agreed to be involved, as described, in the proposed activity and are willing for their details to be included as part of this application.

Other participants

Other participants

Will there be other participants associated with this project?

I.e. excluding the Lead Applicant, Applicant and Collaborators.

Relevant experience

Provide brief details of their relevant experience.

Related applications

Is this or a similar application for funding currently under consideration elsewhere?

The Wellcome Trust will neither consider nor process an application for support where the same or a related application is under consideration by another organisation. You are expected to inform us if you decide to submit this or a similar proposal to another funding body whilst the application to the Wellcome Trust is still under consideration.

Please provide name(s) of funding organisation(s) and decision date(s)

Is this a resubmission of an application submitted to the Wellcome Trust within the last 24 months?

Applicants must contact the Wellcome Trust before resubmitting an application.

Please describe how this application differs from the original (200 words max.)

Project summary

Summary of proposed project including key goals

This should include the main objectives of the project and details of the body of work to be produced. (200 words max.)

This will be used as a short form 'abstract' and is necessary to enable the Trust to classify your proposal by subject area. This synopsis may be disclosed on the Wellcome Trust website and may be used for other publishing purposes. For all our awards, we publish the synopsis as part of the grant details made available externally.

The summary should be as complete as possible within the word limit, and should include key words which best describe the proposal to enable text searching.

Details of project

Please provide full details of your proposal. These should include:

- (a) Importance of the project collections and their significance for health-related research in humanities and social science;
- (b) Physical description of the project collections;
- (c) Objectives and methods, including timetable;
- (d) Current and proposed storage, housing and environmental conditions.

No more than **2,100** words should be used to describe the proposal.

*No more than **2,100** words should be used to describe the proposal, excluding graphs, figures, etc. You may provide your answer in text entry format or as a PDF attachment. If you are uploading your proposal, the uploaded document must be in 11 point Arial font and portrait format.*

The proposal should be broken down as follows:

*(a) Importance of the project collections and their significance for health-related research in humanities and social science (**600 words**); - This section should provide clear examples of how this project will make a difference to relevant research communities. You should draw attention to particular research outcomes that could arise from the project and likely research users.*

*(b) Physical description of the project collections (**500 words**); - This section should describe clearly the content of the material as well as the condition the material is in.*

*(c) Objectives and methods, including timetable (**500 words**); - This section should give a clear overview narrative and timeframe of the objectives and methods proposed in the project. Specific details about the various aspects of the project should be outlined in the boxes below e.g. preservation, conservation, cataloguing, digitalisation, engaging with the research community and other.*

*(d) Current and proposed storage, housing and environmental conditions (**500 words**).*

If more than one organisation will be involved in the project, please indicate what work will be undertaken at each organisation.

You must provide all information pertinent to the grant proposal within the application form (it is not acceptable to refer to additional unpublished information on personal websites).

Graphs, figures and other essential information provided in support of the proposal may be embedded in the text or attached as supporting material – this must not exceed the equivalent of two A4 pages in length.

(2100 words max.)

You may submit up to two A4 pages of additional information (such as graphs, figures and other essential information).

The additional information (such as graphs, figures and other essential information) provided in support of the proposal may be embedded in the text of your file upload or attached here as a separate file. If you choose to embed this information, any text present (such as legends, labels or captions) can be excluded from the word count.

Engaging with research audiences

Please describe how you intend to engage with relevant health-related humanities and social science research audiences

(250 words max.)

Please select the project type(s) relevant to your proposal. Select as many as apply.

Preservation project

Please detail your proposed methodology

(350 words max.)

Conservation project

Please detail your proposed methodology

(350 words max.)

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Cataloguing project Please detail your proposed methodology (350 words max.)

Digitisation project Please detail your proposed methodology and your plan for production of surrogates, specifying techniques, software and hardware. (350 words max.)

Other Please specify the type of project and detail your proposed methodology (350 words max.)

Access Is there a charge for access to the library and/or archive collections?	
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How much is the charge for access?

Outputs management and sharing

Will the proposed research generate outputs of data, software, materials or intellectual property that hold significant value as a resource for the wider research community?	
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As set out in our *Data, Software and Materials Management and Sharing Policy*, all Wellcome-funded researchers are expected to manage their research outputs in a way that will achieve the greatest health benefit, maximising the availability of research data, software and materials with as few restrictions as possible.

Which approach do you intend to use to maximise the impact of your significant research outputs to improve health and benefit the wider research community?

Detail:

- (a) Your plans for data management, curation and storage;
 - (b) Your policy for sharing data with others, including the management and prioritisation of access to data;
 - (c) Your strategy for current and future communication with user communities;
 - (d) Any ethical considerations.
- (700 words max.)

Public engagement

Do you have plans for engaging with the non-academic public about your work?

The Wellcome Trust is committed to engaging with society about the research and resources it supports. We aim to foster mutual trust and understanding and place science within a societal, historical and cultural context. Further information is available on the Wellcome Trust's website.

We expect those in receipt of funding from the Wellcome Trust to help support an environment within which science can flourish by informing, consulting and collaborating with the non-academic public.

Please provide a brief outline of your public engagement plans.
(250 words max.)

Describe your plans to engage the non-academic public about your work beyond press and media activity. Engagement that is essential for the ethical conduct of the research, such as patient information leaflets or community advisory boards, should be part of your research methodology and included within your main research costs.

Wellcome may provide additional support during the lifetime of the research grant, with a focus on developing the researcher's practice in Public Engagement, Diversity & Inclusion, or Open Research through our Research Enrichment scheme. Further details on the scheme, including how to apply, are available on our website.

Please note that we provide support for Wellcome Trust funded researchers to engage with the non-academic public. Do you wish to receive information about training, funding and other public engagement opportunities?

Location of activity

Will the funded activity take place at more than one location?

It is important that we are able to track the countries and organisations where research activity is taking place and the approximate proportion of the funds that will be spent at each location.

You should list any locations where you will be conducting research or redirecting funds outside of the administering organisation. This includes, but is not limited to, anywhere in receipt of indirect funding, fieldwork sites, and time spent working in another institution/laboratory. This does not include conference attendance.

Salary costs, if requested, should be attributed to the employing organisation.

For each location, select the country and, where applicable, state the organisation (please include the administering organisation). Indicate the approximate percentage of the total funds that will be spent in each location, entering zero for locations where activity will take place but no significant funds will be spent. Salary costs, if requested, should be attributed to the employing organisation.

Country	Organisation	Percentage of funds

Will you require funds to be awarded directly to more than one location?

If you are requesting funds to be awarded directly to more than one location, please ensure that you clearly indicate the location when providing detailed costs in the 'Costs requested' section.

If you have any questions about this, please contact us.

For each location, please select the country, state the organisation and enter the value and currency of funds to be awarded. Please include the administering organisation.

Country	Organisation	Value of funds	Currency
			-

Costs requested and justification

Please select the currency in which you wish to apply.

It is expected that costs within the application will be submitted in the currency which, in the view of the applicant(s), best enables the activity to be undertaken. In the majority of cases, the currency specified is likely to be the local currency. Where this is not the case, please explain the reasons for selecting the chosen currency.

Please refer to the Wellcome Trust's website for further information regarding selecting a currency.

If at any point, the Wellcome Trust is unable to award in the currency requested, discussions will be held with the administering organisation to decide whether an alternative currency should be used. If you have any concerns that the currency you would like to request may not be readily available, please contact the Wellcome Trust by e-mailing: grantpayments@wellcome.ac.uk.

Is the selected currency your local currency?	
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What is your local currency?	
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Please state clearly the reasons for requesting costs in the selected currency and the exchange rate used (100 words max.)

Salaries Are you requesting salaries? Please refer to guidance notes and definition of terms for further details	
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Please include the full employment costs for all staff requested.

Definition of terms

Staff category: For example: "Postdoctoral research assistant" or "Archivist".

Salary grade/scale: The national or local salary grade/scale on which the individual will be employed.

Basic starting salary: Annual salary to be paid to the individual upon their appointment to the post, exclusive of any allowances for which the individual is eligible. If the post is part time, the annual salary should be quoted on a pro rata basis.

Total cost on grant: Total cost of the post, inclusive of any locally-recognised allowances (e.g. London allowance), employer's contributions and increments, over the period of the grant. This total should include known pay awards that will take place during the first year (or an assumed percentage, equivalent to the Wellcome Trust's current inflation rate, where the scheduled pay award has not yet been confirmed). Employer's contributions should include any statutory obligations (e.g. for the UK, National Insurance contributions) and contributions towards an organisational pension scheme.

Salaries / Stipends

Staff category	Name (if known)	Basic starting salary (p.a.)	Salary grade / scale	Period on project (months)	% time	Total

Materials and consumables Are you requesting materials and consumables?	
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Materials and consumables

Description	Total

Equipment Are you requesting equipment or equipment maintenance?	
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The organisation's Director of Procurement/Head of Purchasing (or equivalent) should be aware of all potential capital purchases and the organisation is required to use best procurement practice when purchasing equipment funded with Wellcome Trust funds.

Equipment to be purchased

The Trust expects applicants to consider the cost-effectiveness of the proposed purchase of equipment. The estimated price of the equipment should cover all aspects including delivery, installation, maintenance and training, where appropriate. Discounted prices should be quoted wherever possible. A copy of at least one formal quote is required for each piece of equipment with a list price of £100,000 or more. The level of discount that has been negotiated should be clearly stated in the quote.

A contribution from the host organisation, or other source, will normally be expected where the application includes a substantial equipment request. Please refer to the scheme webpage for further details.

If there is a preferred manufacturer for certain items of equipment, you may enter this detail in the 'Type of equipment' field.

It is expected that the equipment requested will be covered by the manufacturer's warranty for the first year after it is purchased. The Wellcome Trust will fund reasonable maintenance costs for four years after the initial period of warranty on all equipment (irrespective of the length of award made), where this is negotiated as part of the capital purchase cost.

Value Added Tax (VAT)

For grants to be held in the UK, the costs of all equipment to be used for medical and veterinary research should be quoted exclusive of VAT. For equipment that does not fall within this definition, VAT costs should be shown.

Equipment

Type of equipment	No. of items	Cost per item	Cost of maintenance contract	Contribution from other sources	Total

Are you requesting a piece of equipment with a list price of £100,000 or more?	
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Please upload a copy of at least one formal quote
<i>If there is more than one quote, please submit these as a single PDF.</i>

Travel and subsistence Are you requesting travel and subsistence?	
<i>Items that should be detailed here can include collaborative visits.</i>	
<i>Where any costs for collaborative visits are requested, please state the host organisation and provide a detailed breakdown of the travel and subsistence costs. The need for the visit, and its duration, must be justified in the application.</i>	

Travel and subsistence

Description	Total

Miscellaneous costs Are you requesting miscellaneous costs?	
<i>We require a detailed breakdown of the miscellaneous costs requested. Costs that do not fall under any other category should be entered in this section. These may fall under specific subheadings (such as 'Research Management costs' and 'Running conferences, meetings, workshops'); where they do not, please select 'Other' and type a description of the item.</i>	

Research management and support costs

Where research management and support costs are allowed and are being requested, a full cost breakdown must be provided, together with a letter from the Finance Director of the host organisation confirming that the request is a true representation of the costs incurred.

Miscellaneous other

Type	Description	Total

Are you requesting research management costs under the miscellaneous costs heading? (for applicants from low- and middle-income countries only)	
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Please upload a letter from the Finance Director of the host organisation confirming that your request for research management costs is a true representation of the costs incurred.

Justification for resources requested
Please provide a complete justification for all the resources requested, ensuring that you present this information according to the cost headings requested above.
(700 words max.)

You should present the justification according to the high-level cost headings in this form, e.g. "Salaries", "Equipment", "Miscellaneous".

*A justification should be provided for all posts sought, including requests for replacement lecturers and applicants' salaries. Where staff requested will be working in different locations, please indicate where they will be working.**

Please include justification of the need for any collaborative/overseas visits and their duration.

Where a piece of equipment exceeds £100,000, please provide details of:

- similar equipment in the applicant's department and adjacent departments, and the reasons why it cannot be used for this particular project;*
- any other individuals likely to benefit from the use of the equipment.*

**Please note that if you are requesting funds to be awarded directly to more than one location, you will need to indicate in the cost breakdown where the funds are to be allocated.*

Full economic costing

Is your organisation based in the UK?	
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Is your organisation calculating the full economic cost of this proposal?	
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What is the total full economic cost (£)?

Please provide the **total** full economic cost of your proposal. Costs should be inflated at the recognised percentage rate currently used by the organisation.

Research involving human participants, human biological material and identifiable data

Does your project involve human participants, human biological material, or identifiable/potentially identifiable data?

The following notes relating to 'Research involving human participants, human biological material and identifiable data' are intended to provide guidance and advice in completing the form, rather than a comprehensive review of the legal and regulatory environment in which the application is made.

The World Health Organization defines research with human subjects as "any social science, biomedical, behavioural, or epidemiological activity that entails systematic collection or analysis of data with the intent to generate new knowledge, in which human beings i) are exposed to manipulation, intervention, observation, or other interaction with investigators either directly or through alteration of their environment, or ii) become individually identifiable through investigator's collection, preparation, or use of biological material or medical or other records."

The Wellcome Trust policy position on research involving human participants can be found on the Wellcome Trust website (www.wellcome.ac.uk/wellcome-trust-policy-position-research-involving-human-participants)

Ethical approval (usually from the appropriate National Health Service (NHS) research ethics committees) is required for all Wellcome Trust funded research involving human participants, biological samples or personal data. Personal data, in the context of the 1998 Data Protection Act (Section 3.2, and Annex 3), comprise information about living people who can be identified from the data, or from combinations of the data and other information which the person in control of the data has, or is likely to have in future. Any use of personal data or biological samples, relating to living or dead persons, should conform to MRC guidelines available at: <http://www.mrc.ac.uk/documents/pdf/personal-information-in-medical-research/> and <http://www.insight.mrc.ac.uk/2015/02/12/getting-the-best-out-of-biological-samples/>.

The organisation must ensure that ethical approval is in place at all relevant times during the project. For research carried out at multiple sites, ethics committee approval must cover each site.

Where the project, or part of the project, is to be performed outside the UK, independent ethics review must be obtained. For research involving people living in low and middle income countries, see the Wellcome Trust's website (www.wellcome.ac.uk/funding/managing-grant/guidance-notes-research-involving-people-low-and-middle-income-countries).

Please confirm that you have read the Trust's guidance on the feedback of health-related findings in research and that you are in the process of considering your approach to this.

The Wellcome Trust's guidelines on the feedback of health-related findings in research can be found on the Trust's website.

Please state by whom and when the ethics of the project has been, or will be, reviewed and specify any other regulatory approvals that have been obtained, or will be sought.

We reserve the right to see relevant approval documents at any point during the lifetime of the grant, in accordance with our policy position on research involving human participants.

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Freedom to operate/conflicts of interest

Describe any freedom to operate issues or potential conflicts of interest that have been identified or that might arise and how these will be or have been addressed.

In particular, please consider the following:

- Do any of the individuals involved in the project hold any consultancies or equities in, or directorships of, companies or other organisations that might have an interest in the results of the proposed activity?
- Will the proposed activity use technology, materials or other inventions that are subject to any patents or other form of intellectual property protection?
- Will any element of the activity be subject to agreements with commercial, academic or other organisations, including arrangements with collaborators named in the grant application, that might lead to intellectual property issues or restrictions?

(350 words max.)

Please describe any freedom to operate issues or potential conflicts of interest that may affect your ability to carry out the proposed activity and/or to comply with the Trust's grant conditions.

Where the proposed activity, in whole or in part, is subject to agreements with commercial, academic or other organisations, e.g. Materials Transfer Agreements, the Wellcome Trust will expect a written assurance from the administering organisation that the terms of any such agreement do not conflict with the Trust's grant conditions.

Please refer to the Wellcome Trust's website for our policy on the relationship between Trust-funded researchers and commercial entities: www.wellcome.ac.uk/funding/managing-grant/policy-relationships-between-trust-funded-researchers-and-commercial-organisations.

Details of our policy on intellectual property can be found in our Grant Conditions: www.wellcome.ac.uk/funding/managing-grant/grant-conditions.

Applicants should disclose all relevant information pertinent to their grant proposal, including proprietary information where appropriate, in order to provide the most comprehensive picture of the proposed activity.

If no issues have been identified, please enter N/A.

Supporting information

You may provide additional information in support of your proposal. Additional information could include letters of support from researchers with an interest in using the archive if it could be made accessible, or photographs showing examples of the content or condition of the archive or further listing of the material in the collection. It is not essential to complete this section, and please be advised that any supplementary information provided should be kept to a minimum.

Additional information should be kept to a minimum. Please submit this additional information as a single PDF.