

Application summary

Application title

This is the title of your proposed project.

Proposed duration of funding (months)

Proposed start date

This date must be at least six months after the application deadline.

You can change your start date if your application is successful. All grant expenditure and activities must be within the grant start and end dates.

Are you submitting your application through a university?

Name of administering organisation

If your application is successful, this is the organisation that will be responsible for administering the award.

Lead applicant's address at administering organisation

If your application is successful, we will use this address in your award letter.

Department/Division

Organisation

Street

City/Town

Postcode/Zipcode

Country

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	

Career history (current/most recent first)				
From	To	Position	Organisation	

Education/training				
From	To	Qualification	Subject	Organisation

<p>Source(s) of personal salary support State all your sources of salary funding (for example, through your organisation's block grant from a higher education funding body), and the percentage of your salary they contribute. Answer 'not applicable' if you are not currently employed.</p>
<p><i>Your source of salary may affect your eligibility - please check the scheme webpage.</i></p> <p><i>If your source of salary places any restrictions on intellectual property rights or publications arising from your research, contact us as this may also affect your eligibility.</i></p>

<p>Are you requesting your salary as part of this application?</p>	
<p><i>The Lead Applicant and Applicants are normally expected to be in receipt of salary funding for the duration of the grant requested. You can use funds to backfill existing posts so that permanent staff can work on your project or employ fixed-term project staff.</i></p>	

<p>Current basic salary (per annum)</p>

<p>Currency</p>

<p>Is your current salary provided by a Wellcome Trust grant?</p>	
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<p>Provide the Wellcome Trust grant number</p>

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Clinical status Are you a healthcare professional?	
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Indicate your healthcare profession

Are you clinically active?	
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What is your speciality? If your speciality is not on the list, select 'Other' and specify.

Specify

Career breaks Have you taken any career breaks or periods of part-time work, for example parental, long-term sick leave, carer responsibilities?	
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We encourage applications from researchers who have taken career breaks. We want to ensure that any such breaks are taken into account when we consider your track record. State when and for what period you took a break, or were working part-time. We are not asking for the reasons for this break so please do not provide these here, including sharing any sensitive personal health information.

Provide details

Do you wish to undertake this award part-time?	
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We provide flexible research career opportunities. If you're applying for funding, you can request flexible and part-time working. This could be to help you manage family commitments or if you have individual needs which make undertaking an award full time challenging.

We always try to accommodate requests, as long as your employing organisation agrees to the working arrangement. Your Grants Adviser will contact you to acknowledge receipt of your application after the scheme application deadline; you should discuss any flexible working plans with them as early as possible. If you have any questions before you apply, please contact our Grants Information Desk.

Career contributions What are your most important career contributions to date? These may be from any stage of your career. State what each contribution was, when it came about, why you think it is important and what impact it has had. (350 words max.)

Current and recent funding (including Wellcome grants) List all funding you have held in the last five years and any key funding before then.

List the most recent first. State the name of the funder, name(s) of grantholder(s), title of the project, total amount awarded (and how much of this you received), your role in the project, and the start and end dates. State the percentage of your time spent on the research; if the grant is active state the number of hours per week that you spend on the project.

Include details of any recurrent or core funding you have held. Explain your role in obtaining the funding. For example, whether you held them in your own right as lead applicant, coapplicant, or as part of a consortium.

Organisation

Previous Research Resources applications

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

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

Applicants are expected to be actively involved in the project.

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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
 State all your sources of salary funding (for example, through your organisation's block grant from a higher education funding body), and the percentage of your salary they contribute. Answer 'not applicable' if you are not currently employed.

Your source of salary may affect your eligibility - please check the scheme webpage.

If your source of salary places any restrictions on intellectual property rights or publications arising from your research, contact us as this may also affect your eligibility.

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Current basic salary (per annum)

Currency

Is your current salary provided by a Wellcome Trust grant?

Provide the Wellcome Trust grant number

Career contributions
 What are your most important career contributions to date? These may be from any stage of your career. State what each contribution was, when it came about, why you think it is important and what impact it has had.
 (350 words max.)

Current and recent funding (including Wellcome grants)
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Include details of any recurrent or core funding you have held. Explain your role in obtaining the funding. For example, whether you held them in your own right as lead applicant, coapplicant, or as part of a consortium.

Collaborators

Are any collaborations essential for this proposal? This could be through sharing facilities, providing access to resources (essential reagents, samples, data) or sharing subject-specific knowledge and guidance.	
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If the answer is 'Yes', you will be asked to provide information about these collaborators and to confirm their willingness to participate in the proposed research.

What is the difference between a co-applicant and a collaborator?
Co-applicants will have intellectual input into, and part ownership of, the research. Collaborators are individuals named in the body of the application who may, for example, assist with specific elements of the research or provide access to resources, reagents or samples, but who would not normally be involved in the day-to-day running of the work.

List any key collaborators (name and organisation) and provide a very brief outline of their role in the proposed research.

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You can replace the collaborators named here with suitable alternatives if it is necessary or appropriate to do so.

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

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Other participants

Other participants Will there be other participants associated with this project? This excludes the Lead Applicant, Applicant and Collaborators.	
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Relevant experience Provide brief details of their relevant experience.

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Related applications

Is this or a similar application for funding currently under consideration elsewhere?	
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We'll consider your application even if you have a similar application being considered by another funder. If the other funder offers you funding, please tell us immediately. We will usually ask you to decide on that offer within one month.

If you decide to apply to another funder with a similar application after you have applied to us, please also let us know.

Provide the name(s) of the funder(s) and the expected decision date(s)

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

Contact us before resubmitting an application.

How is this application different?
(200 words max.)

Project summary

Summary of proposed project including key outcomes (200 words max.)

The summary should be as complete as possible within the word limit. Include key words that best describe the proposal to enable text searching.

We will use this as a short abstract and to classify your proposal by subject. We may edit your summary and then use it to describe your research on our website and elsewhere (we publish summary details of all our awards).

Details of project

Vision for proposal

Describe how your project will contribute to health research in humanities and social science. This must include:

- (a) overall aims;
- (b) research audiences;
- (c) activities; and
- (d) anticipated outcomes.

(1000 words max.)

Description of project material(s)

Detail the content, physical format(s) and condition of the project material(s). Include the current and proposed storage, housing and environmental conditions.

(1500 words max.)

Activities and approach

Provide full details of your approach. Detail any relevant activities including, but not limited to, collection development, cataloguing, digitisation, preservation, conservation, research and dissemination.

(2000 words max.)

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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?

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

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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Our Data, Software and Materials Management and Sharing Policy states that all Wellcome-funded researchers must 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.

Select the approach you will 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

How could members of the public and non-academic communities, inform, use, or find value in your research? (250 words max.)

We want to foster a culture that values, recognises and better supports public engagement with research. Successful applicants are encouraged to apply for additional funds to support their engagement plans through our Research Enrichment scheme. Further information on the scheme and on Wellcome's approach to public engagement is available on our website.

Engagement that is essential for the ethical conduct of your research, such as patient information leaflets or community advisory boards, should be part of your research methodology. You should include costs for this within your main research costs.

Have you discussed your ideas and plan with your institutional Public Engagement Officer (if you have one?)	
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Answers to this question are for monitoring purposes only. You will not be penalised for answering 'no'. However, we strongly recommend you utilise any institutional public engagement support available in planning your approach.

Location of activity

<p>Will the funded activity take place at more than one location? List any locations outside of your administering organisation where you will be conducting research or redirecting funds. This includes, but is not limited to, anywhere in receipt of indirect funding, fieldwork sites, and time spent working in another organisation/laboratory. This does not include conference attendance.</p>	
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For each location, select the country and, where applicable, state the organisation. You must include the administering organisation.
Enter the approximate percentage of the total funds that will be spent in each location. Enter zero for locations where activity will take place but no significant funds will be spent. If you are requesting salary costs, attribute them to the employing organisation.

Country	Organisation	Percentage of funds

<p>Will you require funds to be awarded directly to more than one location? If necessary, we can award a grant to more than one location. If you are requesting funds to be awarded directly to more than one location, state the location when providing detailed costs in the 'Costs requested' section.</p>	
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For each location, select the country, state the organisation and enter the value and currency of funds. You must include the administering organisation.

Country	Organisation	Value of funds	Currency
			-

Costs requested and justification

<p>Select the currency in which you want to apply Submit costs in the currency you think will best enable you to undertake the activity. This will probably be your local currency; if not, explain why not.</p>

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If you think that the currency may not be readily available, email grantpayments@wellcome.ac.uk. For more information see our website.

If we cannot award in the currency requested, we will talk to your administering organisation about using another.

Is this your local currency?	
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What is your local currency?	
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Explain why you are requesting costs in the selected currency and what exchange rate you have used. (100 words max.)

Salaries Are you requesting salaries? For details of what staff costs you can request, refer to the scheme page and check the guidance notes for this question.	
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Include the full employment costs for all staff requested.

Definition of terms

Staff category: For example: "Postgraduate research assistant", "Postdoctoral research assistant" or "Archivist". Specify the level of seniority of the post where relevant, e.g. "Junior postdoctoral research assistant", "Senior postdoctoral research assistant".

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 must be quoted on a pro rata basis.

Total cost on grant: Total cost of the post, inclusive of any locally-recognised allowances (for example, London allowance), employer's contributions and increments, over the period of the grant. 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) must be aware of all potential capital purchases and we require organisations to use best procurement practice when purchasing equipment with Wellcome Trust funds.

Equipment to be purchased

We expect you to consider the cost-effectiveness of the proposed purchase of equipment. The estimated price of the equipment must cover all aspects including delivery, installation, maintenance and training, where appropriate. Discounted prices should be quoted wherever possible. We expect discounts to be negotiated and included in quoted prices.

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

We expect that the equipment you request will be covered by the manufacturer's warranty for the first year after it is purchased. We 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. We will also consider costs for the maintenance of equipment over 5 years old if you can demonstrate that it is cost-effective.

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 must 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?

We require a copy of at least one formal quote for each piece of equipment with a list price of £100,000 or more. The discount that has been negotiated must be stated in the quote. We expect a contribution from the host organisation, or other source, if your application includes a substantial equipment request.

Upload a copy of at least one formal quote. If there is more than one quote, submit these as a single PDF.

Travel and subsistence

Are you requesting travel and subsistence?

You can include collaborative visits here. If you are requesting costs for collaborative visits, state the host organisation and provide a detailed breakdown of the travel and subsistence costs. Justify the need for the visit, and its duration, in your application.

Travel and subsistence

Description	Total

Miscellaneous costs

Are you requesting miscellaneous costs?

Provide a detailed breakdown of the miscellaneous costs requested. Enter costs that do not fall under any other category in this section. These may fall under specific subheadings (such as 'Overheads' and 'Running conferences, meetings, workshops'); where they do not, select 'Other' and type a description of the item.

Overheads

Where overhead costs are allowed and you are including these in your application, provide a letter from the Finance Director of each organisation requesting these costs. The letter must provide a breakdown of the costs requested and confirm that the request is a true representation of the costs incurred.

Miscellaneous other

Type	Description	Total

Are you requesting overheads under the miscellaneous costs heading?	
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Upload a letter from the Finance Director of each organisation. If there is more than one letter, upload these as a single PDF.

Each letter must include:

- a full breakdown of costs requested (you can't ask for a percentage of the project costs)
- an explanation of why these costs are necessary for the project
- confirmation that the breakdown is a true representation of the costs incurred

Are you based at a UK university and requesting overheads on subcontracted costs?	
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Confirm that the university will not include these subcontracted costs in its annual return for the UK Charity Research Support Fund.

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Justification for costs requested
Justify these costs under each of the above headings (for example, "Salaries"; "Equipment"; "Miscellaneous").
(700 words max.)

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Before completing this section, check the scheme page on our website for more information on costs we will cover and disallowed costs.

If you are requesting funds for staff based in different locations, tell us where they will be working. If you are requesting funds to be awarded directly to more than one location, state in the cost breakdown where the funds are to be allocated.

Explain the need for any collaborative/overseas visits and their duration.

If you are requesting equipment which costs more than £100,000, provide details of:

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

Summary of costs requested	
	Total
Total	

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 of your proposal (£)? Include inflation in your costs at the percentage rate currently used by your administering organisation.	
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Research involving human participants, human biological material and identifiable data

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

Our policy position on research involving human participants can be found on our website.

We require ethical approval (usually from the appropriate National Health Service (NHS) research ethics committees) for all research we fund involving human participants, biological samples or personal data. Personal data (as defined in the Data Protection Act 2018) is any information relating to an identified or identifiable living person i.e. a person who can be identified either directly from that information or indirectly by combining it with other available information. Any use of personal data or biological samples, relating to living or dead persons, should conform to MRC guidelines available at: http://www.highlights.rsc.mrc.ac.uk/PIHR/index.html#/?_k=opxohv and <https://mrc.ukri.org/publications/browse/human-tissue-and-biological-samples-for-use-in-research/>.

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.

Confirm that you have read our guidance on the feedback of health-related findings in research (available on our website) and that you are in the process of considering your approach to this.

Who has, or will, review the ethics of the project and when? Detail any other regulatory approvals you have obtained, or will seek. 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.

Freedom to operate/conflicts of interest

Describe any freedom to operate or other intellectual property related issues that might affect your ability to carry out the proposed research and/or to use, share or commercialise the research outputs. Explain how you will address these.

In particular, consider the following:

- Will your project use technology, software, databases, materials or patented inventions that are owned or controlled by others and which you do **not** already have written permission to use?
- Will the ownership, use, commercialisation and/or sharing of research outputs with the wider research community, be subject to agreements with commercial, academic or other organisations? This includes arrangements with collaborators named in this application.

(250 words max.)

Refer to Clause 8 of our Grant Conditions at www.wellcome.ac.uk/funding/managing-grant/grant-conditions.

Disclose all relevant information pertinent to your grant proposal, including proprietary information where appropriate, to provide the most comprehensive picture of how any commercial/IP matters may affect the delivery of your proposed research and the subsequent use, commercialisation and/or sharing of your outputs.

If you are satisfied that there are no issues, enter N/A.

Describe any conflicts of interest which might affect your ability to carry out the proposed research and/or to share or commercialise the research outputs. Explain how you and your organisation will manage these and how you will comply with your organisation's requirements in relation to conflicts of interest.

In particular, consider the following: Does anyone involved in your proposal hold any consultancies, advisory roles, or equities in, or directorships of, companies or other organisations that might have an interest in the results of your project?

Confirm in each case whether the conflict has been disclosed to your organisation.

(250 words max.)

Refer to our policy on conflicts of interest related to Wellcome-funded researchers and commercial organisations: www.wellcome.ac.uk/funding/managing-grant/policy-relationships-between-trust-funded-researchers-and-commercial-organisations.

If you are satisfied that there are no issues, enter N/A.

Supporting information

Supporting information You may include additional information in support of your proposal. This could include:

- photographs showing examples of the content or condition of your material;
- further detail (for example listings) of the material in question.

You do not need to complete this section. Any supplementary information provided should be kept to a minimum. Submit this additional information as a single PDF.

Statement of Commitment/Letters of support Upload your Statement of Commitment and any relevant letters of support for your proposal. Upload these as a single PDF.

You must provide a statement of commitment from your organisation(s). It should come from the most senior authority in the relevant department or division. It should be specific to the proposal, and state:

- how your organisation(s) will support you and your team to ensure that the ambitions of the proposal can be achieved (including financial, technical, administrative or other assistance);
- how your proposal complements and addresses the organisation's strategic aims and priorities; and
- that the space and resources you need have been agreed and will be made available to you from the start date

through to the end date of your award.

Letters of support (up to five) should come from relevant researchers. These should explain how the proposal will contribute to their work and broad area of research.

The statement of commitment and letters of support must show clearly the relevant organisation's name and address.

Sample