

# Health and safety in a changing world: research application form

July 2012

## Guidance on your application

### Completing

This is a PDF form with boxes you can type into. If you have Adobe Acrobat, you should be able to save your completed form. However, we recommend that you type your text into a word processor document (eg Microsoft Word) first, and save it. You can then copy and paste into the PDF form. This makes sure you won't lose what you've written.

Sections 2 and 5 of this form ask for longer answers. We've provided more than one answer box for these questions, so when you paste your text into the first box, it may won't fit. You'll need to make a note of where your text stops, go back to your word processor file, copy from that point and paste it into the next box. For Section 5 you may need to do this twice.

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

### Submitting

If you've saved your form electronically, please send it to [mary.ogungbeje@iosh.co.uk](mailto:mary.ogungbeje@iosh.co.uk) by midnight on 07 September 2012.

If for any reason you can't save it and have printed a hard copy, please send your application to the Research and Development Adviser, IOSH, The Grange, Highfield Drive, Wigston, Leicestershire, LE18 1NN, UK.

If you have any questions, please get in touch:  
t +44 (0)116 257 3212  
f +44 (0)116 257 9212  
email [mary.ogungbeje@iosh.co.uk](mailto:mary.ogungbeje@iosh.co.uk)

There's also more information on our website at [www.iosh.co.uk/researchfund](http://www.iosh.co.uk/researchfund)

All personal information you provide to IOSH will be securely maintained, stored and treated as private and confidential. IOSH may pass on relevant data to internal committees and independent reviewers to perform tasks on its behalf and help make the funding process operate effectively. IOSH may use the information you provide for the purposes of promoting the Research and Development Fund and promoting IOSH in general. Unless we have your consent, IOSH will disclose your personal information only for these purposes.



## 1. Basic information

Date of application *(dd/mm/yy)*

Project title

Principal investigator

Principal investigator's email

Lead organisation

Lead organisation's address

### Project partners

Give the names of organisations that have agreed to co-fund the project (cash and/or in kind).

## 1. Basic information *(continued)*

### Project co-ordination

For co-funded projects, describe the responsibilities of the partners, and the co-ordination arrangements. This may include project partners who are not contributing funding to a study.

Total project cost\*

IOSH's contribution to the project's cost

Start date *(dd/mm/yy)*

Project duration

\*IOSH's role is to provide grant funding for research projects. We are not purchasing a supply for VAT purposes and accordingly such grant funding is outside the scope of VAT. VAT should therefore not be charged, in the majority of cases, and will not be accepted.

If you are an organisation that charges VAT, or if the project falls outside the definition of grant funding and you feel that VAT is chargeable then your total project cost must reflect this. Any amount approved will not be increased at a later date to include, unbid for, VAT.

## 2. Background and context

Please give the background to the project, including details of any similar work. If similar work has been done, explain how this application differs and why we should consider it.

Please write a maximum of 800 words.

*box continues on next page*

## 2. Background and context (*continued*)

### 3. References

Please include any relevant references in the space provided. There should be a maximum of 20 citations.

## 4. Previous research experience

Please outline the research experience and main publications (maximum six) of the principal investigator. If applicable, please also provide the details of any co-investigators with a significant role.

Please write a maximum of 600 words, for the principal investigator, and a maximum of 1,000 if more than one investigator is listed.

## 5. Objectives and methodology

The project objectives should be 'SMART': Specific, Measurable, Achievable, Realistic and Time based.

If your methodology is qualitative in nature, you may wish to propose alternative metrics.

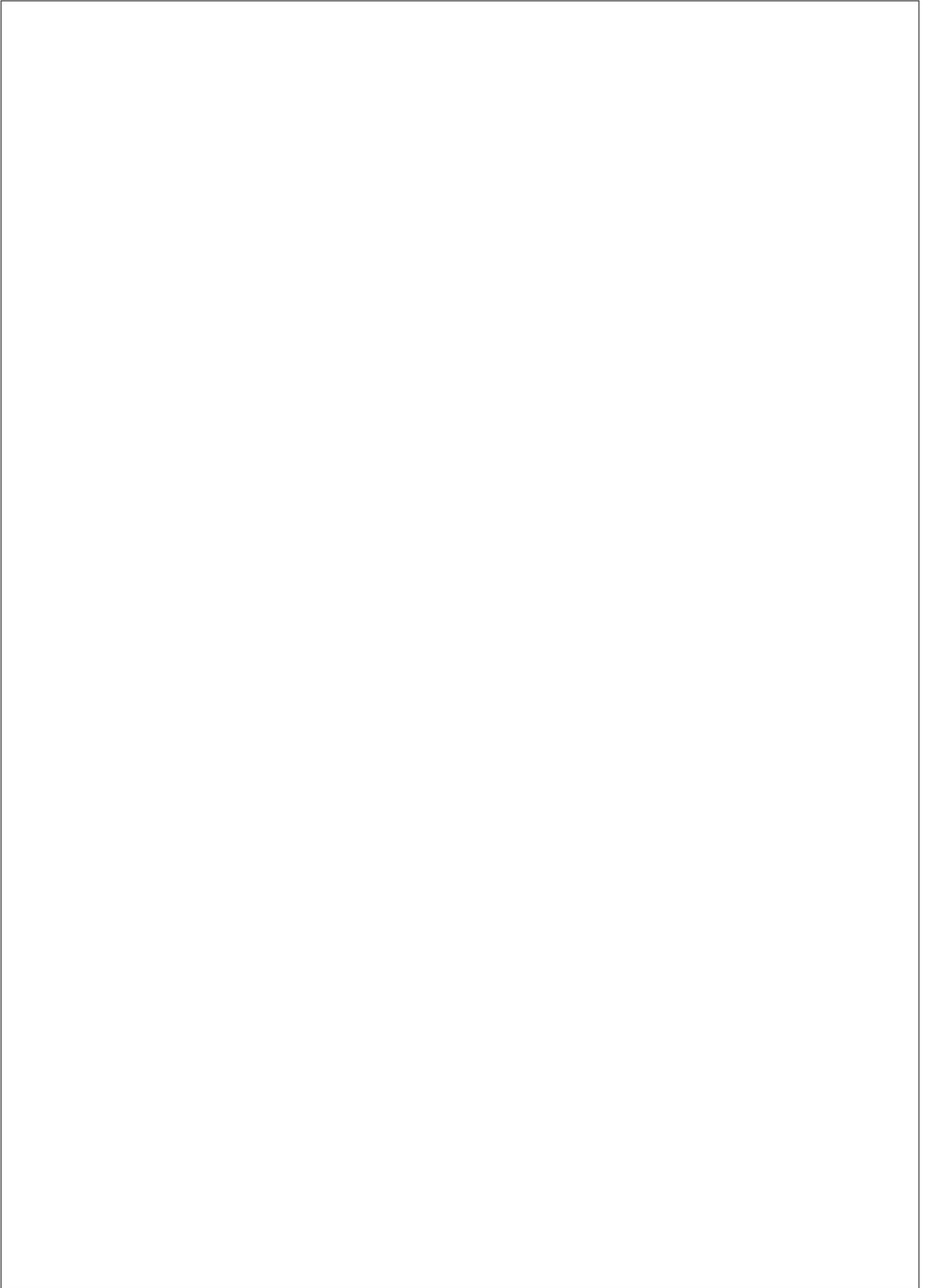
You should explain succinctly how your chosen methodology will achieve the project's objectives. Projects may be either qualitative or quantitative: what is important is your demonstration of the fit between the objectives and the method. In either case, you should identify the population that you intend to study, explain how you are sampling this, whether in representative or theoretical terms, and how you plan to go about the data collection and analysis. You should also outline any problems and/or limitations you foresee in implementing your method and how you will overcome them.

The programme is not currently looking to commission intervention or experimental studies, so it is not necessary to observe the specific protocols of randomised controlled trial design. However, you should specify clearly the expected number of cases or people to be recruited, dimensions on which they may be compared and any statistical techniques that you consider relevant, if your study is to be quantitative in nature.

Please write between 1,000 and 1,500 words for this section.

*box continues on next page*

## 5. Objectives and methodology *(continued)*



*box continues on next page*

## 5. Objectives and methodology *(continued)*

## 6. Contribution to the programme

Please use this space to explain how you see your project fitting into the programme as a whole. How can it contribute to other areas and what benefit would you expect to derive from the other projects that are being commissioned? What would you offer to and gain from programme workshops?

Please write a maximum of 300 words.

## 7. Ethical approval

For research projects having people as the subject, ethical approval is required before we can award a grant. Please either include the details of this approval, or confirm that you'll obtain approval and send it to us before the research begins.

Please write a maximum of 100 words.

## 8. Programme of work

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

Please write a maximum of four lines of information in each box.

### Milestone and output delivery

Milestone number	Outline the milestone	Output of the milestone	Delivery date of output
1			
2			
3			
4			
5			
6			

## 9. Communication plan

IOSH will develop a Programme Communication Plan to which projects will contribute. Please use this section to outline a communication plan that would be relevant to your particular project proposal and which might fit within that overall scheme.

- A identify the users/beneficiaries of the research output(s)
- B specify how the knowledge will be transferred to them
- C outline any obstacles to this knowledge transfer process

Please write a maximum of ten lines of information in each box.

A Beneficiaries	B Knowledge transfer	C Obstacles

## 10. Evaluation

Please outline how you intend to evaluate the effectiveness of your research

Please write a maximum of 250 words.

## 11. Sources of funding

Please provide information on the contributions (cash and in kind) to the project by your project partner(s).

Please write a maximum of three lines of information in each box.

Partner name	Cash contribution	Contribution in kind	
		Description	Value



### 13. Breakdown of costs to be funded by IOSH

Please specify your expenditure by category in each financial year of the project.

Category of expenditure	2012/2013 £	2013/2014 £	2014/2015 £
Staff costs			
Travel and subsistence costs			
Capital items*			
Sub-contracts†			
Other costs‡			
Overall cost			

\* for capital items in excess of £100 give details below

† give details of any proposed sub-contracts including intended contractors below

‡ where other costs are in excess of £250 per annum, give details below

Please give any more information to support your response to question 13 below



# Research Programme FAQs

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

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

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

There will be some flexibility in how you interpret the research brief. However, we expect you to show clearly how your proposal links to the research programme. If you're still unsure contact our programme director at [robert.dingwall@ntlworld.com](mailto:robert.dingwall@ntlworld.com).

## What's the difference between the Research Programme and the annual competition?

There are several differences between these two routes to IOSH research funding. Our research programme follows a single-stage application process and has clearly-defined research questions which we expect applicants to address.

Our annual competition is a two-stage process and may be linked to a particular theme which we set. Applicants can submit a proposal as long as it supports the fund's overall purpose.

The funding routes may have different opening and closing dates for applications.

## When is the Research Programme 'call for bids' usually issued?

This is the second and final call for proposals to the Research Programme.

The Programme is a five-year initiative, running from 2010 to 2015. Funded projects must therefore finish by the end of February 2015.

## When will I hear the outcome of my application?

You should hear the outcome of your application by the end of November.

## What are the possible outcomes of my application?

Your application will be subjected to peer review. After that process is completed, we'll either:

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

We'll always give you brief feedback on the reasons for our decision.

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

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

## Does IOSH pay for overheads?

Each project will be considered on the quality of the proposal and the value of its outputs. In common with other charitable funders, IOSH does not pay unspecified general overhead costs. We will, however, consider reasonable and specific indirect costs as long as the project outputs merit them.

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

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

Please note that given resource constraints, the programme focuses on the UK, although all projects are encouraged to take account of publications describing and analysing the experience of other countries dealing with the same social and economic changes. Projects may also wish to have consulting or similar relationships with colleagues based overseas, although this is not a requirement.

If you are a successful applicant, your application may be granted in a different currency, eg USDs or Euros. However, you'll need to request this in your application form by including the project costs in your proposed currency, as well as the equivalent value in GBP. Please also add the exchange rate at the time of your application.

## I'm completing section 12 of the form; when does the financial year start and end?

The financial year starts from 01 April and runs until 31 March.

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

When you submit your application form you should receive an email to confirm this. If you still haven't after a few days, contact the Research and Technical Services Team, by emailing [mary.ogungbeje@iosh.co.uk](mailto:mary.ogungbeje@iosh.co.uk) to check if your form has been received.

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

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

## What happens at the end of the project?

We expect you to work with us to develop plans for communicating and sharing the findings of your research project. When your project's completed, we'll publish full peer-reviewed reports and summary reports and will work with you to do this. We will also develop a communication and dissemination plan to which you may be expected to contribute. We'll discuss this with you in more detail once we have accepted your application.

## Does IOSH fund research studentships?

At the moment, we don't fund research studentships. The proposed study may be stand-alone or part of a larger study. In the latter case, it may involve supervised work leading to a higher degree e.g. PhD.