

# Trust approval form for submission of Grant Applications (2 step process)

V3 dated July 2018

## Step 1 – Registration of intent to develop a grant application.

Complete this form as much as possible and submit to [Grantapplications.enh-tr@nhs.net](mailto:Grantapplications.enh-tr@nhs.net)

Date of registration of intent	
Name of applicant	
Email address	
Position	
Anticipated Funding Body if known	
Funding Call if known	
Deadline for Submission if known	
Anticipated date of outcome if known	
Estimated Grant award (£) if known (please liaise with R&D Manager for support with this)	
Anticipated Grant duration	
Proposed Title	
Brief outline description of the proposed research project	
Organisation leading the bid	
Which organisation will receive the grant?	
ENHT Sponsorship to be requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmation of awareness of “ <i>Guidance Note on the process to be followed when requesting the Trust to act as Research Sponsor</i> ”.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anticipated Start date	
Anticipated End date	
Eligible for NIHR-Adoption	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you would like the Trust to act as Research Sponsor then see “ <i>Guidance Note on the process to be followed when requesting the Trust to act as Research Sponsor</i> ”. If required for the purposes of a grant application then the Associate Director of Research and Development can decide if the Trust can act, in principle, as Research Sponsor (note that if the grant is awarded then a review for the Trust to acts as research Sponsor will also be required but this will take into account previous considerations).	

## Step 2 –Request for Trust approval of a proposed grant application

Complete this form and send to [grantapplications.enh-tr@nhs.net](mailto:grantapplications.enh-tr@nhs.net) PRIOR to submission to grant funder

Date of application	
Name of applicant	
Email address	
Position	
Funding Body	
Funding Call	
Deadline for Submission	
Anticipated date of outcome	
Agreement of service to host the research if grant successful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated Grant award (£) as confirmed with Research Manager	
Finance schedule attached?	
Grant duration	
Is the application outline or full?	<input type="checkbox"/> Outline <input type="checkbox"/> Full
Organisation leading the bid	
Which organisation will receive the grant?	
ENHT Sponsorship to be requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
Confirmation of awareness of “ <i>Guidance Note on the process to be followed when requesting the Trust to act as Research Sponsor</i> ”.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Title	
Anticipated Start date	
Anticipated End date	
Plain English summary of the proposal attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Eligible for NIHR-Adoption</b>	<b>Approval and date</b>
Sign-off	Signature Date
Research and Development Manager	Signature Date
Lead Research Nurse	Signature Date
Associate Director Research and Development	Signature Date

**If you would like the Trust to act as Research Sponsor then see “*Guidance Note on the process to be followed when requesting the Trust to act as Research Sponsor*”. If required for the purposes of a grant application then the Associate Director of Research and Development can decide if the Trust can act, in principle, as Research Sponsor (note that if the grant is awarded then a review for the Trust to acts as research Sponsor will also be required but this will take into account previous considerations).**