# Guidance for application to the Accelerating New Treatments call

## Contents



VERSUS ARTHRITIS

## I. Introduction

The UK Musculoskeletal Translational Research Collaboration (MSK TRC) is a partnership between Versus Arthritis and the National Institute for Health Research. The partnership aims for the globally recognised centres of the UK to be at the forefront of musculoskeletal experimental medicine. The collaboration draws on the rich discovery, clinical and translational research landscape of the UK to accelerate new treatments and deliver cutting edge improvements for patients. The new collaboration operates an expansive, flexible, inclusive model. This builds on our previous investment in Experimental Arthritis and Osteoarthritis Treatment Centres and NIHR Biomedical Research Centres, welcoming and encompassing wider hubs and collaborators.

To bring momentum to the area, we will fund mechanistic experimental/translational medicine studies in humans across the areas of prevention, diagnosis or treatment that are aimed at priming the next transitional step (maximum duration of a project is three years).

Applications should be focused on an unmet arthritis need, within or across the collaboration's themes. Studies that tackle related COVID-19 questions are also encouraged.

- Studies can employ novel design, exploratory endpoints, biomarkers, imaging, big data or profiling/stratification approaches.
- Studies can include digital technology solutions and account for co/multi-morbidities.
- Applications should be patient insight-driven and involve people with arthritis in the development of the outlined work, identifying or corroborating an unmet need and collaborating with them in the delivery of the proposed research.
- Studies should carefully consider the population position in the life-course (younger to older). We are particularly interested in applications with a target population that includes the young or the elderly.

## II. Eligibility criteria

Versus Arthritis research awards may only be held in universities, hospitals or recognised academic research institutes in the UK. Any academic, clinician or allied health care professional at an eligible UK institution can apply. The lead applicant must be based at an eligible UK institution. Individuals who are employed by, or whose salary derives from, a commercial organisation are not eligible to apply for a Versus Arthritis award but may be included as a co-applicant.

Please note all applications must have a lead applicant or another co-applicant that is tenured.

Applications can be from lead applicants and/or co-applicants that have expertise relevant to the area but do not have a track record of musculoskeletal research. Applications are welcome that include an NHS service manager (or a manager with responsibility for delivering NHS services) as a co-applicant.

***Multiple applications***

We will not accept overlapping applications of the same research proposal to more than one Versus Arthritis funding scheme. We will accept an application that has been submitted to another funding body, however, please check the eligibility criteria of the other funding body before making an application.

Employees of Versus Arthritis or previously Arthritis Care/Arthritis Research UK are not permitted to be named as co-applicants or collaborators and letters of support from this group will not be accepted.

## III. How to apply

All applications for Versus Arthritis funding must be received through our online grant management system Grant Tracker.

Further details on how to apply can be found on our website.

The deadline for submission of applications is 16:00 on the stated deadline in the call document. No application will be accepted after this deadline. We strongly recommend that applicants allow sufficient time for submission before the deadline in order to obtain the necessary approvals, such as from your research or finance office and head of department.

For further enquiries on any aspect of your application, please email the Awards office at awards@versusarthritis.org or phone us on 0300 7900 403.

## IV. Note on the language

We recognise that specialist language will be required to accurately convey the detail of your proposal and, as such, sections that require technical detail will be labelled accordingly.

In addition to scientific review, applications will also be reviewed by Patient Insight Partners. They assess the quality of the patient involvement, the relevance to the charity and potential for patient benefit. The application summary and involvement sections should be written in non-technical language, these are important parts of the application and require careful consideration.

For more information on how to write a clear and informative lay summary please use the following resources:

- INVOLVE plain English summaries
- The Plain English Campaign

If you have further enquiries on the use of appropriate language, please email the Patient Involvement Team at patientinsight@versusarthritis.org.

## V. Guidance for completion of the application form

The sections to be completed in the application form are presented below please ensure you reference each section before completing the online form.

**Help icon**

Additional information and guidance is also provided within the form for specific questions, this can be accessed by clicking on

## Application summary

**Application title:** The title should be descriptive. If relevant, please use PICO (Population, Intervention, Comparison, Outcome) principals and include a project acronym.

**Lead applicant:** Details will be populated from the CV person who has started the application

**Organisation:** Insert the name of the lead applicant's host organisation.

**Profession:** This can be edited in the 'Manage my details: Basic information' section, accessed from the home page of Grant Tracker.

**Relevant professional body:** If you are registered with a regulatory body or council of your profession. This can be edited in the 'Manage my details: Basic Information' section, accessed from the home page of Grant Tracker.

**Proposed start date:** This should be no earlier than May 2022. Sufficient time should be allowed to gain NHS approval, if relevant, and all other necessary regulatory requirements such as Health Research Authority, if applicable. Also factor in the time to recruit relevant research staff.

**Proposed duration:** The overall duration should include the start-up time described above and a realistic estimate of how long the research will take, taking into account realistic and feasible recruitment estimates. It should also include sufficient time at the end of the study for full analysis and reporting of the data.

**Key words:** Please enter up to six key words that describe your application.

**Previously submitted:** Please indicate if this or a related application has been submitted elsewhere, including Versus Arthritis. If a similar application has been submitted please provide further details about the application, where it has been submitted and the outcome or date of expected outcome.

**Abstract (written in non-technical language):** Provide a brief account of the proposed activity in non-technical language, including the background to the problem; the aims and purposes of your proposal and why they are important; a brief experimental plan; and the relevance to Versus Arthritis potential patient benefit. This information may be used in public summaries of our funded researched and must be accessible by a wide audience. This section has a limit of 500 words.

**What impact and potential benefits will the research have on those living with autoimmune conditions.** We recognise that, depending on the nature of the research, the applications that we receive can have immediate patient benefit and others increase the knowledge basis for future interventions. In applications where the outcomes directly impact on the quality of life of people with arthritis, this should be clearly detailed in this section. Where benefit is less obvious, explain:

- why this study is necessary to inform a gap in knowledge that will be useful for subsequent translational research
- helping design study protocols and patient information
- what the potential next steps that would be required to get your research findings to clinical intervention are
- when the benefit might be achieved, with realistic justification of these timelines.

This section has a limit of 300 words.

## Involvement and engagement

This section will be reviewed by **Patient Insight Partners and scientific experts**, please complete this section in non-technical language. Further guidance on writing for a lay audience is provided on page 2.

Meaningful engagement/involvement of people with arthritis could include activities such as:

- identifying and prioritising the research question
- helping design study protocols and patient information
- inputting into the application and/or ethics approval
- helping carry out elements of the study, rather than simply participating as a subject
- evaluating the research findings
- dissemination and implementation of outputs and outcomes.

To find out more on how to plan and carry out meaningful patient involvement please use the links below or contact patientinsight@versusarthritis.org

- https://www.versusarthritis.org/research/involving-people-with-arthritis/
- http://www.invo.org.uk/find-out-more/how-to-involve-people/
- http://www.invo.org.uk/resource-centre/plain-english-summaries/
- http://www.invo.org.uk/posttyperesource/where-and-how-to-involve-in-the-research-cycle/

**How have people living with arthritis inputted into the design of the research?** Explain how people with arthritis have inputted and informed this application: This could include: identifying and prioritising the research question, helping to design the study protocol and patient information, inputting into the application and ethics approvals. This section has a limit of 300 words.

**How will people living with arthritis be involved in the conduct of the research?** Explain how people with arthritis will input into the conduct of the research. This could include: helping to carry out elements of the research, evaluation of research findings, disseminating and implementing outputs and outcomes. This section has a limit of 300 words.

**Describe how the outcome measures of the research are relevant to people with the condition** Explain how people with autoimmune conditions have been consulted on the relevance of the outcome measures. This section has a limit of 300 words.

**How will results of the research be fed back to those participating and other people living with arthritis?** Outline plans to disseminate the results of the research to participants of the research and the wider population of people with the conditions being researched. This section has a limit of 300 words.

## Project details

**Background:** Provide a technical summary of background information and research in support of the application. It should outline past and current research, including that funded by Versus Arthritis, and highlighting the applicants' own contribution. If appropriate, where a systematic review has been carried out that summarises the available evidence, this should be referenced. If relevant, applicants should describe the policy relevance of the proposed research and the importance of its findings. This section has a maximum of 2000 words.

**Hypothesis:** The research should be hypothesis led and seek to answer a specific question. Outline clearly the full and null hypotheses and specifically the questions to be addressed. This section has a maximum of 100 words.

**Objectives:** Describe up to 6 objectives/milestones for the delivery of the proposed research (up to 100 words each) Clearly explain the rationale for each objective/milestone.

**Outcomes:** Describe up to 6 outcome measures for the proposed research (up to 100 words each). You must complete at least one outcome measure. Clearly explain the outcome measures including justification of the outcome measures used where a legitimate alternative exists. A decision not to use established validated outcome measures must be explained.

**Impacts:** Describe up to 6 anticipated impacts (up to 100 words each). You must describe at least one impact. Clearly explain the link between the outcome measures and the impacts.

**Statistical Analysis Plan:** Detail the statistical analysis plan for the chosen design, highlighting statistical technique to be used, sub-group analysis if appropriate, proposed frequency of analysis and power assumptions. This section has a limit of 300 words.

**Will the research include a secondary economic evaluation?** Select yes or no. If it does include a secondary economic analysis provide details of the methodology for the economic evaluation. This should be arranged under the following headings: 1) how economic data will be collected; 2) economic evaluation methodology; 3) quality of life measurement. This section has a limit of 500 words.

**Project Plan:** Outline the arrangements for the management of the research, paying attention to the study design principals outlined in the Call for Applications. This should include a project timeline including any individual workstreams, plus arrangement for the day-to-day management of the research including details of who will carry out specific duties such as co-ordination, randomisation, recruitment, data handling and statistical analyses. Please attach a Gantt chart to illustrate the work package and deliverables. This section has a maximum of 1000 words.

**Facilities:** Describe the facilities available to support delivery of the research. This section has a maximum of 300 words.

**Risks/ migration strategies:** Discuss any potential risks to the success of the research and highlight mitigation strategies. Please consider all types of risk – commercial, technical, financial, and organisational. This section has a maximum of 300 words.

## Research types – Research involving humans

**Please only complete this section if applicable to your application.**

### Regulatory Approval

On 16 April 2018, HRA Approval became HRA and Health and Care Research Wales (HCRW) Approval and now applies to all project-based research taking place in the NHS in England and Wales. HRA approval applies where the NHS organisation has a duty of care to participants, either as patients/service users or NHS staff/volunteers. References to participants include people whose data or tissue is involved in a research project.

If your project is led from Northern Ireland, Scotland or Wales and involves NHS/HSC sites then you will not apply to the HRA. You should apply through the appropriate NHS/HSC permission process for that lead nation.

**Will your research require HRA or equivalent approval?** Check on the HRA website what approvals and decisions you will need.

**Method of allocating participants to groups:** Describe how participants will be allocated to groups. If this is by randomisation, give details of the randomisation technique**.** This section has a maximum of 300 words.

**Inclusion/exclusion criteria (including justification for exclusion):** Give a clear statement about the inclusion and exclusion criteria, including detailed justification for any exclusions. This section has a maximum of 300 words.

**Planned recruitment rate (including feasibility analysis):** describe how recruitment will be organised and over what time period. Include evidence that the planned recruitment rate is achievable and from where the potential pool of patients is to be taken. This section has a maximum of 300 words.

**Sample size calculation:** Please state the sample size for the study, providing a detailed description of how the sample size has been calculated, including details of which outcome measure this has been based and give the event rates, means and standard deviation and power as appropriate. This section has a maximum of 150 words.

**What measures are being taken to ensure inclusion of diverse groups in the recruitment?** It is important to be as inclusive as is practical when designing and carrying out the research. Please describe the measures that will be taken to ensure as diverse a population as possible. This section has a maximum of 300 words.

## Research types – Research involving animals

**This call is focused on human studies please email the Research Team at awards@versusarthritis.org or phone us on 0300 7900 403 to check eligibility.**

**Please speak to the research team before completing this section.**

Versus Arthritis committed to the principles of reduction, replacement and refinement in animal studies.

Versus Arthritis is a member of the Association of Medical Research Charities and has signed up to their position on animal research (Position statement on the use of animals in research | Association of Medical Research Charities (amrc.org.uk)). Before completing this section, please read the AMRC statement.

**Regulatory Approval**

**Have the following necessary approvals been given by:**

**The Home Office (in relation to personal, project and establishment licences)?** Select yes, no or not required. If not all licences are in place, please select **No**.

**Animal Welfare and Ethical Review Body?** Select yes, no or not required. If not all approvals are in place, please select **No**.

**What is the maximum severity of the procedures involved?** Please select from mild, moderate, severe, non recovery. Provide details of any procedures of moderate or substantial severity, as well as non-recovery. This section has a maximum of 300 words.

**Does your proposal involve the use of animals or animal tissue outside the UK?** Select yes or no.

If Yes, **What steps have been taken to ensure standards are consistent with the UK?** This section has a maximum of 200 words.

**Animal species to be used:** Please include the number of animals that will be used for each strain and species. Several lines can be added.

**Does the proposed research involve a protected species?** Select yes or No. If yes please select which species: non-human primate, cats, dogs, equidae, other.

**Does the proposed research involve genetically modified animals?** Select yes or no.

**Justify the use of animals, species, techniques and number of animals used:** Please justify the use of animals, the species and techniques proposed and the number of animals to be used per experiment. Please include details of sample size calculations and statistical advice sought for the number of animals required to reach statistical significance.

Use the ARRIVE guidelines when designing and describing your experiments.

There should be sufficient information to allow for a robust review of any applications involving animals. Further guidance is available from the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research, including an online experimental design assistant to guide researchers through the design of animal experiments: http://www.nc3rs.org.uk/experimental-design-assistant-eda.

**Replacement, reduction and refinement (3Rs) of animal experiments:** Indicate if the proposed research will lead to the advancement of the 3Rs (replacement, refinement or reduction in the use of animals) and how it will do this.

- Replacement - methods which avoid or replace the use of animals.
- Reduction - methods which minimise the number of animals used per experiment.
- Refinement - methods which minimise animal suffering and improve welfare.

Further information on the 3Rs is available from the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) https://www.nc3rs.org.uk/the-3rs

**Detail which of the Rs the proposed research will advance and how this will be achieved.** This section has a maximum of 200 words.

## Scientific references

Detail all references (citing all authors) that are of interest for this application. Please include the full title and all authors.

## Additional support

**Is there any additional financial support for this application?** Select yes or no. Additional support, including in-kind costs such as salary and provision of intervention. You will be asked to upload a letter of support from each provider.

Select yes for each type of support included – you will be prompted for the name, amount and description as well as a letter of support. Where support is in kind, enter 0 in the financial field and provide details in the description field.

- Institutional support – from either the lead or collaborating institutes
- Support from another funder
- Clinical Research Network Support
- Treatment Costs and excess treatment costs
- Industrial support (including collaborations and donations) Please refer to our industrial support policy and provide contact details, details of the support/collaboration and any conflicts of interest.
- Other type of support

## Intellectual property (IP)

**Is there new intellectual property (IP) associated with the proposal?** Indicate whether the proposal is likely to produce new IP. Select yes or no

**If yes, provide information on the IP potential of your research.** This section is 500 words.

IP means patents, copyright, trademarks, trade names, service marks, domain names copyrights, moral rights, rights in and to databases (including rights to prevent the extraction or reutilisation of information from a database), design rights, topography rights and all rights or forms of protection of a similar nature or having equivalent or the similar effect to any of them which may subsist anywhere in the world, whether or not any of them are registered and including applications for registration of any of them. Where appropriate explain how you will engage with your Technology

**Detail the IP Management plan.** Detail how the new IP will be managed. IP means patents, copyright, trademarks, trade names, service marks, domain names copyrights, moral rights, rights in and to databases (including rights to prevent the extraction or reutilisation of information from a database), design rights, topography rights and all rights or forms of protection of a similar nature or having equivalent or the similar effect to any of them which may subsist anywhere in the world, whether or not any of them are registered and including applications for registration of any of them.

Where appropriate explain how you will engage with your Technology Transfer/Enterprise Office.

For further enquiries on any aspect of IP, please email the Awards Team at awards@versusarthritis.org

**Is there existing IP associated with the proposal?** Indicate whether there is existing IP associated with the proposal. Select yes or no.

**If yes, please provide further information on the existing IP.** This section is a maximum of 500 words.

## Finance and costs

### Full economic costing

In line with other UK medical charities, Versus Arthritis does not provide funds for administrative costs or overheads, and funds directly incurred costs only. Ineligible costs include directly allocated costs and indirect costs:

- Directly Allocated Costs – shared costs, based on estimates and do not represent actual costs on a project-by-project basis, such as:
    - Investigators: the time spent by tenured lead applicants (Chief Investigators) and co-applicants
    - Estates
    - Other Directly Allocated: the costs of shared resources, such as staff and equipment
- Indirect Costs – necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs.

Lead applicants and co-applicants can apply for their salaries if they don't hold a tenured position. Please note all applications must have a lead applicant or another co-applicant that holds a tenured position. Lead applicants and co-applicants that are employed on full time NHS contracts can apply for funding to release them from clinical commitments to conduct research activities.

**Eligible costs within an application:**

- The percentage of inflation used must be included in the application and be in line with the most recent pay award agreed by the Institution and no more than 2% (as at May 2015 and this will be periodically reviewed)
- London weighting applies to any applicant applying from an institution in London and will be payable at the rate appropriate to each host institution
- A maximum spine point 43 on the national scale is allowed for postdoctoral research staff, special justification is required for funding senior postdoctoral research staff above point 37
- Requests for external consultancy costs should be included in expenses
- Training and supervision of staff costs by non-tenured applicants within the project must be justified
- Costs for the purchase and maintenance of laboratory animals. Please email the Awards Team at awards@versusarthritis.org to check eligibility. Studies involving animals must provide adequate details on the number, species, strain and associated costs of animals
- Fully justified items of equipment of up to £30,000 can be requested, requests for items of equipment included in applications with a cost greater than £5,000 must be supported by an estimate
- Access charges for use of specialist equipment may be applied for within expenses
- Any requests for computers must be fully justified and integral to the success of the research

**Ineligible costs within an application:**

- Costs relating to staff recruitment and relocation costs
- Personal licence fees and home office licence
- Good clinical practice (GCP) training
- Funding to provide maintenance of equipment

- Office stationery costs unless required for the project and justified accordingly
- Indemnity insurance
- Apprenticeship levy
- Travel support and open access are not to be included within standard grant applications, these are additional awards that can be applied for by a Versus Arthritis grant holder

**Attributing the costs of health and social care Research and Development (AcoRD):** Applications that propose research conducted with human subjects within a health or social care setting should be formulated in line with Department of Health Guidance "Attributing the costs of health and social care Research & Development (AcoRD)". Versus Arthritis will only fund Directly Incurred Research Costs and applicants should ensure that they have consulted their local NIHR CRN, where appropriate, to discuss NHS Support Costs and NHS Trust Management to discuss Treatment Costs before submission.

**Complete the relevant financial detail for your application.**

**Salaries:** Add each position on the award.

- Select the closest description for position from the dropdown list.
- Describe the role of the staff member. This section is a maximum of 100 words
- Indicate the % inflation applied to the costing
- Input the costs broken down by basic salary, employer contributions and London weighting if applicable.
- Input the full time equivalent (FTE) as a percentage (1-100), the total will auto-complete

(i) Requested salary costs should be based on a recognised pay model or the host institution's local salary scale, including London weighting if appropriate. We must be advised of the pay model used and, where a local pay model is to be applied, a copy of the appropriate scale must be attached.

(ii) Annual increments must be included which should be based on the host institution's own salary scale, including London weighting if appropriate.

(iii) London Weighting allowance will be payable at the rate appropriate to each host institution.

(vi) Inflationary salary increases for funding in future years must be included in the costs requested. A compound allowance should be factored into the costing for this purpose. The percentage used to calculate the compound inflationary allowance must be the same as the most recent pay award agreed by the institution for the grade on which the individual is to be employed.

**Animals:** Add an entry for each group of animals.

- Input species, strain and price per animal
- Input the number of animals to be purchased for each year, the total purchase cost will auto-complete.
- Input the weekly maintenance cost. Please contact the office if the costs vary between years.
- Input the number of animals to be maintained and number of weeks required for each year, the total will auto-complete.

**Equipment:** Add an entry for each item of equipment. Fully justified items of equipment of up to £30,000 can be requested, requests for items of equipment included in applications with a cost greater than £5,000 must be supported by an estimate.

- Input a description of the equipment, its use and total cost.

## Lead applicant details

The lead applicant is the individual who will lead the work on the award and be responsible to Versus Arthritis to ensure the conditions of award are met. They must be based in a UK university, hospital or recognised academic research institute in the UK.

The principal/lead applicant must open the application form on Grant Tracker and add the other key personnel who can then add information.

The details displayed in the application form for the lead applicant are those that are stored on Grant Tracker. To amend them, please save and close the application form and visit the 'Manage My Details' section on the Grant Tracker Versus Arthritis homepage.

**Basic information:** Please ensure all fields marked with a red dot are completed (these are compulsory fields).

**Update CV:** Degree/Qualification - please add any degrees or professional qualifications that you hold and feel would aid your application. Employment – Please list your present and last position held as a minimum. Please list any further positions that feel would aid your application. Grants – Please list all current grants held.

The application must include at least one tenured academic at the lead UK university, hospital or recognised research institute, this can be as the lead applicant or as a co-applicant

## Other roles in the application:

### Co-applicants

Co-applicants are individuals who will have had intellectual input into the application and are expected to be involved in the project. All co-applicants are expected to make a substantive contribution to the delivery and management of the research described in the application. For further details on how to enter a co-applicant see: https://www.versusarthritis.org/research/information-for-researchers/research-funding-opportunities/applying-for-a-grant/

Please add details of all co-applicants involved with the project. You will be able to select individuals who already have an account with us. Individuals who do not have an account with us will be asked to register and will be sent details via an automated email.

There are no restrictions on the number of additional co-applicants.

If you wish to add a co-applicant that is based outside the UK please contact Versus Arthritis' Awards office (awards@versusarthritis.org).

People with arthritis or service users who are named co-applicants should include in their CV a summary of any knowledge, skills and experience relevant to their role in the application.

Recruiting centres do not necessarily have to be co-applicants they can alternatively be collaborators or listed as a recruiting centre only.

## Collaborators

Please list any collaborations that are not listed as co-applicants. Collaborators are individuals who are named in the body of the application who supply research materials, specific expertise or access to patients, but will not be involved in the day-to-day execution of the research.

To enter a collaborator select add collaboration and enter the name of the collaborator, their institution and details of the collaboration into the box.

**All collaborators associated with an application are required to provide a letter of support with the application.**

## Award administrators

**Award administrators:** Click the button below to add an award administrator. This page will display all of the award administrators added for this application.

Award administrators can access and edit the application form however their details will not appear explicitly on the completed form**.**

## Relevant grants and publications

The lead and co applicants should add all their current grants and publications that are relevant to this application. To do this each person must log in separately and select up to a maximum of ten of their grants and ten of their publications that are most relevant to the application. Each participant will only see their own information.

If this information is not completed your application will be rejected.

**To add a grant**

Use the button to add a new field then select a grant from the dropdown menu. If the grant you wish to add is not listed in the dropdown menu, you can add it to your CV in the Manage My Details section of Grant Tracker.

**To add a publication**

Use the button to add a new field then select a publication from the dropdown menu. If the publication you wish to add is not listed in the dropdown menu, you can add it to the My Research Outputs section of Grant Tracker.

Please read the **Research Outputs guidance document** for further information on how to add research outputs to Grant Tracker.

## Signatories

Enter the details of the signatories required to sign-off the application. The head of department and finance officer details should be completed. Before submitting your application to Versus Arthritis, you must obtain the necessary signatories prior to the deadline.

## Attachments

Only text can be added to the fields of the online application form. Where additional files are required they can be uploaded in this section.

The maximum size per attachment is 10MB.

The following documents should be included as attachments where relevant

- Additional figures / data referenced in the project details section Gantt chart
- Letters of collaboration/support
- Ethical approval
- Animal licence(s)
- If the application is a resubmission, a cover letter should be attached detailing how the application has been altered in response to the feedback received from the original submission.

## Disease category

In this section, we ask you to provide some research classification information on your application. This will be used by Versus Arthritis to categorise the applications it receives and the work that it funds. Please select all relevant disease classification using the dropdown list.

## UKCRC HRCS

We subscribe to the use of the UK Clinical Research Collaboration's Health Research Classification System, more information and guidance can be found at hrcsonline.net

- Please select up to 5 of the UKCRC Health category classifications that you feel best fits your proposal using the dropdown list.
- Please select up to 5 of the UKCRC Research activities classifications that you feel best fits your proposal using the dropdown list

## Suggested reviewers

Here you may add names of potential reviewers (not connected with you or your proposal) or any reviewers that you do not wish to be approached. Please note, these will be treated confidentially.

## Validation summary

Submitting your application. To complete the application process, the final steps are listed below.

**1. Validate your form**

Click the Revalidate button on the left. This will check that you have completed all of the sections within the application, and that your co-applicants have confirmed and approved their role(s). Any incomplete sections will be listed with a description of the issue.

**2. Click Save and close**

This will return you to the details page of your application. The Submit button on the right hand side of the page should be available.

**3. Click view/print**

Download a PDF version of your application and check that all the content appears as you expect. In particular, check the grants and publications in your own CV and those of your co-applicants.

**4. Click Submit**

Once you have submitted your application an automated email will be sent firstly to your finance officer, once they have approved the application a second email will be sent to your Head of Department. It is only upon your Head of Department's approval that the application is finally submitted to Versus Arthritis. **This must be completed by 16:00**.

**5. Receipt of your application will be acknowledged by email**

If you are experiencing difficulties submitting your application, please contact us on 0300 7900 403.