Guidance for the application submission to the University of Leeds Research Development Fund (RDF) scheme

Introduction
Many research funding streams now require/or look upon favourably when members of the public are involved in the development of research grant applications. The University of Leeds recognises that engagement/involvement of specific demographics outside academia in grant application development requires financial support that may not be available from other sources.

Eligibility
Monies from the Research Development Fund are available to all researchers from all disciplines who are employed by the University of Leeds. The awards are to support the involvement of engagement with stakeholders outside academia in developing grant applications for projects that will lead to submissions to major funding bodies. Researchers need to demonstrate that the funds have the potential to lead to a grant application within 9 months of this funding.

If you are unsure about your eligibility for this award, please contact the PE team (peteam@leeds.ac.uk) to discuss your application.

How to use the award
The awards are generally used to fund two distinct types of activities:

1. Standalone activities (e.g. meetings or events) which will inform the development of a specific research grant application(s). It’s up to you to decide how to find and approach appropriate specific demographics outside academia for this work.

2. The awards can also be used to establish an ongoing public involvement panel/group, where the need for such a group has been identified. It is advantageous to outline how the ongoing support for such a group will be met. The funding panel will consider applications to establish a new public involvement panel which would be able to advise and contribute to a number of grant applications within the same/similar fields of research

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1 The definition of ‘public’ in each project will depend on the topic area. Researchers should seek to involve people with relevant experience and expertise for their particular research area. The public can include: policy makers, businesses, third sector organisations, civil society organisations, patients and potential patients; informal carers; parents/guardians; members of the public who have an interest in the research area, or anyone for whom the research could make a difference.
In light of the current social distancing measures in place, we welcome applications from those who seek to plan activity that can be held once restrictions are lifted. Should you have an alternative idea for using this funding, we would encourage you to contact the PE Team (peteam@leeds.ac.uk) to discuss.

Application and review process

- RDF awards are available three times a year; generally the first week in September, January and June.
- Please apply timely for the application review to take place before the funding is required. We endeavour to make funds available for successful applicants within 4 weeks after the deadline.
- Please be aware that RDF does not support retrospective activities.
- The maximum grant that is available is £500 per application and the requested funding should be fully justified and itemised (in line with University financial procedures).
- All applicants should demonstrate that the funds will be used to develop one or more research grant applications to an international or national, peer-reviewed funding competition.
- Good practice guidelines (e.g. http://www.invo.org.uk/resource-centre/resource-for-researchers/) on public involvement in research should be followed and activities should be appropriate for the specific demographic involved.
- Only one application will be accepted from a lead applicant per year.
- Only one award will be made for any single research grant in development.
- All applications are reviewed by PE team staff and academic and professional staff from the University with experience of engagement/involvement work; decisions of the panel are final.
- Applicants applying for RDF should not submit a simultaneous application to the Research Design Service Yorkshire and Humber Public Involvement Funds (http://www.rds-yh.nihr.ac.uk/about-the-rds/who-can-use-the-rds/) and vice versa for the same activity.
- All applications should be submitted electronically via email peteam@leeds.ac.uk stating ‘Research Development Funding’ in the email subject.
- Unsuccessful applicants are welcome to resubmit a revised version at the next call.

Administration, reporting and monitoring

If successful, the award will be paid in arrears into a University account only on receipt of:

1. An invoice on completion of the specified activities, or as stated in the funding approval letter.
2. A short report to be completed up to 9 months after funding is awarded, which covers how the award was used (form provided, where possible please include supporting images that may be used by the PE Team for internal reporting purposes e.g. photographs of the event or activity, images of outputs from panel session discussions - rather than identifiable images of individuals).
3. Information about submission of the grant, including grant-amount and the outcome of the grant submission.
4. If funds have not been claimed by you within 9 months of the award being made, you will lose the award unless you contact us in good time; extensions of up to 3 months can be negotiated. If funds are still not claimed after any granted extension period, the award will expire.

Completing the application form

Please carefully read these guidance notes to ensure that all the necessary information is provided.

**Question 1: Applicant details**

Please provide all necessary contact details of the lead applicant.

**Question 2: Co-applicants**

Please include only applicants who have contributed to this application or those who will be helping to facilitate the engagement/involvement work.

**Question 3: Type of application**

Please indicate if the award is for a project specific application or for establishing an ongoing public involvement panel.

**Question 4: Research title / Name of panel**

Project specific applications: Please provide the title/working title for your research project, this title refers to your overall project not the public involvement aspect.

Establishing a panel: Please provide the name/working name of the group.

**Question 5: Resubmission**

Please indicate if this is a resubmission. Provide a brief summary of the changes that have been made and how the feedback has been addressed.

**Question 6: Contact with the PE team**

Please provide details of the contact that you made and who you spoke to. Please note this is a monitoring question and will not impact on the funding decision.

**Question 7: Plain English Summary (not more than 500 words)**

Project Specific Applications: Where you intend to use the funds to develop one specific research grant application, please provide a plain English summary of your proposed project. We recognise that research ideas may be at an early stage, please just provide your thinking so far.

Establishing a panel: Where you intend to use the award to establish an ongoing PPI panel please describe:

- The remit of the panel / group
- Why it is needed in your area, including if you have looked into similar/overlapping panels/groups
• Any planned grant applications which they will contribute to
• The planned structure of the panel
• Outline academic / clinical links that may be established

Question 8: Active involvement of specific demographics during research proposal development.

For all applications, please include:

• Who you would like to involve (e.g. policy makers, businesses, third sector organisations, civil society organisations, a specific patient/service user/carer group, older people, children, specific interest group, stakeholders etc.)
• How you intend to find and approach the specified demographic.
• How the specified demographic will be actively involved in developing the research proposal(s),
• How face to face involvement activities will be facilitated, including an indication of the duration, location, and degree of complexity of activities.
• How the specified demographic will be supported to contribute to the development of the research proposal (e.g. accessibility).
• Any relevant experience / expertise your team brings to the proposed activities.
• Additionally for establishing panels, please also consider the following points:
  o How you or your department/school intends to sustain the panel/group, once the funding has been used.
  o Any ideas you are considering for providing ongoing development/training to panel members over time (this may be limited or very fluid at this stage).

Question 9: Continuing the involvement

Project Specific Applications: Outline what role you envisage the involvement of the specified demographic may have when your research grant is funded.

Establishing a panel: Outline the role of the panel will have in your research team/department/organisation.

Question 10 – Evaluation of activities

The PE team is keen to evaluate the experiences of the people who take part in involvement activities which we fund. Please provide details of how you would evaluate the involvement work that RDF supported.

You may also wish to evaluate your involvement activities from the perspective of other stakeholders, such as the research team. We welcome other approaches to evaluating and reporting these activities. Please use this section of the application form to describe and justify your chosen approach.

Question 11 – Potential funding schemes

Applicants should list identified international or national, peer-reviewed funding schemes and their submission deadlines for the to-be-developed research proposal. The deadlines should be within 9 months of the RDF deadline, e.g. if you submitted an RDF application for the January deadline, we would like to see a research proposal submitted in October of the same year.
**Question 12 – Breakdown of costs**

Please provide a breakdown, together with costings, of how the funding will be spent.

When you are costing your application, you should liaise with your finance department for advice on costing. There will be a payment and expenses policy, which will govern how much you can pay. You should also discuss how payments will be made and ensure that appropriate processes are in place before you start any involvement activities.

Funding cannot be used to:

- Pay for the time spent by health professionals, University staff, third sector or voluntary organisations employees’
- Undertake preliminary pilot work
- Hire a venue within your organisation, unless this is fully justified in your application.
- Fund small scale qualitative research projects
- Pay for materials which you can reasonably gain access to with your department (e.g. printing costs).

**Any further questions?**

For more information please contact peteam@leeds.ac.uk, x31149, RIS – East office Level 1, Nexus, University of Leeds.

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