



Guidance for Outline Stage, Second Funding Round

UKPRP Network Award

The UK's Medical Research Council (MRC) is administering this call and the UKPRP has adopted several MRC procedures. This document therefore refers to the MRC and the UK Research and Innovation.

1. Who can apply

The following paragraphs set out the eligibility criteria for outline stage UKPRP network applicants, at individual, collaborative and institutional levels and their responsibilities.

If you applied to the first funding round, either as lead or co-applicant, your current application must be substantially different from the previous, unsuccessful submission. Please contact the UKPRP Secretariat to discuss your new submission. In a covering letter accompanying the new outline proposal, you will need to indicate how the application has been changed and how you responded to any feedback received. Failure to observe this requirement may result in your outline application being withdrawn from the competition. You will be required to follow the two-stage application process.

Eligibility: Applicants

Eligible research organisations fall into three categories:

- UK Higher Education Institutions (HEIs)
- Research Council Institutes
- Independent Research Organisations (IROs)

Further information on the definition of eligible organisations can be found at the UK Research and Innovation (UKRI) website <https://www.ukri.org/funding/how-to-apply/eligibility/>

The UKPRP will consider proposals from any UK-based researcher who can demonstrate that they will set up and manage the proposed network and be actively engaged in achieving the objectives of the network. Researchers from overseas institutions may be included in a proposal as a Co-Investigator where this adds value to the network. Applicants will need to justify this in their application.

Under this initiative, it is possible to include non-academic end users, such as policy makers, local and national government, practitioners, civil society groups etc. as Co-Investigators in a network. The Principal Investigator will need to consider the relevant [guidance](#) for costing users when developing the outline application.

Applicants supported on open-ended or fixed-term contracts may apply for these grants and may request funds for their own salary. Where an applicant is expected to retire during the course of a grant, the proposal must state who will take over responsibility at the point of the grant holder's retirement.

Applicants may be the Principal Investigator on only one application for a network award. However, individuals can act as Co-Investigators on any number of applications. Please note that the assessment will consider the level of engagement of Co-Investigators with the networks and proposals and their capacity to meet these requirements.

Eligibility: Collaborations

Applicants for UKPRP network awards are strongly encouraged to develop linkages with public or third sector organisations or industry where these add value to the network, for example in terms of access to expertise, technologies, certain population groups or

environments, materials or funding. In this call, it is expected that networks will develop linkages with research users and providers, e.g. local authorities, local public health specialists, schools, workplaces, experts in the third sector; and industry partners (where appropriate).

Responsibilities of Investigators

The UKPRP expects all of the networks it funds to adopt the highest achievable standards in the conduct of their activities. This means exhibiting impeccable scientific integrity, being transparent with the public; and following the principles of good research practice (as detailed in the [MRC Good Research Practice Guidelines of 2012](#)). All applicants submitting a proposal to UKPRP must accept the [UKRI Terms and Conditions](#).

Responsibilities of Network Members

Each network must identify a core membership/management team (Co-Investigators) representing a critical mass with complementary skills. Each core member should have defined objectives and roles within the network. They should contribute to developing the network's vision and programme of activity to build and establish the network; to facilitating the transfer and exchange of knowledge across the membership; and to nurturing research ideas. An enthusiastic administrator and / or coordinator should be appointed to "drive" the network and make things happen. The coordinator may be a Principal Investigator.

Project Partners

Non-academic members of the network should be regarded as project partners, for example those from central or local government, civil society groups or industry etc. Details of all key project partners should be listed in Je-S, along with their contribution which may be financial, in-kind etc. Project partners are not expected to request UKPRP funding to participate in a network. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the network. Letters of support will be required at the full application stage from each network project partner embedded in the network from the outset.

Industry Partners

Applications from academic led academic-industry partnerships are encouraged by the UKPRP where these add value to the network and meet the [UKPRP's principles and guidance for working with industry](#). This may be for example in terms of access to expertise, technologies or data where the applicants are able to demonstrate that in the absence of the proposed network member (i.e. industry partner), a new interdisciplinary research community addressing prevention research could not be effectively formed. Please note that, commercial exploitation may be an outcome of a successful partnership but the creation of the partnership will never have that as its primary aim. Industry partners will be expected to meet their own costs and are not expected to request UKPRP funding to participate.

The terms of collaboration must be determined early in a proposal's development and relevant agreements put in place by the start of the network. Collaboration arrangements should ensure transparency in the network design and in the analysis and publication of results (including if these are negative) where this applies. Consideration should also be given to issues such as: relative responsibilities, governance arrangements, indemnity, intellectual property rights, reporting, access to data and samples, ethics, data protection and data security.

With respect to collaboration with industry, investigators should refer to the [UKPRP's principles and guidance for working with industry](#). If successful at the outline stage, networks involving industry partners will be required to submit industry collaboration

agreements and heads of terms as part of the full application, outlining their proposed collaboration with industry, in accordance with the forms provided.

Responsibilities of Research Organisations and Heads of Departments

All applications, including outlines, must be approved by the appropriate Administrative Authority (e.g. the lead institution's Finance Officer) and Principal Investigator's Head of Department, on behalf of the host institution, to indicate its formal acceptance of the proposal, the terms and conditions of a UKPRP award if made; and their approval of the salaries and resources sought. A letter of support from the host institution indicating its approval **must** be included as part of the outline application.

Administrative Authorities and Heads of Departments have responsibility for ensuring that the salaries and resources cited in the proposals are sufficient to form the proposed network, to attract sufficiently experienced and skilled staff, and represent good value for money.

2. Financial support

HEI led Applicants

Under full economic costing (fEC), applicants from HEIs, as well as those from University Units of Research Councils and Charities, need to show the full costs of a research project to the Research Organisation. The UKPRP will generally meet 67%¹ of these costs to reflect the contribution and funding policies of each funding organisation contributing to the UKPRP. The same applies to proposals led by academics that are based at Research Council 'University Units' and Centres.

UKRI Council/Institute Applicants

If an award is made to a UKRI Unit/Institute, it will be made on the basis of 100% directly incurred costs only and will not include indirect or estates costs.

Conditions of Grant

These grants are 'UKPRP' awards, supported by an alliance of funding partners and will be expected to carry the UKPRP brand and acknowledge all funding partners. Awards will be administered by the MRC and be subject [UKRI Terms and Conditions](#); however, they are not 'MRC awards'.

In addition to standard terms and conditions for grants, successful applicants will be required to invite UKPRP representatives to events and to take part in management meetings (such as advisory committee meetings). In addition to providing annual returns in Researchfish, grant holders will also be required to provide a short annual report detailing achievements, planned activities and allocation of funding: please refer to details in the [UKPRP's Impact and Evaluation Framework](#). In submitting the proposal, you also agree to have the details of successful outline proposals published on websites, including UKRI Gateway to Research, to provide an opportunity for additional groups with complementary skills, expertise or resources to contact Principal Investigators to explore potential network membership.

¹ The percentage of fEC is determined by a formula which takes into account, in a weighted average, the proportion of fEC which is notionally recovered by universities from charity funding (55%), the rate paid by Government Departments (80%) and the rate paid by UKRI Councils (80%), in proportion to their respective contributions to each "common funding pot". Further income may be recoverable via the Higher Educational Institute's arrangements for charitable support.

3. How to apply

Outline Applications

Applicants are required to submit a detailed outline proposal through the [Joint Electronic Submission \(Je-S\) system](#) by 16:00 (GMT) on 14 November 2019. You must notify the UKPRP Secretariat (UKPRP@mrc.ukri.org) of your intention to submit an outline proposal and the topic area of interest by 18 October 2019. The submission in Je-S should be supported by an Outline Case for Support (using the form provided) and other attachments. The guidance below provides details on the expected content for each section in Je-S and all attachments.

Outline applications will be assessed by the UKPRP's Expert Review Group whose recommendations will be ratified by the UKPRP Funders Executive Group. Applications that do not meet the eligibility criteria outlined will not be assessed by the Expert Review Group. Successful outline network applicants will receive a six-month period to develop full proposals and plans for network membership and respond to feedback received from the assessment of the outline application.

Deadline Dates for Submission of Outline Proposals

14 November 2019, 16:00

Applicants must notify the UKPRP Secretariat (UKPRP@mrc.ukri.org) of their intention to submit a proposal and the topic area of interest no later than 18 October 2019.

Contact

To discuss your eligibility or any other queries please contact the UKPRP Secretariat (UKPRP@mrc.ukri.org).

Please note that the decisions of the Expert Review Group and the UKPRP funders will be final and that the UKPRP reserves the right to amend the application process.

4. Guidance for Completing the UKPRP Network Award Outline Application

Please note that the language used should be accessible to peer-reviewers from widely different disciplines and backgrounds.

You may wish to refer to [Guide to Best Practice for a Network](#) in preparing your outline application.

All proposals under the current UKPRP call must be completed and submitted through the [Je-S system](#) by **16:00 (GMT/BST) on 14 November 2019**. The call will be available to select on Je-S from 3 September 2019. This section provides detailed guidance for completing the sections in Je-S and for the supporting attachments, including an Outline Case for Support Form which we have supplied. All supporting attachments must be uploaded in Je-S.

All applications need to be submitted through the lead Research Organisation (RO) which in turn must be Je-S registered. Please note that when an application is submitted through Je-S it does not pass directly to the MRC, but to the UKRI Grants Team who will then process the submission. All applicants should consult the team responsible for proposal submissions at their RO to confirm how much time they will need to process the application and complete the submission process. All applications must be submitted to the MRC via the Je-S system by **16:00** on the advertised closing date. Applications received after the deadline will not be considered.

Should applicants require assistance with any Je-S related matter, please contact the Je-S Helpdesk: Email: JeSHelp@rcuk.ac.uk; Phone: +44 (0) 1793 44 4164.

The Je-S Helpdesk is staffed Monday to Thursday 8.30am to 5pm and Fridays 8.30am to 4.30pm (excluding bank holidays and other holidays).

Creating your Je-S application

All Investigators (Principal Investigator and Co-Investigators) are required to have a verified Je-S account type. New Je-S users should select '[Create Account - Terms and Conditions](#)' to commence the create account process and gain access to the Je-S system. Please follow the steps below:

- 1) Login to Je-S, select 'Documents' from your account 'Home' page and then select 'Add New Document'
- 2) Select MRC as the Council
- 3) Select the call 'UKPRP Call 2 – Network Award Outline Nov 2019'
- 4) Select Create Document

If the Co-Investigator's RO is NOT included within the Je-S Database, Co-Investigators should self-register their Research Organisation by navigating to the Je-S login page (and selecting the link [self-registration for organisations](#)), before creating their Je-S account. Please ensure that all Je-S registration is completed at least 10 working days in advance of the submission deadline as the new (self-registered) accounts will be manually processed before investigators can be included in the proposal.

The proposal form in Je-S

The Je-S proposal form provides a summary of the whole project.

The main sections and headings in the Je-S proposal form are set out below, along with a description of the information required in each section.

Organisation where the grant should be held

This should be the lead RO responsible for administering the grant.

Your reference

Please provide a suitable reference which will serve as your identifier for the outline proposal. Please note that once your application is submitted through Je-S, it will be assigned a unique reference number, generated by the system, which will be the main identifier for your application from this point onwards.

Project title (150 character limit)

This should reflect the aim of the network.

Careful consideration should be given to the name, for example a strong brand aligned to a unique network identity should enhance the role that the UKPRP network can play in the primary prevention research landscape.

Start date and duration

This relates to the six-month period for preparing a full network proposal. The expected start date is 20 March 2020.

Applicants, including investigators

A successful Network will need to have an identified active core management team (as Co-Investigators) representing a critical mass with complementary skills. Each core member should have defined objectives and roles within the UKPRP Network.

Members should represent expertise and experience from more than one subject area, possibly including representatives from industry, local public health, other policy areas, communities, health and non-health practitioners, and research and technology organisations; and small and medium-sized enterprises. Attention should also be given to diversity on Network management boards and in the broader membership.

Please enter the following details in Je-S:

- Principal Investigator
- All Co-Investigators involved in the network (to be entered under the 'Co-Investigator' heading). Users such as policy makers, practitioners, local and national government etc. are permitted to be Co-Investigators in UKPRP networks.

A separate section in Je-S is available to enter details of [Project Partners](#).

Objectives (4000 character limit)

Please list the objectives of the proposed UKPRP network in order of priority.

Summary* (4000 character limit)

Provide a plain English (layperson's) summary of the proposed work, explaining (i) the vision, aims and objectives of the network; (ii) the scientific rationale for the network; (iii) the potential benefits of the network; and (iv) plans for the legacy and/or sustainability of the network.

* This summary, including your name and institution, will be published on publicly available sites including the UKRI Gateway to Research should the project be funded. Please ensure confidential information is not included.

Project Partners

Please list all project partner details, along with their contribution, which may be financial, in-kind etc. Project partners are not expected to request UKPRP funding to participate in a network. Please refer to the section on [Project Partners](#) for further details. An organisation should only be named as a project partner if it is providing specific contributions (either direct or indirect) to the network.

Supporting attachments in Je-S

All outline applications require a completed proposal form in Je-S and supporting attachments. Table 1 summarises the supporting attachments which must be uploaded in Je-S, and the text which follows summarises the required content of each attachment.

Attachments must conform to the following requirements:

- completed in Arial font size of 11pt, excluding text on diagrams and the use of mathematical symbols;
- use single line spacing and standard character spacing;
- have margins that are not less than 2cm;
- PDF documents with numbered pages and logical file names so that information can be found easily.

Failure to provide the required components or information may mean that your outline proposal will be delayed and/or returned, or its assessment prejudiced.

Applications will be checked soon after the closing date. Any component(s) of an application which do not meet these rules will be returned for amendment before being validated for peer review. A late response in amending returned elements of the application will result in the application being withdrawn from the round.

Table 1: Supporting attachments in Je-S for the outline proposal

Supporting attachments	Conditions
Outline Case for Support	Please use the form provided.
Justification of resources	One MS Excel sheet showing the network award costs – the file must be converted to a PDF before uploading to Je-S.
Letters of support	Any number of supporting letters permitted. However, applicants should note that the total number submitted should be commensurate with an <u>outline</u> proposal.
Proposal cover letter	Only one permitted - a maximum of two sides of A4
Other attachment	Any number permitted.

Case for Support

Applicants must use the Outline Case for Support form supplied. Details of the content and word limits of each section of the outline Case for Support form, and all other attachments in Table 1, are outlined below.

The form is designed to complement the information entered in the Je-S proposal form. The outline Case for Support should be a self-contained description of the proposed work with relevant background, and should not depend on additional information. The UKPRP reserves the right to withdraw proposals that contain links to additional information which extends the case for support. The outline application cannot be supplemented by further information beyond the deadline for submissions.

Section 1: Network Lead and Initial Membership

1.1) Track record of the applicants (250 words):

Details of the Principal Investigator and Co-Investigators have been entered in Je-S. In this section of the Case for Support form, please provide a brief description of their track record of research and/or funding.

1.2) Other initial network members:

Please provide the name, organisation/company/affiliation and email address for each initial network member involved in the proposal. Please submit any additional names in a separate PDF attachment – upload to Je-S under ‘other attachment’ type.

Section 2: Rationale for Network (500 words)

2.1) This is an opportunity to say why we need to build a new community.

- There may be little previous work in the areas that the network will probe, in which case the applicant should set out the known knowledge in the disparate disciplines that are being drawn together to develop new approaches to prevention.
- Any proposed network bid must demonstrate an awareness of other existing activities, including other networks, and be complimentary to any existing activity and demonstrate real ‘added value’.

Section 3: Network Vision and Planned Activities

Each network should demonstrate the added value that UKPRP Network funding will bring.

We would expect networks to co-develop their programme of activity and research ideas with end users such as policy makers, providers and professionals; consider how best to capitalise on emerging technologies, big data and discovery research; support methodological innovation; and engage with industry in the business of prevention.

Applicants are encouraged to be innovative in the choice of mechanisms for operation of the proposed network.

3.1) Summary of the specific network challenge and purpose of the proposed network (250 words):

Although networks are exploratory, they should start with clearly defined and testable objectives and a well-defined purpose which will engage and encourage membership.

3.2) Plan of how the network will be sustained (250 words):

This should include examples of some of the events and topics planned for the first 12-18 months of the UKPRP network and a more general idea of events for the remainder of the Network Award.

3.3) Summary of the network membership, thematic area and planned activity (1000 words). This should set out:

- planned linkages with other nationally and internationally relevant activities;
- user engagement plans – successful outline applicants will be required to develop and execute a more detailed strategy for engaging with potential users of the research funded in the UKPRP network;
- the feasibility of the network. Is it a new network in the proposed area? Will it build on existing networks, or groups of researchers? How will we know that it has enough/the right members?

3.4) Plans for wider engagement and outreach (150 words):

Please provide plans for outreach and expanding the network during the period of the award to further strengthen the research community in the thematic area.

3.5) Strategy for the use of pump priming funds (150 words):

If relevant, please detail your strategy for using the pump priming funds.

Section 4. Knowledge Exchange and Communication (250 words):

4.1) This should include the network's approach to knowledge transfer and exchange and how the network's outcomes will be communicated. Communication will be important and networks must establish a website and use social media to publicise events, encourage engagement and share information, including publications.

Section 5. Management and Monitoring of Progress

5.1) How the network will be managed (200 words):

Please describe how the network will be managed, including the governance for use of pump priming funds.

5.2) Milestones of network progress (150 words):

Targets and performance indicators should be given which will allow the network to be evaluated. For the full application, applicants will need to be specific about these but it will enhance the likelihood of progressing beyond the outline to demonstrate clear thinking at this stage. Please refer to the [UKPRP's Impact and Evaluation Framework](#) when developing your targets and performance indicators.

If you wish to upload a milestones timetable, please submit this as a tab in the spreadsheet of requested costs for the network (see Section 6 below).

Section 6: Costs

6.1) Justification of the sum requested (150 words):

Please itemise and justify the funding requested. A separate MS Excel should be attached – upload to Je-S under 'justification of resources' attachment type.

The Principal Investigator and Co-Investigators can request funds to cover their salary costs for the time spent on setting up and managing the network. Under this initiative, it is possible to include non-academic end users, such as policy makers, local and national government, practitioners, civil society groups etc. as Co-Investigators in a network. Time spent by the

Principal Investigator and Co-Investigators on the co-ordination of the network should be reasonable and is not expected to form the majority of the cost of the proposal. The salary costs of network participants should not be included in the proposal and we would not expect these individuals to be Co-Investigators.

If necessary, please refer to the following guidance for costing users.

Where justified, the UKPRP will fund the time of users at 100% of fEC. This excludes users from industry as they will be regarded as project partners and cannot claim costs from the UKPRP grant. We recognise that some users may/will be employed by a government-funded organisation. Applicants must therefore avoid the double counting of public funds in costings. Some illustrative examples are provided below to help with developing costings:

- Where user staff proposed for the UKPRP grant are already employed and any work related to the UKPRP grant will be accommodated within their existing contract/working hours, no *additional* salary can be claimed against the grant. The proposal should:
 - specify the amount of time the user will allocate to the proposed work but request no salary.
- Where user staff proposed for the UKPRP grant are already employed and their current contract will be reduced to allow them to work on the UKPRP grant, then their salary can be claimed against the grant. To avoid double counting of public funds, the proposal should:
 - specify the amount of time the user will allocate to the proposed work;
 - confirm that the user’s current salary will be reduced by the amount of costed time they will devote to the work;
 - include the difference as part of the application to be funded from UKPRP grant.
- Salary costs for new staff to be recruited for the proposed work can be submitted as part of the application.

Travel and subsistence costs will be allowable if appropriately justified. However, overheads and other direct or indirect costs **cannot** be claimed. Table 2 summarises eligible costs for users. **The combined costs for users must not exceed 30% of the overall cost of the grant at 100% of fEC, and would normally be lower than this.**

Table 2: Eligible costs for users

	Government-funded organisations	Third Sector	All other user categories*
Staff - Salary	Yes	Yes	Yes
Staff - NI/Superann	Yes	Yes	Yes
Staff - FTE Limits	Yes	Yes	Yes
Travel & Subsistence	Yes, with justification	Yes, with justification	Yes, with justification
Other Direct Costs	No	No	No
Overheads	No	No	No
Rules/Constraints	Costs must be less than 30% of total application costs	Costs must be less than 30% of total application costs	Costs must be less than 30% of total application costs

*Excludes industry

A costed user from a government-funded organisation or an established third sector organisation etc. will be eligible to be a Co-Investigator on an application. There is no limit to how many Co-Investigators from user groups can be included. The Principal Investigator will need to determine whether or not the role and contribution of the costed user is at the level of Co-Investigator in the network. The peer review process will evaluate whether the user Co-Investigator is appropriate to conduct the work. The eligibility of users will not normally need to be checked if it is reasonably clear that they are appropriate to conduct the work. Where there is doubt, checks will be carried out should a positive funding decision be taken at the full proposal stage.

The combined costs for users must not exceed 30% of the total fEC of the grant application. Costs for industry partners cannot be requested in the UKPRP application – please refer to the section with guidance on industry [Project Partners](#).

Annex 1: References (700 words)

Please list any references cited in your case for support (one A4 page) – upload to Je-S as a 'letter of support' attachment type.