## INNOVATION GRANT APPLICATION FORM

(please complete in Arial or Aptos 11 except where stated and ensure you read the Guidance Notes)

**Closing date: 30th June 2024**

**Return completed application to Prof. P. I. Murray, Chair of the Roper-Hall Eye Foundation** ([p.i.murray@bham.ac.uk](mailto:p.i.murray@bham.ac.uk))

## Section 1: project title & APPLICANT DETAILS

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| --- | --- |
| **Project title**  [max. 150 characters including spaces] |  |
| **Hospital/Eye Unit** where project will be primarily carried out/implemented |  |

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| --- | --- | --- | --- | --- | --- |
| **Principal applicant name** | |  | | | |
| Job title | |  | | | |
| Email address | |  | | | |
| Contract start and end date mm/yy – mm/yy | | |  | to |  |
| **Project team** (max. four people) | | | | | |
| **Name** | | | **Department/clinical service(s)** | | |
|  | | |  | | |
| Role on the project |  | | | | |
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| Role on the project |  | | | | |
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| Role on the project |  | | | | |
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| Role on the project |  | | | | |

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| Grant start date [mm/yyyy] |  | Duration of support  [max. 18 months] |  |
| **BUDGET REQUESTED (£)** |  |  | |

## Section 2: innovation & impact

## nature of project

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| --- | --- |
| **Nature of project** (mark all applicable with an X) | |
| **Novel and innovative approach** |  |
| **New application of existing technology** |  |
| **Unmet need** |  |
| **Quality improvement** |  |
| **Patient wellbeing and community space** |  |
| **Cost saving** |  |

## plain english summary

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| --- | --- |
| Provide a summary of the project in terms which will be easily accessible by all audiences. Avoid acronyms, unnecessary jargon and technical terms [please see Guidance Notes][max. 500 characters including spaces per section] | |
| **The project –** simply explain what the project is looking at, why it needs to be done. |  |
| **The process –** explain what methods will be used during the project. |  |
| **The potential –** what is the bigger picture – what change, innovation, patient benefit could the project findings bring about in the longer term? |  |

## aims & objectives

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| **Aims and objectives** [max. 1500 characters including spaces] |
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## impact

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| **Impact statement** What will your project deliver?  Provide information about the impact you anticipate the project could have on e.g. eye health and care, improving patient outcomes, scientific enhancement and on the broader ophthalmology community, creating a positive atmosphere and community resilience for patient benefit. Include the likely timescale for impact/change. [max. 1000 characters including spaces] |
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## rationale

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| **Rationale** Please provide a case for the importance of the project, including background, details of gaps in current knowledge etc. and the question/problem your project is seeking to address or find a solution for [max. 5000 characters including spaces]  Provide, as applicable to your project:   * a clear explanation of the eye health/service/practice problem and why this work is needed now, both in terms of time and relevance * if a specific patient group(s) is to be studied or who will obtain benefit from the innovation * background to the project (including examples of similar or supporting projects) giving context and support for the proposed project and your contribution * details of the work package/activities comprising the project (including study design if relevant)   + as appropriate, this should include information on (but not limited to) the data required for the study, data collection, sampling methods, or how the environment is enhanced, or wellbeing measured   + your role in developing these work packages/activities * consideration of how the project requires those involved to adopt a novel set of behaviours, routines and/or ways of working. |
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## Section 3: evaluation

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| **Evaluation** Outline a plan for evaluating the success of the project [max. 3000 characters including spaces]  Provide, as applicable to your specific project:   * relevant outcome measures * data collection and analysis methods * evaluation criteria * details of how you will assess the quality of the project outcomes. |
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| **Ethical/quality improvement considerations/requirements** If ethical approval is required, please state which ethics committee approved it and the approval number. If this is a quality improvement/service evaluation/audit please state the audit number provided by your NHS Trust Clinical Effectiveness (or equivalent) department. |
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| **Intellectual property/Regulatory considerations/requirements** Please state any IP or Regulatory issues and if approvals are in place or will need to be granted. |
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## Section 4: feasibility & budget justification

FEASIBILITY

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| **Feasibility** Outline a feasible plan for implementation that can be realistically achieved within the given timeframe. [max. 2000 characters including spaces] |
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MILESTONES

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| **Milestones** Identify three key project milestones with details of how success can be assessed/measured at the time stated. Map your measure of success to the project objectives. Completing the project should not be considered as one of these milestones. | | | |
|  | **Key milestone** | **Measure of success** | **Delivery date** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |

JUSTIFICATION FOR BUDGET REQUESTED

(detailed budget details are in Section 7)

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| --- |
| **Materials & consumables** |
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| **Equipment** |
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| **Miscellaneous costs** |
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| If your application is successful, please state where the grant funding will be paid to e.g. NHS Trust Charity, Academic Institution etc. |
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## Section 5: expertise & collaboration

EXPERTISE

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| **Expertise** Demonstrate that the team has the necessary expertise, experience and resources to successfully execute the proposed innovation, including relevant clinical, scientific, and technical expertise. |
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COLLABORATION

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| **Stakeholders** Briefly identify the key stakeholders. Include how/if patients/service users, staff and the public have been involved in the development of any application as well as plans for involvement in the proposed project. How will the applicant be involved in taking this forward? |
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| **Industry partners** Identify any industry partners and include how they have been involved in the development of any application as well as plans for involvement in the proposed project. |
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## Section 6: KEY references

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| **References** [max. 10] Please give full citation including doi and list all authors (use of *et al* is only appropriate where there are >5 authors). |
|  |

## section 7: budget details please complete in arial 10

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| --- | --- | --- | --- | --- |
| **[1] Budget summary** |  | **Year 1** | **Year 2** | **TOTAL** |
| **Materials & consumables** |  |  |  |
| **Equipment** |  |  |  |
| **Miscellaneous** |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |
| **[2] Breakdown of support requested** | | | | |
| **MATERIALS & CONSUMABLES** | | | | |
| **Description** | | **Year 1** | **Year 2** | **TOTAL** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **EQUIPMENT (ex. VAT)** | | | | |
| **Description** | | **Year 1** | **Year 2** | **TOTAL** |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| **MISCELLANEOUS COSTS** | | | | |
| **Description** | | **Year 1** | **Year 2** | **TOTAL** |
|  | |  |  |  |
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## innovation grant GUIdance notes

**Aim**

To enable staff to develop and test novel ideas to bring about impactful positive change, optimisation or improvements in clinical practice, service, patient experience and/or patient participation. The programme is designed to support discrete and defined pieces of work where the applicants have demonstrated:

* a clear and convincing problem they want to address
* how their project will lead to innovative change
* direct benefits and/or impact on patients within a relatively short timescale (months, not years).

**Funding and duration**

The normal expected maximum funding that can be requested per application is £15,000.

Additional key details:

* maximum of one award per principal applicant per year
* salary costs are not permitted
* supplements will not be considered within this scheme
* funding for small pieces of equipment (normally less than £5,000) but maintenance contracts are not normally funded
* maximum duration of a grant is 18 months.

**Eligibility - applicants**

The principal applicant must hold a substantive NHS or honorary clinical academic contract at an Eye Unit in Birmingham for the duration of the award. This scheme is open to **all** NHS workers.

**Assessment considerations**

This is a competitive funding scheme. The Trustees of the Roper-Hall Eye Foundation will judge each application, as appropriate, against several criteria including but not limited to:

* Innovation & Impact
* Evaluation
* Feasibility & Budget
* Expertise & Collaboration

External advice will be sought where necessary. Late applications will not be considered.

**Plain English summary**

Describe the proposal under this heading in a form comprehensible to a lay readership. The information provided here should focus on the proposed study. The detail of the aims of the work, how it will be conducted and expected outcomes should be included but avoid the use of technical terms if space does not allow sufficient explanation.For successful applications, this summary may be used by the Roper-Hall Eye Foundation in the dissemination of funded applications with public audiences. Potential channels for sharing include but are not limited to R-HEF website, NHS Trust website, press release, annual reports and other publications. Therefore, commercially sensitive or confidential information should not be included in this summary. ***A poor plain English summary is likely to result in the application being rejected.***

Please check your Flesch-Kincaid and Gunning fog readability indices on <https://www.analyzemywriting.com/index.html> and ideally aim for a F-K score between 70-60, and a fog score of <12.

Below are several external websites that provide general information on writing lay summaries. This information is provided for reference only:

* How to write a lay summary. Monica Duke (DCC) in collaboration with the Patients Participate! project.

<http://www.dcc.ac.uk/sites/default/files/documents/publications/HowToLaySummariesDec2012.pdf>

* Bournemouth University Research Blog.

<http://blogs.bournemouth.ac.uk/research/2011/06/15/writing-a-lay-summary-is-easy-right/>

* Top tips for writing a lay summary. Sally Thompson, Communications Officer at AMRC

<https://acmedsci.ac.uk/more/news/10-tips-for-writing-a-lay-summary>

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