

Methods Research Funding Scheme**Application Form for NIHR Research Support Service Hub delivered by University of Leicester and Partners (the NIHR RSS Hub) Methods Research Funding Scheme**

Please complete all sections fully using Arial (11pt) typescript.

Applications must be submitted by email as a PDF. Scanned signatures should be inserted in the Word form where required, and the document then saved as a PDF. Please note 'NIHR RSS Hub Methods Research Funding Application' in the subject line and submit to: nihr-rss@leicester.ac.uk

A Summary**A.1 Title of the Project**

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A.2 Expected start date of the project that the funding is requested for:

(This should be 1st September 2026 or as soon as possible thereafter)

Click or tap to enter a date.

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A.3 Duration of funding award requested to conduct the project work.

(Max. 12 months):

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A.4 Total Budget requested to support the project work described below:

(Please provide a breakdown in section C of this document)

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A.5 Applicant details

Lead Applicant Name:	<table border="1"><tr><td></td></tr></table>	
Lead Applicant's Job Title:	<table border="1"><tr><td></td></tr></table>	
NIHR RSS Hub partner research group / unit:	<table border="1"><tr><td></td></tr></table>	
Host Institution:	<table border="1"><tr><td></td></tr></table>	
Address:	<table border="1"><tr><td></td></tr></table>	
Email:	<table border="1"><tr><td></td></tr></table>	
Role in the project <i>(short summary)</i>	<table border="1"><tr><td></td></tr></table>	

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Co-applicant's Name:	
Co-Applicant's Job Title:	
NIHR RSS Hub partner research group / unit (if applicable):	
Institution:	
Address:	
Email:	
Role in the project <i>(short summary)</i>	

Co-applicant's Name: <i>(if other)</i>	
Co-Applicant's Job Title:	
NIHR RSS Hub partner research group / unit (if applicable):	
Institution:	
Address:	
Email:	
Role in the project <i>(short summary)</i>	

Co-applicant's Name: <i>(if other)</i>	
Co-Applicant's Job Title:	
NIHR RSS Hub partner research group / unit (if applicable):	
Institution:	
Address:	
Email:	
Role in the project <i>(short summary)</i>	

Add further co-applicants as required.

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B Details of Project Funding Request

- B.1** Please provide an abstract describing the proposed project with clear reference to the objectives (*max 300 words*)

(This text will be shared across the NIHR RSS Hub e.g., NIHR RSS Hub Intranet, partnership newsletter)

B.2 The Project Proposal - Request for Funding support

- B.2.1** Please describe the background and rationale for the project.
(*max 500 words for this section*)

B.2.2 Aims, objectives, and details of the work (*max 1200 words for this section*)

Please attach a Gantt chart at the end of this application, estimating key activities and timelines. A list of references may also be included as a separate document, but no other appendices can be considered.

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B.2.3 Describe how you have considered research inclusion and how you will involve patients, service users and/or the public in the research. *(max 300 words for this section)*

B.2.4 Please provide details of any planned outputs. Will impact be measured? Does this activity fit within a programme of wider research? Is there a plan for data sharing? *(max 300 words for this section)*

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B.3 Details of Project Collaborators

B.3.1 Collaborators: Provide brief detail of collaborators expected to be involved in the project.
(Please note that collaborators are not co-applicants on the project)

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C.	Financial details
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C.1 Direct research cost- summary

Please provide a full breakdown of costs requested (direct costs only), together with a justification for each request under the following headings:

C.1.1 Staff

(If the project requires employment of staff please provide individual names, where known, or describe the expected recruitment process. If staff recruitment is required, please provide reassurance that risks associated with recruitment have been considered, and any potential delays which may be associated with recruitment when setting the duration of the project.)

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C.1.2 Other research costs (e.g. workshop venue, catering, consumables etc.)

(Detail the costs requested for this project and provide a detailed justification as to how these funds will be used. E.g. for a workshop you would need to provide details of the size of the workshop [and how you estimate this number] costs for facilities/travel/accommodation/admin support, details of the venue etc. Accommodation and subsistence costs for people attending a workshop must be reasonable and will be reimbursed based on actual expenditure. Open-access publication costs can be requested. Payment for Public Contributor time and expenses can be claimed).

D. Lead Applicant: Acceptance of the NIHR RSS Hub Scheme Conditions**D.1 Signature of Lead Applicant**

As Lead Applicant I confirm the following:

1. To the best of my knowledge the information provided in this application is accurate and complete.
2. I have read the conditions detailed in the APPLICATION GUIDANCE for NIHR RSS Hub delivered by University of Leicester and Partners' Methods Research Funding Scheme and, if this application is successful, I agree to abide by these.
3. I will submit an interim report (maximum 2 pages) half-way through the planned project duration, including details of costs incurred to date and projected future spend. Release of a mid-term payment will be subject to satisfactory progress.
4. I will submit a project award final report (maximum 4 pages) within one month of the award end date. I understand that the final payment will not be released until a satisfactory report has been received.
5. I agree to give a presentation on the findings/learning from this project at the NIHR RSS Hub's seminar series.
6. All publications from this project award will be published open access either by including costs in this application, through my institution or through free access publishing.

Print name Signature

Institution

Date

D.2 Full legal title and address of Lead Applicant's host institution:

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D.3 Signature of research / finance office of the host institution of the Lead Applicant:

Print name		Signature	
Institution			
Date	Click or tap to enter a date.		

D.4 Signature of Lead Applicant's Head of School / Department

I support the costed or uncosted release of staff time (as indicated in this application) to fulfil the completion of this project, if awarded. If part or all of the Lead Applicant's working time is core-funded by the NIHR RSS Hub, I have discussed the implications of this with the NIHR RSS Hub Director.

Print name		Signature	
Institution			
Date	Click or tap to enter a date.		