Innovation Seed Fund application form guidance

This document explains the structure of the Innovation Seed Fund application form and offers guidance on the information to include in each section.

Please submit your application form as a WORD DOCUMENT – this is required for correct processing of the application. Applications sent as PDF documents will not be processed.

Question	Guidance
1. Applicants	Please provide the requested details for up to 4 applicants, with the principal investigator on the grant being named as applicant 1 (this will be our main contact throughout the grant evaluation process and the project should it be funded).
2. Contact details Applicant 1	Enter the full work postal address and telephone number of Applicant 1, the main point of contact between RNID and the project.
3. Project administration	Please provide the requested information on the administration of the project. There is no set limit to how long an Innovation Seed Fund Award can be (minimum or maximum) but as these are small grants, we would not anticipate a project to last more than 1 year.
4. Project Title	Please enter the full title of your project.
5. Lay language project title	Please enter a title for your project that would be understood by a non-scientist.
6. Lay summary of research project	Describe your proposed research in simple terms in a way that could be publicised to a general audience, including each of the four areas (a to d) specified on the form. There is no limit to how long your summary should be (minimum or maximum) but we recommend a summary of around 300 to be appropriate. If your project is selected for funding, the lay summary you provide may be used publicly on our website as a description of your project, and/or for fundraising purposes. As such, please do not include any confidential information. You must also ensure that the lay summary is written in language which can be easily understood by a non-scientist – **if it is not, your application may not be accepted**. We can provide you with help in writing your lay summary if you require it – please contact us at research@rnid.org.uk and we will send you our 'Guide to writing a lay summary' which provides useful information and tips on writing a good lay summary.

7. Animal work	Please indicate whether animals will be used in the project. If yes, please answer all questions in this section. If no, continue to section 8 after answering the first question 'no'.
	Severity category definitions (from The European Directive on Animal Research - Annex 8):
	Non-recovery*:* Procedures which are performed entirely under general anaesthesia from which the animal shall not recover consciousness shall be classified as 'non-recovery'.
	Mild: Procedures on animals as a result of which the animals are likely to experience short-term mild pain, suffering or distress, as well as procedures with no significant impairment of the well-being or general condition of the animals shall be classified as 'mild'.
	Moderate: Procedures on animals as a result of which the animals are likely to experience short-term moderate pain, suffering or distress, or long-lasting mild pain, suffering or distress as well as procedures that are likely to cause moderate impairment of the well-being or general condition of the animals shall be classified as 'moderate'.
	Severe: Procedures on animals as a result of which the animals are likely to experience severe pain, suffering or distress, or long-lasting moderate pain, suffering or distress as well as procedures that are likely to cause severe impairment of the well-being or general condition of the animals shall be classified as 'severe'.
	If you propose to use rodents in your research and are based <u>outside</u> the United Kingdom, you must complete a short annex of tick-box questions in addition to this form. Please contact us at research@rnid.org.uk before submitting your application and we will supply the additional questions.
	If your application proposes the use of non-human primates, cats, dogs or equines, please let us know at research@rnid.org.uk before submitting your application - a short annex of additional questions must be completed for proposals involving these species.
8. Human participants	Please indicate if the project will involve human participants. If yes, please answer all questions in this section. If no, continue to section 9 after answering the first question 'no'.
9. Summary of financial support requested	Please provide a brief description of the funding requested and the anticipated cost for each item.

	Provide more details and a justification of how the funds will be used in the main proposal if necessary.
10. Other support	Please provide details of the total cost of the activity you are applying for funding for, if different from the total of the grant, as well as any other funding you have already obtained or applied for that is related to this activity. Please also explain in c, if appropriate, what other resources already in place will support the delivery of this project.
11. Please confirm that:	Please tick the boxes to confirm that the stated criteria have been met.
Applicant CVs	Please provide a summary CV for each applicant named in Section 1 **of no more than 1 page**, provided in the format specified in the application form.
Project description (maximum 4 pages, excluding references)	Please provide a description of your proposed research below. You must include: i) A summary of relevant background research ii) The aims and objectives of your project iii) An experimental plan and methods iv) Why this research is novel and innovative v) What the outcome/impact of this grant will be in both the short and long term vi) How people with hearing loss and/or tinnitus will ultimately benefit Your proposal should be no more than 4 pages in length (excluding references). Font size should be no smaller than 11pt and should be in Arial or Times New Roman. Margins should be at least 2cm on all sides. Figures and tables can be included in this section if you wish – you may find it easier to insert them at the end of the section. If formatting images is a problem, you can submit the 'Project description' as a separate document (either in Word or PDF format). You may delete the text box on the 'Project description' section of the application form to give yourself more space if required.

If you have any further questions regarding completing the application form, please contact us at research@rnid.org.uk.