Innovation Seed Fund 2022 Application Form

**Data Processing Notice**

During the application stage of the Innovation Seed Fund scheme, we will process your personal data for the purpose of assessing and selecting the best projects to fund.

As part of this, we will:

* Share your completed application form with selected members of our Innovation Seed Fund Grant Review Panel. Panel members are selected on the basis of their expertise to assess your application. **To be sure we secure the most appropriate reviews of your application, we may send your application form to members of our panel who are based in countries outside the UK (and EU), including, but not limited to, Australia, Canada, Japan and the USA. Local data protection law in these countries may not be as stringent as within the UK (and EU) – for example, there may be no local supervisory data protection authority, and data protection rights for individuals may be limited.** Each member of our review panel is bound by our Code of Conduct. They have also signed an agreement with us, guaranteeing that they will keep all personal data and application forms secure and in the strictest confidence, and that they will only keep them for as long as they are needed to provide a review of the application.
* Keep a copy of your personal data for no more than 5 years after the date on which applicants are informed of the outcomes of this funding round. This allows us to monitor re-submissions appropriately, and to assess the current research landscape. After 5 years (if not before), we will delete all personal data associated with your application. If you are successful in being funded, we will provide further information at the time of awarding funding about further use of your personal data.

All personal information we hold about you will be kept securely, using a variety of security technologies and organisational procedures to help protect your personal information from unauthorised access, use or disclosure.

You have the right to access, change, destroy, withdraw consent or change how we use the personal information we hold about you. Please contact us at research@rnid.org.uk or call 0203 227 6158 if you would like to do so.

Our Data Protection Officer can be contacted by emailing legal@rnid.org.uk, calling 020 7359 4442 or writing to Data Protection Officer, RNID, Brightfield Business Hub, Bakewell Road, Orton Southgate, Peterborough, PE2 6XU.

If you are unhappy with how we handle your personal information, or how we handle any requests you make, you can complain to the Information Commissioner’s Office: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or call 0303 123 1113.

**Innovation Seed Fund 2022 Application Form**

Please email the completed application form as a **Word Document** to research@rnid.org.uk by Tuesday 11 January 2022. Applications sent as PDF documents will not be processed.

**General details**

1. **Applicants (Do not list more applicants than fields available)**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First name | Surname | Email |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |
|  |       |       |       |

1. **Contact details Applicant 1**

|  |  |
| --- | --- |
| Postal Address |       |
| Telephone |       |  |  |

1. **Project administration**

|  |  |
| --- | --- |
| Institute/Authority/SME administering the grant if approved: |       |
| Department accommodating the project: |       |
| Proposed start date (dd/mm/yyyy):  |        |
| Proposed duration: |       |

**Project details**

1. **Project title**

|  |
| --- |
|       |

1. **Lay language project title**

|  |
| --- |
|       |

1. **Lay summary of research project (suggested length – 300 words)**

|  |
| --- |
| Describe your proposed research project in simple terms in a way that could be publicised to a general audience. This should include details of:* Background and need for the research
* Aims of the project
* An outline of the research methods you will use
* How people with hearing loss or tinnitus will ultimately benefit from the research

Please be advised that if your project is selected for funding, the lay summary you provide may be used publicly on our website as a description of the project and may also be used for fundraising purposes. As such, please **do not include any confidential information in your lay summary.**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.  |
|       |

1. **Animal work**

|  |
| --- |
| **All RNID project proposals must comply with the guidance** [**Responsibility in the Use of Animals in Bioscience Research**](https://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research) **and with** [**UK legislation (the Animals (Scientific Procedures) Act 1986 (ASPA), amended 2012).**](https://www.gov.uk/research-and-testing-using-animals)**Research conducted outside the UK must be carried out to a standard that is equivalent to that set out in UK legislation as well as being compliant with all local legislation and ethical review procedures.***If you propose to use rodents in your research and are based* ***outside the UK****, 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 you with the additional questions.****If your application proposes the use of non-human primates, cats, dogs or equines and you are based in any country (including the UK), you must complete a short annex of additional questions alongside your proposal.*** *Please let us know at* *research@rnid.org.uk****before*** *submitting your application, and we will supply you with the extra questions.* |
| Does your research involve work with animals? (If yes, please answer the following questions. If no, please proceed to section 8 | Yes [ ]  | No [ ]  |
| What will be the severity of the procedures? (Please tick all that apply – see guidance document for severity definitions) Non-recovery [ ]  Mild [ ]  Moderate [ ]  Severe [ ]  |
| Please provide details of any moderate or severe procedures.      |
| Does your research involve work with genetically modified animals? | Yes [ ]  | No [ ]  |
| Has the proposal been approved by an Animal Welfare Ethical Review Body? | Yes [ ]  | No [ ]  |
| Please give brief details below (max 250 words) on:1. Species of animals to be used, justifying why this species is best for this project
2. Total number of animals to be used, justifying this number
3. Why non-animal alternatives are not possible in this project
4. Methods of anaesthesia and euthanasia to be used

      |
| For proposals involving the use of animals **within the UK**, have Home Office approvals for personal, project and establishment licences been obtained? | Yes [ ]  | No [ ]  |
| For proposals involving the use of animals **outside the UK**, does the proposed research comply with the guidance “[Responsibility in the Use of Animals in Bioscience Research](https://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research)”? | Yes [ ]  | No [ ]  |

1. **Human participants**

|  |  |  |
| --- | --- | --- |
| Does your research involve work with human participants? (If yes, please answer the following questions. If no, please proceed to section 9 | Yes [ ]  | No [ ]  |
| Are the appropriate ethics approvals in place from the relevant authority in your country? | Yes [ ]  | No [ ]  |
| If no, please give brief details below (max 200 words) on:a. Your plan for obtaining necessary approval in order to conduct the studyb. How you will ensure that the time needed to obtain this will fit in with the project timeframe      |

1. **Summary of financial support requested**

|  |
| --- |
| Please note that we will not accept applications over £10,000. **As a charity, it is our policy not to fund overheads or salaries of permanent employees.** |
| **Description** | **Estimated cost** |
|       | £      |
|       | £      |
|       | £      |
|       | £      |
|       | £      |
| **Grant total:** | **£** |

1. **Other support**

|  |
| --- |
| * 1. Is the total cost of the project more than you are asking us for? If so, please indicate:
 |
| * + 1. Total cost:
 | £      |
| * + 1. Amount already raised:
 | £      |
| * + 1. Source of funding:
 |       |
| * 1. If you are currently applying elsewhere for support for this work, please indicate:
 |
| * + 1. To which organisation:
 |       |
| * + 1. Amount requested:
 | £      |
| * + 1. Date of decision:
 |       |
| * 1. Is the proposed project dependent on any other grants that you may hold? If so, please provide details below:
 |
| Details: |       |

1. **Please confirm that:**

|  |  |
| --- | --- |
| The application is complete, accurate and has been completed accordance to the guidance document supplied with the application form. | [ ]  |
| You (the main applicant) have read the Innovation Seed Fund Call and Guidelines and, if successful, agrees to work closely with RNID staff as appropriate. The main applicant shall be actively engaged in day-to-day control of the project. | [ ]  |
| The Head of Department has read this application and confirms that, if granted, the work will be accommodated and administered in the Department. | [ ]  |
| All necessary licences and approvals have been or are being sought. | [ ]  |
| The officer who will be responsible for administering any grant that may be awarded confirms that the Institution will administer the grant according to RNID’s terms and conditions, and that the staff gradings and salaries are correct and in accordance with the normal practice of this Institution. | [ ]  |
| You (the main applicant) have read the Data Processing Notice on page 1 of this application form about how RNID will use your personal data, and you give consent for your personal data to be used in this way, including for your data to be shared with reviewers based outside the UK if necessary. | [ ]  |
| You confirm that all named co-applicants have read the completed application form and have given their consent to be included in the application. | [ ]  |
| You confirm that all named co-applicants have read the Data Processing Notice on page 1 of this application form about how RNID will use their personal data and have indicated to you that they give consent for their personal data to be used in this way, including for their data to be shared with reviewers based outside the UK if necessary. | [ ]  |

**Applicant CV**

Please copy and paste the form below and complete for **each** applicant. **Do not exceed one page** per applicant.

|  |  |  |
| --- | --- | --- |
| **Name** | **Current position and name of employer** | **Start date** |
|  |  |  |

|  |
| --- |
| **Source of personal salary support** |
|  |

|  |
| --- |
| **Academic qualifications** |
| **Date** | **Award** | **Subject** | **Class** | **Awarding body** |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Previous appointments** Including honorary and advisory roles  |
| **Dates** | **Appointment** |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Summary of research in recent years** |

Provide a brief summary of your areas of research interest and grants held in the last 5 years.

**Project description (Maximum 4 pages, excluding references)**

Please provide a description of your proposed research below. You must include:

1. A summary of relevant background research
2. The aims and objectives of your project
3. An experimental plan and methods
4. Why this research is novel and innovative
5. What the outcome/impact of this grant will be in both the short and long term
6. 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.