

Application for an RNID Innovation Seed Fund

Please note that this is a sample form provided for information only – the full application form must be completed and submitted through Flexi-Grant®

How to complete your application form

Please ensure you have read the relevant Grant Call and Guidelines before you begin your application and make sure you have all necessary supporting documentation.

Start with the 'Lead Applicant Information' section then complete the rest of the pages in any order you like. You can save your progress and return to it later by clicking the save button on each page.

Click on the 'Participants' tab below to invite co-applicants to support your application. You must also invite an 'Administrative Authority' from your organisation to approve your application. We recommend that you only do this once all other pages of the application have been completed.

An application can only be submitted once all mandatory sections have been completed and all invited participants have approved the application.

Once you have completed all sections of the form, the 'Submit Application' button will appear. When you click this button, you will be asked to confirm your submission is complete and once submitted will no longer be able to make any changes.

Click the 'Print' button at the top of the page if you want to print a copy of your completed form.

For help with using Flexi-Grant see the user guide.

Questions marked with an asterisk * are mandatory and must be answered.

Page 1: Lead Applicant Information

Guidance

Please complete the lead application section below (the lead applicant will be our main contact throughout the grant evaluation process and the project should it be funded. It should be the person who will be primarily responsible for the day-to-day running of the grant).

Please note that you can only be named as the lead applicant on ONE application (you can be named as a co-applicant or collaborator on other applications).

For further guidance, refer to the Innovation Seed Fund call and guidelines.

Questions marked with an asterisk * are mandatory and must be answered.

Questions

***Lead applicant information**

Your contact details have been added to the table below as you have entered these previously. Please check the contact details associated with this application are accurate. Please note that you can only be named as the lead applicant on ONE full application (you can be named as a co-applicant or collaborator on other applications).

***Host organisation**

Please ensure that the host institution that will be responsible for approving submission of your application and the administration of any award is the one that is shown in this table. If your organisation is not available within the searchable list, please contact research@rnid.org.uk to request for it to be added to the list.

***Department**

Please provide the name of the department at your institution which will accommodate the project if awarded.

***Proposed start date**

The project start date must be between dd/mm/yyyy and dd/mm/yyyy.

***Project duration**

Please specify how long the project will last in months - we expect most Innovation Seed Fund projects to be completed within 1 year.

Page 2: Project Details

Guidance

On this page, you will enter information relating to your research project.

Projects must be defined pieces of research with clearly stated objectives, an experimental plan and expected outcomes. Applications to cover solely, or mainly, equipment costs, will not be accepted.

Questions marked with an asterisk (*) are mandatory and must be answered.

Questions

***Project title**

Provide the full title of your proposed project. (50 words max)

Please provide a title for your project in lay language (plain English). (50 words max)

***Lay summary**

(400 words max) Describe the proposed research in simple terms in a way that could be publicised to a general audience. This should include details of:

- 1. background and need for the research*
- 2. aim of the project*
- 3. an outline of the research methods; and*
- 4. how people with hearing loss or tinnitus will 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.

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 be returned to you to re-write it.

You may find this document helpful when preparing your lay summary: [Guidance for writing a lay summary](#).

***Research proposal**

Upload a PDF document containing details of your research proposal. You should include:

- 1. A summary of relevant background research*
- 2. The aims and objectives of your project*
- 3. 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*

The main proposal should be no more than 2,000 words (excluding references). Minimum font size 11pt, Arial or Times New Roman, single spaced.

*Please ensure that the uploaded document name is saved in the following format:
SurnameMainApplicant_ISF, e.g. Smith_ISF*

Acceptable file types: .pdf

Page 3: Collaborators

Guidance

On this page, you should enter details of the contributions of any **collaborators** on your grant application.

You are required to provide, for each named collaborator, either an email from the collaborator (with full message headers), or a scanned letter of support from them (which must be on their institutional headed paper). It should be signed (if a letter), dated within the last three months, and must include details of their contribution to the project and reference the application by grant round and title.

Please select no and proceed to page 4 if you do not have any collaborators.

Questions marked with an asterisk (*) are mandatory and must be answered.

Questions

***Are collaborators involved in your project?**

Yes/No

Collaborators are individuals whose contribution is critical to the success of the project but who will not receive funding from this grant. Their involvement should be limited to supplying strains or reagents, expertise or advice in a particular experimental technique or area of science or providing other specific but limited input.

Individuals who are responsible for delivering any part of the grant-funded work, and may receive some of the grant funding, should be listed as co-applicants via the Participants tab, accessible from your application Summary page.

You can provide details for up to four collaborators within your application.

If Yes:

Please provide a letter of support for each collaborator that is named in your application. (File upload option, acceptable file types: .docx, .doc, .pdf)

Collaborator details: *Please provide the following details for each collaborator: full name with title, email and institution.*

Page 4 - Funding Requested

Guidance

On this page you will enter details of the budget for your proposed research project.

Please specify the type of funding ("items") requested and the anticipated cost. You should provide a detailed explanation and justification of the requested costs in the 'Budget details' section.

Eligible Costs

Staff

Research staff who will work on the project. This can be any type of research staff e.g. post-doc, graduate research assistant, technician etc. **except for PhD students.** You do not have to request any salaries if the project can be conducted by researchers already employed in your group.

You cannot request salary costs for anyone who has a tenured, tenure-track or open-ended post, or whose salary is guaranteed and funded by their institution in any way. This applies to the lead applicant, co-applicants and all staff involved in the project and is non-negotiable, even if the institution usually expects the costs of permanently employed staff to be offset by external funders.

We do not cover the costs of recruiting staff members.

Research consumables

Routine research consumables and reagents needed for the project. Examples include glassware, plasticware, tissue culture, molecular biology, immunohistochemistry, earphone inserts etc.

Animal costs

Costs for the purchase, importation, housing and maintenance of animals can be included in your budget. Animal research licences/certification and training courses **are not** eligible costs.

Travel costs

Funds for conference travel to disseminate the results of the project. These should be proportionate to the small size of the grant. Applications solely for conference travel **will not** be considered.

Funds for other travel can also be requested e.g. visits to collaborating laboratories, but these must be itemised separately to conference travel and justified below.

Equipment costs

Small pieces of specialist or unusual equipment that is essential for the project. This includes specialist computer equipment or software that is required for the collection or analysis of data (the need for extra memory storage or processing power must be justified). Standard office computer equipment and laptops cannot be included on the grant.

Equipment should usually be purchased at the start of the project.

Other costs

Research costs for specific items or services can be requested. Such costs could include:

- High-cost items or experiments, such as microarrays
- Fees for external or internal services, such as antibody production, DNA sequencing or statistical support
- Payments for volunteers taking part in the research project
- Access to scientific resources or data repositories.

Do not include:

- Publication costs
- Institutional overheads and indirect costs, including but not limited to: equipment maintenance, journal subscriptions, secretarial support, advertising, recruitment, office stationery etc.

Questions marked with an asterisk (*) are mandatory and must be answered.

Questions

***Funding Requested**

The table has been pre-populated with an item list. Please edit each item you use by clicking on the pencil icon.

You can remove unused rows using the 'Remove Item' button and add additional rows using the 'Add a New Item' button.

Funding will not exceed £10,000. You should provide a full justification for these costs in the following question.

Please note that as a charity, it is our policy not to fund any indirect costs or the salaries of permanent employees.

***Budget details**

(300 words max)

Please provide a detailed justification for the requested costs, and ensure it is cross-referenced with your research proposal.

Page 5: Other Support and Submissions

Guidance:

On this page you will provide information about other support you have obtained for this project, including other applications for funding (planned or in progress). Questions marked with an asterisk (*) are mandatory and must be answered.

Questions:

***Other support**

Is the total cost of the project more than you are asking us for?

Yes/No

If Yes, please provide the following information:

Total Cost (£)

Amount already raised (£)

Source of funding

**Are you currently applying elsewhere for support of this work?*

Yes/No

If Yes, please provide the following information:

Organisation

Please provide the name of the organisation(s) you are applying to. If there are multiple organisations, please number each of them and do the same with subsequent questions so the details for each organisation match.

Date of decision

What was / is the expected date of decision? Enter a date in the following format (Month, YYYY)

Value of funding

What value of funding was (or will be) requested?

Is the proposed project dependent on any other grants that you may hold? If so, please provide details below:

Page 6: Use of Animals in Research

Guidance:

On this page you will enter details of any animal work to be carried out as part of your proposed research project.

If this is not applicable to your project, please tick 'No' below and proceed to the next page.

All RNID project proposals must comply with the guidance [Responsibility in the Use of Animals in Bioscience Research](#) and with UK legislation (the [Animals \(Scientific Procedures\) Act 1986 \(ASPA\), amended 2012](#)).

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.

You may find the following guidance useful when completing the questions in this section: the NC3Rs' [Experimental Design Assistant](#) and [webinar on using both sexes in animal experiments](#).

N.B. 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, as a short annex of additional questions must be completed for proposals involving these species.

Questions marked with an asterisk (*) are mandatory and must be answered.

Questions:

***Does your project involve the use of animals or animal tissue?**

Yes/No

If Yes:

***What will be the severity of the procedures? (Please tick all that apply)**

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'.*

Please provide details of any moderate or severe procedures.

If your procedures are non-recovery or mild, enter N/A.

***Does your research involve work with genetically modified animals?**

Yes/No

***Has the research proposed in this application been approved by the Animal Welfare and Ethical Review Body at your institution?**

Yes/No

***Species, methods and sample size calculations**

(750 words max)

Please provide the following details:

- a) The species of animals to be used, justifying why this species is best for this project.*
- b) The total number of animals to be used, justifying this number, and providing details of any sample size calculations or any other statistical advice you have sought.*
- c) Describe the proposed sex balance of animals or samples/data relating to animals in your study. If you do not plan to involve both male and female animals (or samples/data from both male and female animals) in your project, explain why. If biological sex cannot be determined in your proposed experimental model (eg for some developmental biology studies), please briefly explain.*
- d) Why non-animal alternatives are not possible in this project, and how you have considered the principles of the three Rs (replacement, refinement, and reduction of the use of animals in research) when designing your experiments.*
- e) Methods of anaesthesia and/or euthanasia to be used.*

***Where will the animal work you are proposing take place?**

In the UK/Outside the UK

If in the UK:

***Have Home Office approvals for personal, project and establishment licences been obtained?**

Yes/No

If no, please give brief details about your plan to obtain these in order to conduct your study and include the anticipated timeframe.

If outside the UK:

***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](#)”?**

Yes/No

***Please describe how animal welfare and animal research practices are monitored or inspected at your research institute to ensure compliance with all local and national regulations.**

***Does your research involve the use of rodents?**

Yes/No

If Yes:

***Please download the additional questions on the use of rodents overseas and upload a completed version.** (File download/upload option, acceptable file types: .docx, .doc, .pdf)

Page 7: Use of Human Patients and Tissue

Guidance:

On this page you will enter details of any work involving human volunteers or human tissue in your proposed research project.

If this is not applicable to your project, please tick 'No' below and proceed to the next page.

Questions marked with an asterisk (*) are mandatory and must be answered.

Questions

***Does your research involve work with human participants or human tissue?** Yes/No

If Yes:

***Are the appropriate ethics approvals in place from the relevant authority in your country?**

Yes/No

If No:

***Ethical approval plan**

(200 words max)

Please give details of:

- a. Your plan for obtaining the necessary approval(s) to conduct your study*
- b. How you will ensure that this will fit within the project's timeframe*

***Please describe how you have taken factors such as age, sex, gender or ethnicity into account when designing your research project.**

(250 words max)

Please note that this is not an exhaustive list of characteristics which may be relevant.

If you have not taken these factors into account when designing your project, please explain why this doesn't apply or is not feasible for your study.

You may find the following guidance useful: [INCLUDE guidance on improving inclusion of under-served groups in clinical research](#)

***Please describe the proposed sex balance of human participants or samples/data relating to humans in your study.**

(250 words max)

If you do not plan to involve both male and female human participants (or samples/data from humans or animals) in your research, explain why.

Please note that this question refers to biological sex.

Page 8: Use of generative AI in preparing this application

Guidance:

On this page, you will provide information about your use of generative AI in preparing your application.

We are collecting this information so that we can monitor how researchers are using generative AI in our application processes. The information you provide here will not be used in the assessment of your application, nor will it be shared with external reviewers or the Future Leaders Review Panel.

Please see our policy on the use of generative AI in our application processes for further information.

Questions marked with an * are mandatory and must be answered.

Questions

***Have any generative AI tools been used when completing this application?**

Yes/No

If yes:

***If yes, please clearly attribute outputs from generative AI tools used in this application.**

(250 words max)

List the generative AI source and where possible name the specific model/s and software used and specify how the content was generated (such as listing the prompt used).

Page 9: Declaration

Guidance:

On this page you will confirm your commitment to the project and that the details provided in your application are a fair and accurate representation of the proposed project.

It is very important that any collaborators named on the application have read the Data Protection Statement and are happy to be included.

Questions marked with an asterisk (*) are mandatory and must be answered.

Questions

All tick boxes

***The application is complete, accurate and has been completed according to the guidance supplied with the application form.**

***I have read the Innovation Seed Fund Call & Guidelines and, if the application is successful, agree to work closely with RNID staff as appropriate. As the lead scientific applicant I shall be actively engaged in and in day-to-day control of the project.**

***My Head of Department has read this application and confirms that, if granted, the work will be accommodated and administered in their department.**

***All necessary licences and approvals have been or are being sought.**

***I have read the Data Protection Statement about how RNID will use my personal data and give consent for my personal data to be used in this way, including for my data to be shared with reviewers outside the UK if necessary.**

***I confirm that all named co-applicants and collaborators have read the completed application form and have given their consent to be included in the application.**

***I confirm that all named collaborators have read the Data Protection Statement about how RNID will use their personal data and have indicated to me 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.**

Page 10: Administrative Authority Declaration

Please note: this page should be completed by an appropriate authority at your institution, not by the lead applicant.

Guidance:

On this page you will approve the submission of this application as the Administrative Authority, on behalf of the Host Institution.

Questions marked with an asterisk (*) are mandatory and must be answered.

Questions:

***Administrative Authority declaration**

[tick box to agree]

- *I confirm that the application has been submitted with the agreement and support of the Host Institution and, if awarded, the Host Institution will administer the grant which will be used only to support the work for which it was intended in the manner proposed.*
- *I confirm that I have read the Terms and Conditions on behalf of the Host Institution.*
- *I confirm that the Host Institution will endeavour to maintain support for the Head of Department's research team during the period of the grant.*
- *I also confirm there are no existing matters which would be a breach of any of the Terms and Conditions which have not been brought to your attention in writing.*

***Full name of administrative authority**

***Position**

***Email address**