



ActEarly Research Innovation Fund **Policy**

Date	Version	Author	Description
30.09.2020	1.0 DRAFT	J West	Policy paper and application form
05.10.2020	2.0 FINAL	J West	Revised re Exec Group comments

Overview and remit

ActEarly is a UKPRP funded research consortium which focusses on upstream early life interventions to improve the health and opportunities for children living in two contrasting areas with high levels of child poverty, Bradford, in Yorkshire and Tower Hamlets in London. The UKPRP funding includes a Research Innovation Fund (formerly known as the Directors' Discretionary Fund) providing some small additional funding to support reactive work in response to new opportunities / challenges that arise during the period of the award, and which are aligned to the ActEarly's vision and approach (see <https://wellcomeopenresearch.org/articles/4-156>). This is awarded at the discretion of the ActEarly Co-Directors (John Wright & Trevor Sheldon) over the period of the ActEarly award.

Applications for support from the Research Innovation Fund should fall within one or more of the following categories:

- Pump priming to support new funding applications
- Impact and knowledge transfer initiatives

Eligibility

Applicants/lead applicants for these funds must be members of the UKPRP ActEarly consortium (e.g. Co-Investigator; research fellow; member of the project management team, member of the Coproduction and Citizen Science Strategy Group) and any person meeting this criterion may apply. Any necessary collaborations and regulatory approvals should in place before submission and evidence of these should be attached to the application.

Funding

There is only a modest budget available within the Research Innovation Fund. Normally, each award will be for no more than £5000.00 and we anticipate that most applications will be for considerably less. Under exceptional circumstances, an application for more than this limit will be considered (see governance below). Once the award amount has been agreed by the ActEarly Co-Directors, this

cannot be amended at a later date. Any activity funded through the Fund should be completed in the timeline specified at the award stage. Creative approaches to funding such as using it to obtain matched funding are welcomed and should be outlined in the application. All funding is awarded on the condition that a project report is submitted to the Co-Directors at the end of the funding period. People can apply more than once over the period of the ActEarly programme but each application must be for a different activity.

Governance

Funding decisions will be made by the ActEarly Co-Directors; an exceptional application exceeding the £5000 limit thought worthy of funding by the directors will be discussed by the ActEarly Executive Group before a decision is made. Where additional topic specific expertise is needed, the ActEarly Executive Group will be asked to support decision making. All Research Innovation Fund applications and decisions will be reported for information to the monthly ActEarly Executive Group meetings and submitted to the UKPRP via the ActEarly Annual Report.

Review process

Applications will undergo the following review process:

1. Eligibility check
2. Co-Director review
3. Confirmation of decision including feedback

Unsuccessful applicants will receive written feedback. Successful applications will be provided with written confirmation of funding including the amount, start date, duration and any specific instructions or requirements requested by the Co-Directors.

Knowledge transfer and wider dissemination

All successful applicants are required to submit a summary report to the Co-Directors at the end of their funding period. They will also be asked to present a brief summary of their work at the ActEarly Workshop and explore opportunities for wider dissemination among ActEarly partners and others who may have an interest in the work.

How to apply

Applications should be made using the form at the end of this document which once completed should be emailed to Carolyn.clover@bthft.nhs.uk using the subject heading *APPLICATION FOR ActEarly RESEARCH INNOVATION FUNDING*. All sections must be completed.

Applicants are required to outline how their application aligns with the ActEarly vision, describe its value to the ActEarly Consortium, and justify why their proposed work is most effectively supported by the Research Innovation Fund. Clarification that it falls within remit (pump priming; staff development; impact initiative) should be provided. If uncertain, applicants are asked to arrange an informal discussion with the Co-Directors (via Carolyn.clover@bthft.nhs.uk) prior to submitting an application. We aim to notify applicants of the outcome of their application within 3 weeks of submission.



ActEarly Research Innovation Fund Application Form

Please complete all sections and then submit via email to Carolyn.clover@bthft.nhs.uk

Lead applicant name	
Title (Prof; Dr; Mr; Mrs; Ms)	
Organisation	
Email	
Role in the ActEarly Consortium	
Co-applicants Name(s)	
Application title Your full project title	
Project area Pump Priming/Staff Development/Impact Initiatives	
Proposed start date	
Duration (months)	
Total estimated costs requested (£)	
Summary of proposed project Max 200 words	

Please describe in more detail what you are planning to do and how it is consistent with ActEarly's vision, aim and objectives

Max 1000 words

Justification of funding

Please justify why the proposed work is most effectively supported by the Research Innovation Fund and include a breakdown of projected costs (£)

Max 500 words