Grants for Research and Innovation
Guide for applicants

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1. Introduction

The Nuffield Foundation is a charitable trust endowed by William Morris, Lord Nuffield, the founder of Morris Motors. Our aim is to improve social well-being in the widest sense, primarily by funding research and innovation in education and social policy. We believe policy and practice should be influenced by evidence that is independent and rigorous. We are also committed to ensuring robust evidence for the future by funding programmes to build longer-term capacity in education and social science research.

This guide is for people wishing to apply for funding from one of our research and innovation programmes. It does not cover our capacity-building programmes such as Q-Step and Nuffield Research Placements.

The guide describes our funding priorities and our application process. Please read this guide in full before submitting an *Outline application*.

2. Funding priorities and criteria

2.1 Substantive areas of interest

We have several programmes that are open to funding applications for research and innovation projects. Most of these are related to specific areas of social policy.

- **Children and Families** – funds projects to help ensure that social policy and the institutions governing family life in the UK are best adapted to meet the needs of children and families. We have a particular interest in child welfare and development and child protection.
  
  Programme Director: Teresa Williams
  
  Administrative contact: Alison Rees ([arees@nuffieldfoundation.org](mailto:arees@nuffieldfoundation.org))

- **Early Years Education and Childcare** – funds projects in our priority areas of educational attainment and child development outcomes, tackling social disadvantage, parental and family contexts, wider societal impacts, and public policy mechanisms.
  
  Programme Directors: Josh Hillman and Teresa Williams
  
  Administrative contact: Alison Rees ([arees@nuffieldfoundation.org](mailto:arees@nuffieldfoundation.org))

- **Economic Advantage and Disadvantage** – funds projects on the distribution of all aspects of individual and household economic well-being, their causes and consequences.
  
  Programme Director: Teresa Williams
  
  Administrative contact: Alison Rees ([arees@nuffieldfoundation.org](mailto:arees@nuffieldfoundation.org))

- **Education** – funds projects in our priority areas of primary education, secondary education transitions, science and mathematics.
  
  Programme Director: Josh Hillman
  
  Administrative contact: Kim Woodruff ([kwoodruff@nuffieldfoundation.org](mailto:kwoodruff@nuffieldfoundation.org))
• **Finances of Ageing** – funds projects related to all aspects of finance, economics, and transfers related to individual and population ageing.
  Programme Director: Teresa Williams
  Administrative contact: Alison Rees (arees@nuffieldfoundation.org)

• **Law in Society** – funds projects designed to promote access to, and improve understanding of, the civil and family justice systems.
  Programme Director: Teresa Williams
  Administrative contact: Alison Rees (arees@nuffieldfoundation.org)

• **Open Door** – for projects that improve social well-being, and meet Trustees’ wider interests, but that lie outside the programme areas above.
  Programme Director: Teresa Williams
  Administrative contact: Alison Rees (arees@nuffieldfoundation.org)

We welcome applications that straddle more than one programme. We ask applicants to select which programme they are applying to in their *Outline application*. In some cases, we may reassign an application to a different programme from the one identified by the applicant, but this does not affect the application’s chance of success. Further details about our funding priorities in each programme are given in the [how to apply section of our website](#), and you should read the appropriate section before applying.

### 2.2 Methodological considerations

For research (rather than practical) projects, we recognise the need for a range of methodological approaches, and we welcome the contribution of different disciplines. The proposed methods should be appropriate, robust and proportionate to the project aims, and described in sufficient detail for us to assess their suitability to address clear research questions. The types of research we think will address our priorities are set out below.

**Reviews and synthesis**, including formal meta-analysis as well as other systematic and narrative reviews that offer a critical evaluation of empirical research. The aim should be to draw out implications for policy and practice, or to generate a new research agenda. We expect preliminary work to have been undertaken to establish there is sufficient literature to review. Review projects may also include policy reviews and international comparisons, both of which may be complemented by stakeholder interviews or case studies.

**Data collection and/or analysis**, whether descriptive or designed to understand causality, or both. Projects often involve descriptive work combined with explanatory analysis that aims to identify factors which are causally related to outcomes, or mechanisms leading to particular outcomes. We are particularly interested in work which examines the relationships between variables in a dynamic way and the use of appropriate large-scale cohort and longitudinal data is often central to this work. Examples of descriptive work could include studies of prevalence or incidence, and how outcomes are distributed between individuals or households. Studies often involve secondary analysis of existing administrative and survey data, but where there are gaps, primary data collection may also be justified. Researchers
should use and integrate the data sources that best address their research questions (rather than focusing on only one dataset and then using separate projects to interrogate other datasets to examine the same issue). We are particularly interested in projects that further the understanding of relevant behavioural change, by use of analytic techniques or modelling, or by experimental interventions.

**Pre-trial development work.** We fund projects that conceptualise and design innovative interventions and take the concept through to the initial pilot phase. However, there needs to be potential for the work to progress to decisive outcome trials, and interventions which are being tested must be based on strong evidence, for example about the:

- scale and nature of the problem that the intervention seeks to address;
- causal mechanisms at the heart of any programme design;
- practicality of implementing the proposed intervention in the chosen setting;
- potential effect sizes; and the
- feasibility of conducting an evaluation of sufficient scale and rigour to provide convincing evidence of effectiveness.

We usually expect pre-trial development work to be undertaken separately and independently from formal large-scale comparison or controlled trials to establish potential effectiveness (including cost effectiveness). Applicants must set out why any particular concept or approach – as opposed to others that may already be available or in development – warrants further development and testing.

**Comparison or controlled trials or evaluations**, where there is a particularly important and innovative intervention which has already been subjected to formal pre-trial development work. We will consider funding large-scale trials where the evaluation has a strong design and where there are good prospects for wider implementation. We do **not** fund projects that simply involve ‘rolling out’ a well-known way of working to new areas.

**Research translation.** In some of our areas of interest, practitioners (such as teachers, judges, social workers etc.) have limited access to data showing how systems operate and the outcomes they achieve and embedding this knowledge into practice. We are therefore interested in projects which explore how different approaches can help practitioners use existing or new data to improve outcomes or service provision in our areas of interest. Practitioners may also have little capacity for developing, testing and adopting evidence-based programmes so projects which aim to build capacity in these areas will also be considered.

In addition to research, we occasionally fund innovative practical projects – for example the development or start-up of new initiatives where there is a clear case that they are needed. We would usually expect these projects to have some bearing on or link with our priority areas of interest, including our wider interest in improving the use of evidence to scrutinise and inform improvements in policy and practice in the medium and longer term. For such proposals we need to see a detailed description of what you want to do, how you will do it, why it matters, and what the outcome for specified beneficiaries will be. In general, we would
expect practical projects to have relevance to wider populations, i.e. beyond those directly involved in the project.

2.3 Size and duration of grants

Research and innovation grants normally range in size from £10,000 up to £350,000, with most lying between £50,000 and £200,000. We occasionally make grants larger than £350,000 but these are exceptional and often take longer to process. We also occasionally make smaller grants for pilots or research and development work that may cost less than £10,000. Most projects we fund are under four years in duration, but we will occasionally consider proposals that have a longer timescale.

2.4 Exclusions

We do NOT fund:

- ongoing costs or the costs of ‘rolling out’ existing work or services, or core funding;
- contributions to general appeals for pooled funding;
- the establishment of academic posts;
- attendance at, or support for, conferences and seminars (unless they form part of a project that is otherwise acceptable, or to disseminate or build on work we have previously funded);
- the production of films or videos (unless they form part of a project that is otherwise acceptable);
- capital or building costs;
- projects focused on the purchase of equipment (unless they form part of a project that is otherwise acceptable);
- local charities, replacement for statutory funding, or local social services or social welfare provision;
- advocacy or campaigning work;
- projects led by schools, further education colleges, undergraduates or masters students;
- PhD fees or projects where the main purpose is to support a PhD;
- projects led by individuals unaffiliated to any particular organisation;
- school or higher education fees, or other course fees;
- gap year projects;
- requests for financial help from or on behalf of individuals; or
- projects in the areas of animal rights or welfare, arts, conservation, heritage, housing, the environment, medical or health services, museums, religion or sports and recreation.

Non-UK applications

We do not usually make research and innovation grants to organisations based outside the UK and do not usually fund projects whose focus is outside the UK. However, we welcome applications from UK based organisations to carry out collaborative projects involving overseas partners, especially where these have a capacity building dimension, or which provide useful comparators for UK experience in our areas of substantive interest.
**Other funders**

Unless we give special permission, we will not consider funding projects that are being considered by another funder at the same time. In addition, we are unlikely to fund projects that have been unsuccessful elsewhere unless the project is truly outstanding and central to our areas of interest. A rejection from a previous funder does not necessarily preclude us from considering an application for a similar project, but we do need to understand the reasons for rejection, especially the extent to which these were methodological and/or to do with funder priorities. For that reason, we would need to see the previous application and any feedback that was received in order to understand the reasons that the previous application was not funded. Failure to tell us that an application is being, or has been, considered elsewhere may lead to an automatic refusal and we reserve the right to consult with other funders about this issue.

Although the Foundation does not contribute to general appeals for pooled funding, in some circumstances we will consider partnership funding. Where applicants wish to propose a partnership funding model we would expect applicants to argue the case for such an approach within their *Outline application*. This should identify the proposed co-funder and set out the reasons for considering a partnership funding model so that we can take this into consideration when reviewing your application.

### 3. Overview of application process

We now have two rounds of grant applications each year and the application process is in three main stages: *Outline application*, *Full application*, and finalising the award.

The application process is likely to take a minimum of six months. Where Trustees have decided to offer a grant, they may request further clarification or specify conditions which will be discussed when we finalise the award. Applicants should therefore allow at least two months between the month of the Trustee meeting and the proposed start date of the grant (e.g. for a project considered at a meeting in May, the start date should be no sooner than 1 July).

Applications must be received by 5.30pm on the deadline day.

<table>
<thead>
<tr>
<th>Timetable for submission of applications for research and innovation grants</th>
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</thead>
<tbody>
<tr>
<td><strong>Outline application deadline</strong></td>
</tr>
<tr>
<td>10 October 2016</td>
</tr>
<tr>
<td>24 April 2017</td>
</tr>
<tr>
<td>Early October 2017 (date TBC)</td>
</tr>
</tbody>
</table>

The flowchart on the next page provides an overview of the application process.
Application process

Outline application submitted (two deadlines a year).

Outline application considered by staff and Trustees.

Short-listing letter sent to successful outline applicants.

Unsuccessful outline applicants notified.

Full application submitted.

(If necessary, applicants asked to clarify specific points).

Application sent to external peer reviewers.

Applicants may be asked to clarify specific points or respond to comments.

Full application considered at Trustees’ meeting.

Notice of award letter sent (including peer reviewers’ comments).

Conditional award letter sent (including peer reviewers’ comments).

Unsuccessful full applicants notified (peer reviewers’ comments provided).

Applicants respond to any additional points, set out any amendments, and re-confirm acceptance of Terms and conditions.

Applicants respond to the conditions of the grant, set out any amendments, and re-confirm acceptance of Terms and conditions.

Trustees decide if conditions have been met.

Trustees satisfied.

Confirmation of award letter sent.

Trustees not satisfied.

Conditional award retracted.

Timeline for Apr Deadline = left-hand dates
Timeline for Oct Deadline = right-hand dates
All applications and any follow up documentation should be written by those who will lead and carry out the project (rather than, for example, fundraisers, research administrators or other third parties).

All applications must have a ‘principal investigator’ (PI) who will lead the project if a grant is awarded. PIs must take overall responsibility for the application and be the main point of contact with the Foundation throughout the application process and for the duration of any subsequent grant period. Grants are awarded to organisations (the ‘host institution’) rather than individuals, and the PI must be based at the host institution.

Individuals who will assist the PI in the management and leadership of the research project may be named as co-investigators. Given the level of responsibility that these individuals would need to take for the conduct of the project, we would not expect more than two or three individuals to be named as co-investigators.

Where applicants wish to seek funding for more than one project, we are willing to consider more than one Outline application from the same organisation. However, applicants should bear in mind that it is unlikely that we would shortlist more than one Outline application from a single PI within a given funding round.

Before applying, applicants should:

- Read this guide in its entirety.
- Check that our Terms and conditions (Appendix B) are acceptable, both to themselves and to the host institution. It is the PI’s responsibility to identify any potential difficulties in complying with the Terms and conditions at the Outline application stage.
- Visit the apply for funding section of our website and read the guidance for the relevant programme to see what we are looking for in applications.
- Look at grants we have recently funded in the relevant programme. These can be found in the Social policy and Education sections of our website.

4. Stage 1: Outline applications

Outline applications need to give us a strong enough sense of key aspects of the proposal to help us assess its chances at Full application stage. Only a small proportion of Outline applications are shortlisted to proceed to a Full application.

4.1 Format

- There is no application form, apart from the Front page summary, which should be downloaded from our website.
- We prefer to receive applications in Word, but if that is not possible then we will accept a text-searchable PDF.
- Your outline application should consist of one merged file containing the items listed in the table below.
• It should be written in Arial, font size 11pt. (Alternative fonts such as Arial Narrow are not acceptable.)
• Page margins should be at least 2 cm.
• All pages must be numbered.
• Please note the page limits in the table below.

<table>
<thead>
<tr>
<th>Section</th>
<th>Comments</th>
<th>Page limit (in A4 sides)</th>
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</thead>
<tbody>
<tr>
<td>Front page summary (downloaded from our website)</td>
<td>Please complete all fields. You will need to include a descriptive title and a 250-word summary of the project, both written in non-technical language. The summary should be suitable for a wide audience, explain what you will be doing and why it matters.</td>
<td>No more than one side.</td>
</tr>
<tr>
<td>Main section of the Outline application</td>
<td>This includes the budget and timetable. Guidance on the content can be found in section 4.2.</td>
<td>No more than three sides.</td>
</tr>
<tr>
<td>CV section</td>
<td>These should focus on demonstrating the skills and experience of the individuals delivering the project.</td>
<td>No more than one side per applicant (and no more than three sides in total).</td>
</tr>
</tbody>
</table>

It is not necessary to include any additional information to that listed in the table. But if you feel it is important to include additional information (e.g. a cover letter, bibliographic references or supporting information about your organisation) you may do so, but this must not exceed one side in total. This is separate from the page limits set out above.

If you include bibliographic references, please be aware that this alone is not sufficient to make the case for the importance and originality of the project. Your outline application must stand alone to make your case without any need for the reader to follow-up the bibliographic references in order to judge the application; this may require you to summarise the key points of the referenced work. Please also note that we prefer to receive bibliographic references in author-date format (e.g. Harvard style) rather than as a numbered list (e.g. Vancouver style).

4.2 What to cover in the main section of the Outline application

Projects must have clear aims, objectives and (where relevant) research questions. They must have medium to long-term implications for policy or practice beyond local or regional level. These could include projects which inform public discussion and debate, set a formative agenda for evaluating policy, or assess the outcomes of policies or practice.

There is no set format or standard headings for the Outline application but you must provide information on all the elements listed below.
Background and case for the importance and originality of the project: a description of the policy and practice context of your project, including details of the existing evidence base. This should include an explanation of why the project is important or necessary, in what ways it is original and how it provides the potential for new discovery.

Aims and objectives: a description of the issues that the proposal aims to address, including a clear statement of research questions if relevant.

Methods, approach and activities: the work that will be undertaken to achieve the aims, including an outline of the methodology if it is a research project, or of the activities to be undertaken if it is a practical innovation. This should be the most substantial section of the Outline application and needs to demonstrate consideration of the key design issues to persuade us that the study can answer the research questions and that the project is feasible. For research applications, we need to see:

- Clear details on both the population of interest and the unit of analysis. For example, who will be included in this study and why? Are there any important groups that it is not possible to include, and if so what impact will that have on the validity of the findings?
- A description of the methods of data collection and analysis, and a rationale for why they have been proposed. For evaluations, how will the 'counterfactual' be assessed, i.e. what would have happened without the intervention?
- Information on the proposed sampling method and both issued and achieved sample sizes. If using quantitative methods, would the sample sizes be big enough to test the key relationships (and detect effect sizes for evaluations) with sufficient confidence, including subgroup analysis? For qualitative work, would the sampling strategy ensure an appropriate range of experience is covered?
- Consideration of likely sources of bias, for example non-responders to surveys, published literature tending to have positive findings etc.

Staffing: you should provide names, roles and division of responsibilities for the main project staff, as well as an estimate of the proportion of time that each person will spend on the project. You will need to demonstrate that the applicant(s) have the necessary skills and experience needed to deliver the proposed project. This information can be included either in the main section or the CV section of the Outline application.

Outcomes, outputs and dissemination: the expected outcomes of the project, including identification of the relevant audiences and stakeholders, an explanation of how you will engage with them, and initial thoughts on how you will maximise the impact of this work.

Legal and ethical aspects: applicants must have worked through the necessary legal, ethical and practical aspects of the project, particularly in relation to research access, maximising participation, data protection and ethical scrutiny.

Timetable: you should provide a timetable with start and end dates for the proposed project and the timing of any key project phases or milestones.
Budget: at Outline application stage there is no need for a detailed budget breakdown. However, you should indicate the total amount requested so that we can consider value for money, and provide a rough allocation between research assistance, other staffing costs, and direct costs. We do not expect the budget to be formally approved by the administering institution, and we understand that the amount may change should the Outline application be shortlisted. For more detail see the Budget guidelines (Appendix A).

4.3 How to submit your Outline application

You should submit one electronic copy to outlines@nuffieldfoundation.org (see Appendix C). Please include the name of the PI in the subject line of the email. It is not necessary to submit a hard copy. The latest deadlines for outline applications can be found on our website. Please ensure your Outline application is in the correct format as set out in section 4.1, and use the checklist (Appendix C) to make sure your application is complete. We will not accept partial or incomplete applications.

4.4 What happens next?

Outline applications are considered by staff and Trustees. Consultation is usually internal but occasionally we seek confidential external advice. Outline applications are judged against our criteria and also in comparison with the large number of other applications we receive. Therefore, even if your Outline application meets our formal criteria, there is no guarantee it will be short-listed to proceed to a Full application.

We aim to let applicants know whether their proposal has been short-listed to proceed to a Full application (see section 5) within six weeks of the Outline application deadline.

If your application is short-listed, our letter will set out any comments and questions raised by staff and Trustees in the short-listing process which need to be addressed in the Full application. We aim to ensure that applicants have at least six weeks to prepare their Full application. We do not generally allow deferrals to a later round unless a strong case can be made for this. Unless we agree an alternative timescale with you, if we do not receive your Full application for the next deadline, we will consider your request for funding withdrawn.

We do not provide substantive feedback on unsuccessful Outline applications, or accept resubmissions.

5. Stage 2: Full applications

Your full application should be a detailed exposition that is clear both to expert peer reviewers and Trustees, not all of whom will be expert in the area. It needs to be a standalone, comprehensive document, but we may liaise with you to clarify particular aspects or request further detail before we send it to peer review.

Applicants should read our Terms and conditions (Appendix B), before submitting their Full application. Your host institution must accept these Terms and conditions in principle when you submit your Full application and accept them formally in response to our Notice of award.
or Conditional award letters should your application be successful. Please see section 6 for more information about finalising the details of an award.

5.1 Format

- There is no application form apart from the Front page summary, which should be downloaded from our website.
- We prefer to receive applications in Word format, but if that is not possible then we will accept a text-searchable PDF. If submitting a PDF, you should also provide a matching budget as an Excel spreadsheet.
- Your full application should consist of one merged file containing the front page summary, main section, CV section, and bibliographic references.
- The statements from the PI and the host institution should ideally also be merged into this main file, but if this is not possible we will accept these as separate files.
- The application should be written in Arial, font size 11pt. (Alternative fonts such as Arial Narrow are not acceptable.)
- Page margins should be at least 2 cm.
- All pages must be numbered.
- Please note the page limits in the table below.

Your Full application must include:

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<td>No more than one side</td>
</tr>
<tr>
<td>Main section</td>
<td>This includes the budget and timetable. Guidance on the content can be found in section 5.2 and Appendix A.</td>
<td>No more than 12 sides</td>
</tr>
<tr>
<td>CV section</td>
<td>Short selected CVs for the named people who would be working on the project. These should focus on demonstrating the skills and experience of the individuals in delivering relevant projects.</td>
<td>No more than one side per applicant (and no more than three sides in total)</td>
</tr>
<tr>
<td>Bibliographic references</td>
<td>These should be restricted to those cited in the application - ideally presented in author-date format (e.g. Harvard style) rather than as a numbered list (e.g. Vancouver style).</td>
<td>No more than three sides</td>
</tr>
<tr>
<td>A statement from the PI</td>
<td>This statement needs to confirm that the PI accepts our Terms and conditions.</td>
<td>No more than one side</td>
</tr>
</tbody>
</table>
| A supporting statement from the PI's institution | This should confirm that the host institution:  
• Will administer any grant awarded according to our Terms and conditions. | No more than one side    |
Your Full application must include:

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<td></td>
<td>• Assumes responsibility for the ethical conduct of the research</td>
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<td></td>
<td>• Has approved the budget.</td>
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When necessary (for instance with details of econometric or statistical modelling), you may include a short technical appendix. This should not exceed five A4 sides. This is in addition to the page limits cited above.

5.2 What to cover in the main section of the Full application

Your application must be sufficiently detailed to satisfy experts of your knowledge and grasp of the subject and why it is important, and the appropriateness of your chosen methodology, while at the same time being comprehensible to lay people.

There is no set format or standard headings for the Full application, but you must provide information about the following aspects.

Background and case for the importance and originality of the project
What is the issue or problem that the project will tackle? What other recent or current developments are there in the field? What is new or distinctive about the project? Why is it important and is there a particular need for it now? How does it relate to policy or practice developments? To what extent does it build on previous work by you and by others? We do not want an exhaustive review of the literature, but need reassurance that you have taken into account and are building upon other relevant work, both academic and practical.

Aims and objectives
What are the objectives of the project? What might the outcomes be? What are the implications for policy and practice, and how and by whom might these be taken up? If your application is a research project, what are the research questions your proposal seeks to address?

Methods, approach and activities
The most substantial and detailed part of your application should be a presentation of your proposed activities and how they will achieve the aims of the project. For research proposals, you must provide a comprehensive description of the methodology for both qualitative and quantitative approaches, and articulate their elements with reference to the research questions. We need to know the methods of data collection and analysis you plan to use and your rationale for choosing them. We will be looking closely at whether the methods chosen are appropriate and sufficiently rigorous to produce clear answers to the questions you are asking, and whether the project is feasible.

For example, a proposal for a systematic review should explain how relevant research would be identified (i.e. which databases will be searched). You must include details about how you
would assess the quality of studies and other inclusion criteria. In addition, it should be clear
how you intend to summarise the evidence and interpret the findings.

Where a project includes primary data collection you must supply full details of the rationale
for the sampling strategy. We usually expect this to include a clear description of the
population of interest, and how any sample and sub-groups of the sample will be selected
and recruited. Where you propose quantitative data collection, you should provide
information about both your issued and achieved sample sizes, along with appropriate power
calculations, and how you will account for expected attrition. Where the project involves a
survey, you must provide details of the approach to implementation; and if the survey is
commissioned or sub-contracted, you must include details of a named organisation.

Likewise, projects that include primary quantitative data collection should include plans for
preparing, organising and documenting the data for deposit at an appropriate archive to
ensure data is available for future research. As part of this, you should clearly explain:

- what you will say to participants about how their data will be used, including any
  statements about anonymised data
- how data will be anonymised
- which data archive will be used, or if an archive is not appropriate, what other
  arrangements will be made to enable other researchers to access your data
- the timescale for the deposit (this should be within one year of grant completion).

Any costs related to preparing data for archiving should be included in your budget.

**Staffing**

We need to be confident that the research team have the necessary expertise to conduct the
research project proposed. You must therefore set out the proposed roles and
responsibilities of each contributor to the project. This should include the level of expertise
and relative input of each member of staff, the proportion of their time spent on the project,
whether new staff need to be recruited (and if they do, the skills and experience that would
be required of someone filling the post), the use of any subcontracted staff/organisations
and/or consultants, and the proposed arrangements for project management and
supervision of more junior staff. This information is needed even for staff for whom funding is
not sought, but whose involvement is important. This information can be included either in
the main section or the CV section of the *Full application*. For information about staffing
budgets please see Appendix A.

**Expert advice and stakeholder engagement**

You will need to show how, at key stages in the project, you will bring in expert or specialist
advice and engage important stakeholders. Possible ways of drawing on research, policy or
practice perspectives might include the convening of an advisory group (often including
policy makers or practitioners), or the use of workshops or seminars.

We would normally expect projects to have an advisory group made up of a mix of
researchers, policy-makers and practitioners with relevant expertise. We would expect the
advisory group to be involved in key stages of the project, for example by providing guidance
on the design of materials, analysis, interpretation of findings, dissemination plans, ethics
and data protection issues. The group should comment in detail on research outputs, prior to outputs being shared with the Foundation for comments.

Your full application must set out how your advisory group would contribute to the project and the times this would be most useful for the project. At this stage there is no need for you to list suggested members of the group or to sign up members in advance, but it is helpful if you can give an indication of the types of people or organisation you might approach, and why.

Outcomes, outputs and dissemination
While we recognise that it is not always possible to plan every detail of dissemination at the application stage, your application must include a broad dissemination plan, including proposed outputs, and identification of your target audience(s). You should outline the key mechanisms you will use, such as conferences, seminars, meetings with senior policy makers, or the production of publications aimed at wider audiences. The estimated costs of dissemination activities should be included in the budget (see Appendix A).

We view research reports, briefing papers, other publications, seminars and other events as outputs. These may or may not lead to policy or practical change (outcomes). While we welcome the production of academic journal articles these are not usually the primary outputs of the projects we fund.

All research and evaluation projects should produce at least one report which is freely and publicly available. The report must include details of the project’s objectives, methodology, key findings, and recommendations/implications for policy and practice. The format and length of the report is flexible depending on the particular project and the relevant audience(s). However, if it is longer than about 5,000 words, the report should also include a summary, available as a separate, self-contained PDF. These reports are a substantive output that should not be thought of as a report “to or for the Foundation”. They are usually published by the grant-holder’s institution.

For other types of projects, appropriate dissemination will vary.

Quality assurance and assessment of impact
Your application must demonstrate that you have thought about what the outcomes (as well as the outputs) of your project might be. You must also set out how you will assess the success of your project. You should consider how you will maximise the potential of your findings to influence policy and practice. What policies might be altered if your recommendations are taken up? How will you know you have reached your target audience? How will you demonstrate your project has made a difference to anybody? What outputs (other than journal articles or conference presentations) will you produce and what will be their desired outcomes? We are not seeking immediate impact or overstatement of outcomes, but an active approach to how your project will improve social well-being.

If you are seeking funding for a practical project, you should consider the need for a formal evaluation to examine the results on beneficiaries. It is often helpful to distinguish between monitoring a process, which is part of the management of the project, and evaluation, which is a more formal assessment of the outcome of a project, often carried out independently of
the applicant. Any evaluation should be proportionate to the money spent on the practical project and should be an integral part of its design. For some practical projects involving new organisations, a formal evaluation may not be appropriate but you will still need to discuss the indicators by which the outcomes of your project might be judged.

If you expect your project to continue once our funding has ended, you should explain how you plan to achieve this and what steps you will take in the course of the grant to make this more likely; in the case of practical projects, this might include the project becoming self-financing or sustainable.

Legal and ethical aspects
All research we fund must be conducted in an ethical manner and comply with the relevant legislation (e.g. data protection). You must include discussion of the legal and ethical issues raised by your project, particularly if it involves children or vulnerable groups, including the process by which these will be resolved.

Projects that involve direct contact with participants (‘primary research’) are required to pass through independent ethical scrutiny. It is the PI’s responsibility to meet this requirement, and the responsibility of the host institution to a) ensure appropriate provision for scrutiny is in place, and b) accept responsibility for the ethical conduct of the research. We expect larger research institutes and universities to have standard procedures in place for ethical scrutiny. Where there are no such procedures (for research carried out by smaller institutes or charities), we are willing to consider alternative arrangements, for example an independent advisory committee convened specifically for the purpose, or use of a scrutiny committee from another institution.

Timetable
You should include a timetable showing the timing and duration of major activities and important interim dates (for preliminary reports, completion of interim stages of a project, etc.). For research projects, the freely and publicly available report and any other substantive outputs must be produced before the project end date. Please refer to our Guide for Grant-holders for more details.

Budget
At Full application stage we require detailed budget information, including justification for all the resources requested, so that we can assess value for money. When calculating your budget please bear in mind the requirements for reporting to the Foundation outlined in the Terms and conditions and refer to Appendix A for full details of eligible costs and how to present your budget.

5.3 How to submit your Full application
You should submit one electronic copy to the appropriate programme administrator (see Appendix C) by the deadline you are given. It is not necessary to submit a hard copy. Please ensure your Full application is in the correct format, as set out in section 5.1, and use the checklist (Appendix C) to make sure your application is complete.
Please note that we cannot accept any revisions to your application after it has been submitted except in exceptional circumstances.

5.4 What happens next?

Providing that they meet our quality criteria, including taking account of any feedback we have offered, full applications are sent for independent peer review before being considered by Trustees. Reviewers are asked to consider: whether the project will be useful; whether the approach is appropriate and feasible; whether the staffing is suitable; the overall value for money of the application; whether the amount of funded time sought is reasonable; and whether the dissemination and stakeholder engagement plan is sufficiently comprehensive. Full applications and peer reviewers’ comments are reviewed by Trustees to make a decision about which applications to fund. In most cases, we will ask applicants to respond to specific comments raised by reviewers, before the Trustees’ meeting.

Shortly after the Trustees’ meeting – and certainly by the end of the month in which the meeting occurs – we will notify you of their decision.

If your application is unsuccessful, we will provide feedback in the form of anonymised peer review comments. Unsuccessful applications may not be re-submitted.

6. Stage 3: Finalising the award

6.1 Outcome letters

If Trustees decide to take forward an application, you will be sent one of the following two letters:

- If Trustees approve your grant you will receive a Notice of award letter, which will include details of any further requirements and anonymised feedback from reviewers.

- If Trustees are willing in principle to approve your grant, but have identified some risks with the proposed approach, you will receive a Conditional award letter. This letter will set out the conditions you must meet before Trustees can make a final decision. You will also receive anonymised feedback from reviewers. The conditional offer will stand for six months. If the conditions have not been met during this time or if we are not satisfied with your response, then the Trustees reserve the right not to confirm the award.

6.2 Response to outcome letters

In your reply to our outcome letter, you must set out any proposed amendments to the project, confirm the start and end dates and the budget offered, and accept the latest Terms and conditions. Trustees do not usually expect amendments to the budget at this stage.
We are happy to provide advice before you send your response letter, for example if there is more than one option for addressing feedback.

It usually takes around three weeks between receiving your formal response letter and sending the formal Confirmation of award letter.

6.3 Confirmation of award

A Confirmation of award letter will be sent to confirm the final details of the grant (e.g. budget, start and end dates, duration, reporting requirements and agreed Terms and conditions). It is only once this letter has been issued that the grant is confirmed and the details can be made public. We cannot usually fund any work that takes place before the start date of the grant, so if any expenditure is likely to be incurred before then, this should be agreed with us in advance.

At this stage it is important that you read our Guide for grant-holders which sets out our typical approach to managing grants, including invoicing, grant outputs, acknowledging the Foundation, and reporting requirements.
Appendix A: Budget Guidelines

The following points set out our approach to assessing your budget and to financial monitoring.

- Before submitting your application, you must check that the budget is correct and the sums add up. Applications with an incorrect budget may be returned or may have to wait until the next round for consideration.

- Our grant funding is outside the scope of VAT, as it is not a business activity for private benefit. Where applicants are contemplating working with others for substantial parts of the grant, we expect them to consider whether it is feasible to include them as co-applicants or collaborators, rather than as providers of a service which might make them liable for VAT. Any VAT that is expected to be payable must be set out with the budget section of full applications.

- We fund 100% of eligible costs, not the 80% funded by Research Councils. Where we make an award to a Higher Education Institution (HEI), we will meet all ‘directly incurred’ costs, subject to certain conditions, and most ‘directly allocated’ costs (except the estates costs of PIs and permanent university staff). We do not fund ‘indirect’ costs. Guidance about these terms should be sought from university research administration staff.

- Your budget should not include ‘contingency’ funds. If unforeseen events arise or new activities (such as dissemination activities) are agreed, we will discuss making a supplementary grant.

- PhD students can work on grants to undertake specific tasks, provided this is explicitly requested and justified in the application (or as a change to the project). We will fund the PhD student’s time and reasonable costs. We will not fund PhD fees. Where the work a PhD student undertakes will contribute to their PhD, the host institution rather than the Foundation, is responsible for ensuring appropriate progress towards the PhD is made, and for recruiting alternative staff if the project is delayed.

The following points apply only to Full applications, not Outline applications:

- Your Full application must include an itemised budget table showing the costs of carrying out the work, set out separately for each year the project will run. This should also show the total amount requested.

- Your Full application must include an explanation for the items for which you are seeking funding and a clear justification for the resources requested. The budget headings you use in your application should be compatible with those that will be used to draw down the grant.
• Please note that peer reviewers are asked to comment on the overall value for money of the application and whether the amount of funded time sought is reasonable given the requirements of the project i.e. that it is neither too high nor too low. We are as keen to ensure we support sufficient time, including senior time, as we are to ensure efficiency.

• Very occasionally Full applications present optional ‘extras’ or different ways of undertaking the same project. For the most part we expect the Full application to make a case for a single method of proceeding, but where this is not possible, for example because of factors that cannot be clarified at the time of application, you should set out the costs of each alternative option.

• Any sub-heading relating to direct costs (e.g. fieldwork, equipment, dissemination) which exceeds £1,500 must be broken down and explained.

A more detailed explanation of eligible and ineligible costs is provided in the table below.
<table>
<thead>
<tr>
<th>Budget category</th>
<th>Eligible costs</th>
<th>Ineligible costs</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and on-costs</td>
<td>Salaries up to our salary cap (for both UK and non-UK staff).</td>
<td>Enhanced salaries resulting from promotion are not eligible.</td>
<td>At full application stage, your budget must show:</td>
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<td></td>
<td>National insurance.</td>
<td></td>
<td>- the annual salary for each named person (net of National Insurance and employer’s pension contributions);</td>
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<td></td>
<td>Employer pension contributions (up to our salary cap).</td>
<td></td>
<td>- the proportion of time each person would contribute to the project (if calculating a proportion of a week please assume a 35 hour working week and if calculating a proportion of a year assume 220 working days per year); and</td>
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<td></td>
<td></td>
<td></td>
<td>- the amount requested for each person’s salary.</td>
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<td></td>
<td></td>
<td></td>
<td>It should be clear how these calculations have been made. Where the person is not known, please specify the equivalent information separately for each post to be filled.</td>
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<td></td>
<td>Our current salary cap is £85,000 FTE; we do not generally fund salaries above this. This cap applies to the basic salary, excluding on-costs such as NI and employer pension contributions. On-costs may be claimed in addition to basic salary costs, in which case they should be separately itemised. Where the salary cap applies, on-costs must be calculated based on the capped salary rather than the actual salary.</td>
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<td></td>
<td>We expect the PI on the project to contribute at least ½ day a week (0.1 FTE) on average over the life of the grant. There is no minimum time limit for other members of the research team; however, it is important that all named members of staff have a clearly defined role.</td>
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<tr>
<td>Cost of living and</td>
<td>Up to a maximum of 5% per annum.</td>
<td></td>
<td>At full application stage, an estimate of these increases and increments should be included in the budget. The combined total of any increases and increments</td>
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<tr>
<td>incremental pay increases</td>
<td>Estates costs for HEI staff who are not permanent staff or PIs can be met on a pro rata basis.</td>
<td>should not exceed 5% per annum. The Foundation will only meet the costs of actual increases, not estimated ones.</td>
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<tr>
<td>Indirect and estates costs (overheads)</td>
<td>Estates costs for HEIs are ineligible. Estates costs for permanent staff and PIs in HEIs are ineligible.</td>
<td>HEI applicants will be aware that the government has established a revenue stream (the Charity Support Fund) to contribute towards the running costs of research funded by charities at universities. These funds are distributed through the quality-related (QR) element of the higher education funding councils. Grants from the Nuffield Foundation are officially recognised by HEFCE as eligible for this QR funding. Non-HEIs must specify the overhead rate as a proportion of salaries, and provide details of services included in overhead charges (accommodation, management, central services and so on).</td>
<td></td>
</tr>
<tr>
<td>Consultants</td>
<td>Daily rates usually within range £250 - £800.</td>
<td>We expect all research team members within the host institution to be funded via salary and on-costs as described above. We also expect to fund most staff within other organisations in this way; however, individuals from other organisations who are undertaking a limited and discrete role on a project may alternatively be written in as consultants. Example consultancy roles include the provision of statistical skills or advice, expert advice regarding data collection instruments or approach, or expert knowledge regarding policy or practice. At full application stage, the number of days and daily rate should be clearly specified. Rates higher than £800/day need detailed justification on the basis of specific skills, experience or seniority and/or where an individual contributor is freelance or where the input required is known to be limited or concentrated in a specific project element.</td>
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<tr>
<td><strong>Equipment</strong></td>
<td>Full costs for project-specific equipment for projects lasting three years or more.</td>
<td>Separate or additional overheads for consultants are not allowable since we expect these to be incorporated within the specified daily rate.</td>
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</table>
| **Travel and Subsistence (T&S)** | T&S for all named individuals on projects.  
T&S for advisory group members or contributors to events. | Equipment for projects that last less than three years is eligible for part-funding on a pro-rata basis. For example, if the project duration is 18 months, you should request 50% of the actual equipment costs. |
| **Fieldwork** | All direct fieldwork costs.  
Incentive payments (if justified). | At full application stage, you should provide details of the issued sample size, achieved sample size, response rate and total cost. Where fieldwork is subcontracted, please provide a specific and up-to-date quotation from the fieldwork provider and specify whether VAT is payable.  
At full application stage, any request for incentive payments to ensure respondents’ participation needs to be justified in detail, with evidence that these are necessary to the delivery of this specific project. You should show that any advantages in improved participation outweigh potential risks (such as potential influence on responses, and the research relationship, and impact on |
wider willingness to participate without incentives). We are more likely to be sympathetic to a case for incentive (or ‘thank you’) payments in qualitative research; or in research which includes particularly onerous demands on respondents (e.g. completing a diary); and to incentives in the form of prize draws rather than direct payments.

| Dissemination | Costs of events, publications and dissemination activities. | Fees for open access publication in journals are not eligible. | As the availability of Foundation rooms cannot be guaranteed, your costing assumptions should be based on the use of external facilities. We will make any necessary adjustments later, if we do host any events or meetings.

We are aware of the debate about various models of open access for academic publications. However, as matters are not currently settled (especially for the social sciences) and as many journal articles are published after the grant end date, we will only provide funds for this under exceptional circumstances. |

| Admin and office expenses | Postage, telephone, stationery, photocopying and direct office costs attributable to the project. | At full application stage, you must provide a breakdown and justification where the total exceeds £1,500. |

| Other | E.g. direct costs for project specific staff recruitment campaigns. | Fees for advisory group members are not eligible. | Direct recruitment costs apply only to recruitment campaigns for project-specific staff (usually research assistants). These cannot be agreed retrospectively. | PhD fees are not eligible. |
| Costs relating to Continuing Professional Development are not eligible. | The Foundation considers Continuing Professional Development activities to be the responsibility of the host institution. |
Appendix B: Terms and conditions

Terms and conditions

The following are the Nuffield Foundation’s (“the Foundation’s”) standard Terms and conditions for research and innovation grants. Before applying for a grant the principal investigator (“PI”) and the organisation that will be administering the grant (the “host institution”) must check that these Terms and conditions are acceptable. Both the PI and the host institution are required to provide a statement confirming their acceptance of these Terms and conditions when the Full application is submitted. We will then ask the host institution to reconfirm acceptance of the most recent Terms and conditions in response to the Notice of award or Conditional award, including acknowledgement that in doing so. The PI is also bound by the Terms and conditions as are any co-investigators on the grant. The host institution or PI must therefore ensure that any co-investigators are made aware of and observe their responsibilities under these Terms and conditions. More detailed guidance on some of the conditions and the terminology used within this document is available in the Guide for applicants and Guide for grant-holders.

1. The PI and the host institution are responsible for completing the work detailed in the Full application and for incorporating any amendments agreed prior to the Confirmation of award. The PI and the host institution are also responsible for ensuring that grants are used solely for these purposes.

2. The PI and host institution must ensure that potential conflicts of interest are declared and subsequently managed. Conflicts of interest that are known at the time of application must be declared within the Full application while those that arise subsequently must be declared as soon as they become evident.

3. The host institution must ensure that all necessary ethical committee approvals, agreements about access, animal licences and requirements of regulatory authorities and other local governance frameworks are in place before the work begins and are maintained for the duration of the grant. The PI must notify the Foundation immediately of failure to gain access to research facilities or samples, or to gain ethical approval, or if any access, or legal or regulatory requirements, lapse or are revoked during the course of the grant.

4. The host institution must ensure that adequate business continuity plans are in place to ensure that operational interruptions to the research are minimized.

5. It is the responsibility of the host institution to manage the resources on the grant, including staff, and ensure that the grant is appropriately resourced for the duration of the project. The Foundation is not responsible for the employment of any staff associated with the grant or for their terms and conditions of employment, or for providing appropriate facilities for the work undertaken as part of the grant.

6. The host institution shall be liable for and shall indemnify the Foundation in full against any expense, liability, loss, claim or proceedings arising under statute or common law in
respect of personal injury to or death of any person whomsoever or loss of or damage to property whether belonging to the Foundation or otherwise arising out of or in the course of or caused by the activities of the grant.

7. The Foundation reserves the right to withhold funding or terminate an award at its sole discretion if the PI, the host institution, or any staff funded by the grant are in breach of any of these Terms and conditions or become unfit, unwilling or unable to pursue the work funded by the grant, or if the host institution becomes insolvent or goes into any form of liquidation. Where a grant is terminated notice will be served one month prior to termination during which time the project should be wound up in discussion with the Foundation, and after which no further costs will be met. In cases of substantial non delivery of the project the Foundation may also seek repayment of its funding.

8. In the event these Terms and conditions are breached the Foundation also reserves the right to preclude the PI from applying for further funding and to notify the head of department at their host institution.

9. Neither the PI nor the host institution shall assign any of the rights and obligations arising under these Terms and conditions to another party without the prior written approval of the Foundation.

Changes to the project

10. The PI must seek permission from the Foundation in advance of making any changes to the project, including but not limited to, the project design and delivery, personnel, timetable, budget (including budget categories), proposed outputs, and project start and end dates. Failure to do so may result in revision or termination of the grant, and the Foundation reserves the right not to fund work that we have not agreed should be undertaken.

11. The PI must inform the Foundation immediately if he or she intends to leave the host institution during the course of the grant. Decisions about transferring an award from one institution to another or changing the PI, rest with the Foundation. In the event that an award is transferred, different Terms and conditions may apply.

12. The Foundation will not normally provide funds for staff to be appointed at, or promoted to, a higher level than that approved by Trustees. If staff are appointed at lower levels the Foundation reserves the right to retain the balance.

13. The Foundation will not provide funds to cover costs incurred as a result of project staff being absent from the project as a result of parental leave, caring responsibilities, or long-term sickness.

14. The PI must notify the Foundation in advance of seeking any financial support for the project from other sources. The PI must notify the Foundation immediately if any such request is successful.
Budgets and financial monitoring

15. The PI and the host institution (and not the Foundation) are responsible for ensuring proper financial management of the grant and accountability for the use of charitable funds. Grants from the Nuffield Foundation should be treated as ‘Restricted Funds’ for accounting purposes.

16. The grant must be drawn down quarterly in arrears and must be accompanied by a table setting out expenditure against the same budget categories used in the spreadsheet sent out with the Confirmation of award letter.

17. In exceptional cases where the Foundation has agreed prior to the Confirmation of award that grant payments can be paid in advance, the End-of-project assessment should be accompanied by a full financial statement, which relates actual expenditure to the original budget described in the application. Any money that has been paid in advance but remains unspent must be repaid within 30 days of the End-of-project assessment.

18. Any significant collaboration with other institutions must be detailed in the application. If it is not, and VAT becomes payable on the services provided by a collaborating institution, the Foundation reserves the right not to fund the VAT element of those costs.

19. The Foundation will fund salary increases arising from cost of living increases and/or routine spine point increases up to a ceiling of 5% per annum in total (with respect to the relevant budget category). These costs should be included in the budget of the Full application, but the Foundation will only fund actual costs.

20. Equipment with a value of less than £5,000 that is funded by a grant is donated to the host institution for the use of the project, and remains the property of the host institution afterwards. The Foundation is not responsible for the housing, maintenance, insurance, or movement of any equipment either during or after the project. In cases where the equipment costs more than £5,000 and was purchased exclusively by the Foundation, the Foundation must be consulted about its disposal, and in any disputed case will have the final say.

21. All expenditure must be incurred by the end date of the grant as specified in the Confirmation of award or as subsequently revised in agreement with the Foundation. Final claims must be submitted no later than six months after the end date of the grant, after which the Foundation will retain any unclaimed grant balances. The Foundation is not liable for funding any costs incurred after the end date of the project.

Dissemination, intellectual property, copyright and acknowledgement of the Foundation

22. All research and evaluation projects should produce at least one report which is freely and publicly available and produced in accordance with the requirements specified in the Guide for grant-holders. The Foundation will not provide the final funds for projects until
Valid until 25 April 2017

the report is published and disseminated in accordance with the agreed communications plan, and reserves the right to withhold up to 10% of the award amount for this purpose

23. PIs must inform the Foundation about all published outputs and give advance notice of all media releases relating to the grant within the timeframes specified in the Guide for grant-holders. PIs must also adhere to the requirements outlined in the Guide for Grant-holders regarding use of the Foundation’s logo and acknowledgement of the Foundation’s funding in all media releases and all published outputs.

24. The Foundation does not allow the title “Nuffield” to be attached to a post, unit or project paid for from a grant without its prior written agreement.

25. Unless otherwise agreed, the Foundation requires all primary quantitative data collected in the course of a project to be deposited at an appropriate archive within one year of the completion of the grant.

26. The host institution is responsible for the identification, protection and exploitation of any intellectual property rights arising from the grant. The PI must notify the Foundation immediately if intellectual property rights of more than £10,000 are expected or likely, or arise unexpectedly. The host institution or PI must not dispose of intellectual property rights of £10,000 or more without the written permission of the Foundation. In exceptional circumstances, the Foundation may seek to recoup more than the cost of the original grant.

27. Where the Foundation makes a grant for the writing of a book or other scholarly work, copyright is retained by the author unless agreed otherwise in advance. In the case of joint funding the assignment of copyright should be agreed before a grant commences. The Foundation must be consulted about royalties totalling more than £10,000, and separate arrangements will apply.

Reporting to the Foundation

28. It is the responsibility of the PI to keep the Foundation informed of progress of a project and particularly of important findings or emerging problems.

29. For grants lasting 12 months or more, the PI is required to submit annual interim reports as specified in the Confirmation of award and in accordance with the requirements outlined in the Guide for grant-holders. Interim reports are for internal use only.

30. After the grant has ended, the PI must submit an End-of-project assessment using the End-of-project assessment form (which can be downloaded from the Foundation website) and in accordance with the requirements outlined in the Guide for grant-holders. The assessment must be submitted by the agreed due date. The End-of-project assessment is for internal use only.
Data protection

31. The Nuffield Foundation is registered under the Data Protection Act 1998 and complies with its principles and provisions. Information submitted to the Foundation by applicants and reviewers is stored securely and lawfully processed. All staff are aware of the confidentiality of the data. The Nuffield Foundation is not subject to the Freedom of Information Act.

32. The Foundation will use information submitted and collected as part of its application process to: meet auditing requirements; contact applicants, reviewers, and others named in the application; administer its grant-making process; publish lists of grant-holders and summaries of funded projects; and to undertake internal review and evaluation of its grant-making processes.

33. PIs, named project staff and host institutions are deemed to have given consent to the Foundation to process data related to applications by submitting an Outline or Full application.
Appendix C: Checklist for applicants

If you are submitting an **Outline application** please check you have included:

- A completed *Front page summary*, downloaded from our website.
- The main section of your outline (maximum three sides of A4).
- Short CV section (maximum one side per person and maximum three sides in total).

Please also check that:

- Everything is merged into a **single** document.
- Your application is an MS Word document (or a text-searchable PDF).
- It is written in Arial, font size 11 pt.
- Page margins are at least 2 cm.
- All pages are numbered.

If you are submitting a **Full application**, please check you have included:

- A completed *Front page summary*, downloaded from our website.
- The main section of your full application (maximum 12 sides of A4).
- Short CV section (maximum one side per person and maximum three sides in total).
- Bibliographic references (maximum three sides of A4).
- A statement from the PI confirming acceptance of our *Terms and conditions*.
- A statement from the host institution confirming that:
  - it will administer any grant awarded according to our *Terms and conditions*
  - it will assume responsibility for the ethical conduct of the research
  - it has approved the budget.

Please also check that:

- Everything is merged into a **single** document. If necessary, the statements from the PI and host institution may be submitted as separate documents, but all other items should be merged into one file.
- Your application is an MS Word document (or text-searchable PDF). If you are submitting a PDF, you should also provide a matching budget as an Excel spreadsheet.
- It is written in Arial, font size 11 pt.
- Page margins are at least 2 cm.
- All pages are numbered.

**Submitting your application**

*Outline applications* should be submitted by email to outlines@nuffieldfoundation.org. Please include the name of the PI in the subject line of the email.

*Full applications* should be submitted to the email address given to you in the short-listing letter.

There is no need to submit a hard copy of your *outline or full application.*