

# **Alzheimer's Society Applicant Guidance 2020**



# Applicant Guidance 2020

## Projects, fellowships and PhD studentships

Guidance to support your application for an Alzheimer’s Society project grant, fellowship or PhD studentship is below. This document **does not** apply to our clinical training partnership call. Applications that do not follow the guidance are likely to be rejected at shortlisting or submission stage.

Introduction .....	3
Application development .....	5
Patient and Public involvement.....	6
Implementation of evidence.....	7
Participant recruitment.....	8
General Finance guidelines.....	8
Eligibility criteria + grant specific cost guidance.....	9
Project grants .....	9
Fellowships .....	9
PhD studentships .....	13
Contents of application form.....	15
Case for support .....	17
Lay case for support .....	19
Online submission process .....	20
Pre-submission check-list .....	21

## Introduction

The aim of the Alzheimer's Society grants programme is to provide funding for new research in the areas of cure, care or prevention of all types of dementia – care for today, cure for tomorrow. Alzheimer's Society anticipates being an active partner in the research process, supporting the successful outcome and dissemination of research findings.

Our grant terms and conditions and open access policy can be found on our website [here](#). Please contact the grants team with any queries: [grantenquiries@alzheimers.org.uk](mailto:grantenquiries@alzheimers.org.uk)

## Reasonable adjustments

Please let us know if you require any reasonable adjustments to be made in relation to your application. If you are involving a person with dementia in your application and they require support completing any sections of the application form please notify the Society to arrange this.

## Funding streams

Alzheimer's Society has two funding streams, [Biomedical](#) and [Care, Implementation and Public Health](#). You'll be required to specify which funding stream your project falls into, although this may be changed by Alzheimer's Society staff if required. Applications in each stream will be reviewed by separate boards, our Biomedical Grant Advisory Board or our Care, Implementation and Public Health Grant Advisory Board, Board membership can be found on our website.

## Submitting an application and review process

Applications must be submitted through our online grants system which can be accessed here: <https://grants.alzheimers.org.uk>. Paper copies are not required.

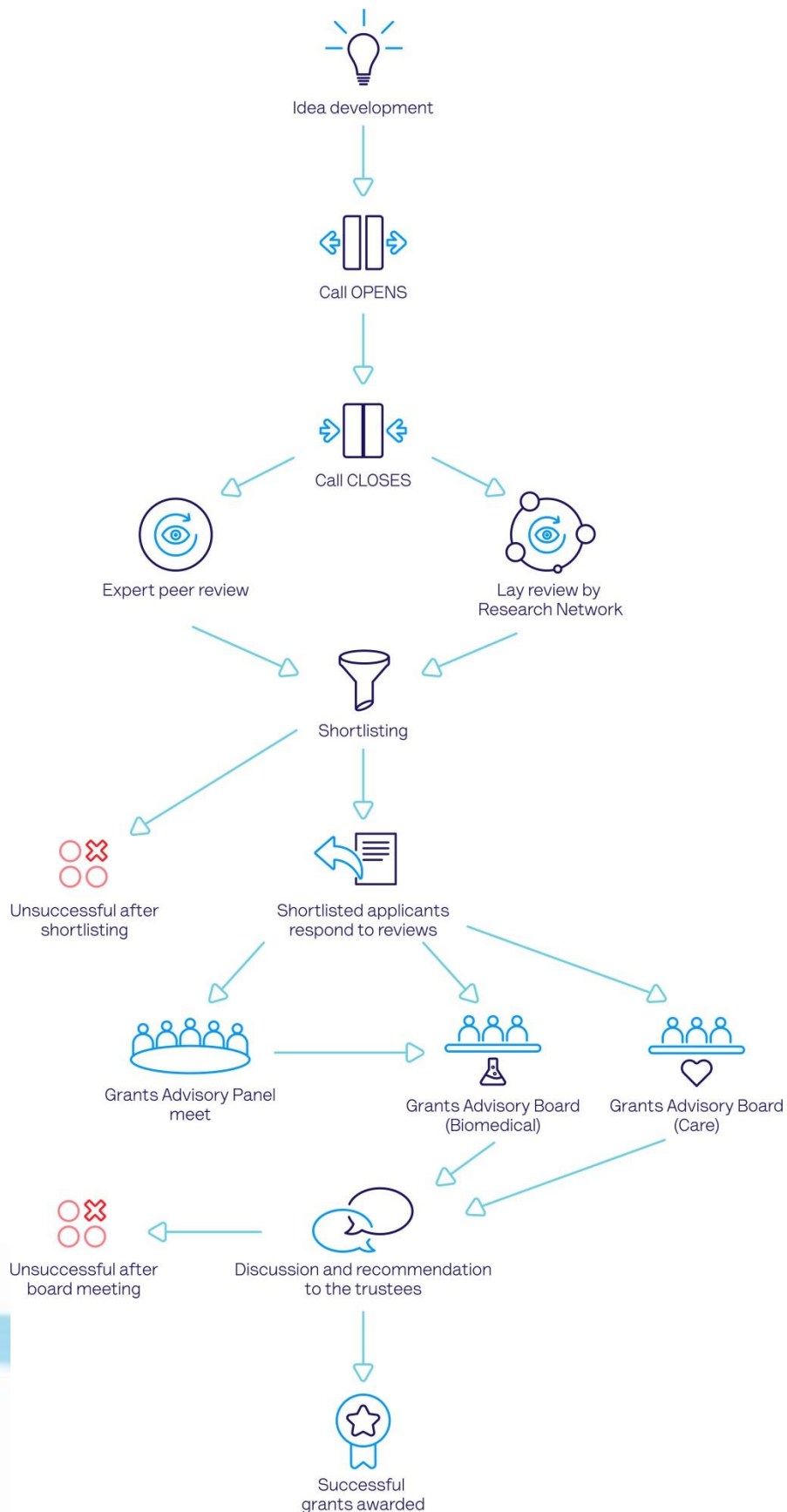
All applications that fulfil the eligibility criteria will be scientifically peer reviewed and lay reviewed by Research Network volunteers. Applications will be shortlisted based on those reviews. Shortlisted fellowship applicants will be invited to interview and all applicants will be given the opportunity to respond to reviewer comments. Applications, reviews, and rebuttals will then be considered by our Grant Advisory Boards. Feedback is provided to all applicants.

## Decision time-frame and start dates

There are two grant-funding rounds each year for Project, Junior/Senior/Clinician Fellowship, PhD Studentship and Clinical Partnership awards. Application deadlines are in March and September with outcomes typically communicated six months after the submission deadline. When completing your application, it is important that you include a realistic start date for your project if it is successful. As a minimum we would recommend two months after the time the funding decision will be communicated to allow for contracts to be approved and signed.

## Application review process

A summary of our review process can be found below. For more information about each step visit: [www.alzheimers.org.uk/applyforagrant](http://www.alzheimers.org.uk/applyforagrant)



## Resubmission policy

- Applicants may resubmit a revised application, for the same project, after rejection from the Grant Advisory Board, but only once.
- A resubmitted application can only be submitted after at least 12 months have passed since the original application was made. In other words, not to subsequent closing deadlines which are six months apart. In practice, the decision date from outcomes of the original application would usually preclude subsequent applications in the majority of cases.
- The Grant Advisory Board will expect the project to have been sufficiently revised to take into account any reviewer feedback and further developments in the research field. The Society may reject an application at the validation stage before peer review, if it is deemed that the application has not been revised sufficiently.
- Resubmitted applications will be reviewed as new applications and will not be advantaged over other applications; even if an application addresses the reviewer feedback this does not guarantee funding.
- At their discretion the Grant Advisory Boards may encourage the resubmission of an application but this will be clearly stated in the feedback to applicants. Please note that if an application is encouraged for resubmission this will not advantage the application over others submitted to the round.
- If applicants are unsure about resubmitting an application please discuss this with the office.

## Application development

- Applicants must refer to published literature in their chosen area of research. Those that do not are likely to be rejected at shortlisting. They should demonstrate their understanding of the background of research on which the proposal is built and that the applicants are aware of other research going on both nationally and internationally in the research area. Information on current research in this area and how the proposed project relates to the wider research field must be provided in the application form.
- Applicants must provide information about how their research connects with the wider dementia research environment at their institute.
- Applications must include sufficient detail in the case for support regarding the research methods, to indicate to reviewers that the project is appropriately designed and feasible.
- Applicants should fully justify the costs claimed in the application and show that the project demonstrates value for money for the Society.
- Applicants that wish to use Alzheimer's Society services or staff as part of their research project (beyond recruitment of participants) **must** contact the office to discuss their application before submission. Email [grantenquiries@alzheimers.org.uk](mailto:grantenquiries@alzheimers.org.uk)

## Creating the right team

- The project team **must** include at least one person with a strong track record in dementia research, and the application should demonstrate how the project team will work together. It is strongly recommended that the team includes more than one person with track record in dementia research.

- For fellowship and PhD studentship applications, the supervisory team **must** have dementia research and supervisory experience. Please refer to the eligibility sections for more information.
- For grants that are implementing evidence consider including one team member with a strong track record in change management, measurement and an understanding of implementation strategies.
- Although the involvement of people affected by dementia is now expected in research, the involvement of other non-academic stakeholders, for example practitioners, service providers and commissioners, is less well established. Greater involvement of the audiences that your research is relevant to will help to ensure that research addresses practice or service-relevant problems and develops solutions that are more likely to be acceptable and implemented in the real world.
- Applications that propose a clinical trial or study **must** demonstrate that a Clinical Trials Unit has been involved in the design and development of the project.
- Appropriate statistical support within the team should be demonstrated for all quantitative studies.

#### Co-applicant

A co-applicant is considered to be an individual who will have intellectual input into, and part ownership of, the research if the application is successful. They are expected to be actively involved in the project but not necessarily funded by the project. E.g. appropriate methodologists or people affected by dementia. A co-applicant is not limited to a researcher; we encourage the involvement of non-academic stakeholders.

#### Supervisor

A supervisor/co-supervisor is considered to be a researcher who will provide mentorship and support to the applicant/student. One or more supervisors should have a track record in dementia research.

#### Collaborator

A collaborator is considered to be any individual named in the body of the application who will not be involved in the day-to-day execution of the project. E.g. someone providing technical advice, voluntary organisations or Applied Research Collaborations (ARCs). A letter of support or email correspondence must be attached from any collaborator indicating their support for the project.

#### Authorised signatory

An authorised signatory is considered to be a research institution member of staff that confirms the institution is willing to administer the award if successfully funded. This person is usually a member of the institution's finance department.

## Patient and Public involvement

Patient and public involvement (PPI) is the term for involving people in your research who have personal experience of dementia - either living with the condition, carers and/or former carers. Meaningful PPI moves beyond communicating research to the public, to involving people in the design and delivery of research. Meaningful PPI enables people affected by dementia as 'experts by experience' to work with academics and clinicians to conduct high quality, relevant research.

Alzheimer's Society has a flexible approach to this as we believe it is important to engage with the right people to work in partnership to ensure your research is more relevant, credible and impactful. So effective PPI could also involve gathering the views of people who use, or may in the future use, a health service or treatment that your research is focussing on.

Alzheimer's Society grant reviewers expect to see clear descriptions of your plans or evidence of PPI, and your reasons for doing so, in your applications. Your application will be enhanced by details of how you intend to meaningfully involve people or groups who will inform your research. These may include partnerships you have established independently, local PPI services or the Alzheimer's Society Research Network. If you would like to discuss the option of involving the Research Network in your PPI plans, contact [researchnetwork@alzheimers.org.uk](mailto:researchnetwork@alzheimers.org.uk)

#### Research Network Monitoring

A unique aspect of our funding programme is our volunteer monitoring. We aim to match each funded study with two or three volunteer monitors who are members of the Research Network. Monitors meet funded researchers at least annually and during these meetings monitors receive updates on your project and give feedback based on their personal experience of dementia. Discussing your research with monitors gives you the opportunity to seek the views of people affected by dementia about your research, and hear about their personal experiences. You can read more about monitoring our website here.

#### Additional PPI resources:

- Applicants may find consulting the NIHR Research Design Service (RDS) useful when developing their application. Contact details for your local RDS are available [here](#).
- Applicants may find the [NIHR Research Design Service](#) patient and public involvement in Health and Social Care Research handbook useful when developing PPI plans here.
- Applicants who are looking for support with the development of their public involvement plans can apply to work with our Research Network volunteers. More information can be found on our website [here](#).

### Implementation of evidence

If you're applying to our Care, Implementation and Public Health funding stream and your proposal involves the **implementation of evidence** please consider the following:

- Work in partnership with a decision maker from the organisation where the implementation activity will be taking place and consider naming this decision maker a co-applicant on the proposal
- Applications should consider including one team member (co-applicant or collaborator) with a strong track record in change management, measurement and an understanding of implementation strategies.
- Underpin proposals with an implementation strategy that is grounded in theory.
- Incorporate independent rigorous evaluation of the implementation process in order to generate robust evidence of impact and learning.
- Depending on the nature of the intervention, project teams may need to include an organisation that can influence wider community, social or health care practice and opinion.



- Proposals should demonstrate sufficient evidence that the intervention is ready to be moved into the outside world, for example citing data from up to date systematic reviews, relevant pilot/feasibility studies or initial efficacy and/or effectiveness research.

## Participant recruitment

- If an application proposes to recruit participants, details must be given on all recruitment strategies and what may happen if the project fails to recruit.
- Applications **must not** solely use Alzheimer's Society as the main avenue for recruitment to the project.
- Applicants should not approach local Alzheimer's Society staff directly about support with recruitment, instead please email: [researchpartnership@alzheimers.org.uk](mailto:researchpartnership@alzheimers.org.uk)
- [Join Dementia Research](#) is a national service connecting people with research studies in their area.
- Alzheimer's Society is a National Institute for Health Research (NIHR) non-commercial Partner. Meaning that studies funded by us may be eligible to access NIHR Clinical Research Network (CRN) support. The NIHR CRN supports researchers in planning, setting up and delivering high quality research to the agreed timelines and study recruitment target, for the benefit of the NHS and its patients in England. Contact your local CRN team as early as possible when planning your study to access their support: [www.supportmystudy.nihr.ac.uk](http://www.supportmystudy.nihr.ac.uk)

## General Finance guidelines

Alzheimer's Society does not pay institutional overheads on research grants.

Costs which may be claimed for:

- You can claim for the salary (including National Insurance and superannuation contributions) of co-applicants if they do not hold a permanent position, or for those that must be bought out of their current contracts to work on the project.
- Any direct expense required to complete the project
- Animal purchase and maintenance.
- Reasonable dissemination costs to academic and non-academic audiences.
- Travel related to the project.
- Equipment up to £20,000 per item. Detailed justification is required regarding the expected use and demand of any equipment requested.

**Costs which should not be claimed:**

- Indirect costs and overheads, as specified by the research councils.
- Salary of the principal investigator or other tenured co-applicants.
- Publication charges, including open access fees.
- Retrospective funding for work already completed.
- 'Top-up' funds for current research projects.
- Overspending on current grants.
- Advertising/recruitment of staff;
- Stationery;
- Staff facilities;
- Financial services (e.g. accounting, auditing);
- Routine care for patients;



- Databases (unless specifically required for the research project).
- Teaching replacement costs

Requested salary costs should be based on a recognised pay model or the host institution's local salary scale, including London weighting if appropriate. Annual increments must be included, which should be based on the host institution's own salary scale. You should not include inflation on salaries. We do not have minimum FTE requirements.

The way in which Excess Treatment Costs are paid for clinical research is changing from 1 October 2018. Updated guidance can be found on the [NIHR website](#). If your grant involves excess treatment costs you will be required to submit the Schedule of Events Cost Attribution form with your grant application to the Society. You must email this form to [grantenquiries@alzheimers.org.uk](mailto:grantenquiries@alzheimers.org.uk) with your Society grant application reference number.

## Eligibility criteria + grant specific cost guidance

We only accept applications for research projects that will take place at UK-based universities, NHS sites or other recognised higher research institutions. Please see details of individual awards below for further eligibility criteria.

### Project grants

- Principal investigators should have a contract of employment with the host university that exceeds the planned finish date of the research by at least 12 months.

#### Grant specific cost guidance

Applicants may apply for direct research costs up to £400,000 for up to three years to support their research, providing budgets for staff salary, consumables and equipment.

Reasonable costs to allow the person(s) working on the project to attend any relevant conferences can also be included.

Alzheimer's Society do not pay the salaries of researchers with a full-time salaried contract of employment. However, you can claim for the salary of co-applicants if they do not hold a full-time salaried position or if they need to be bought out of their contracts with their respective universities to work directly on the project. The applicants must ensure that no more than 100% of FTE is claimed by any co-applicant.

Any applicant on a project grant proposal wishing to apply for their own salary must submit the application jointly with a tenured senior member (preferably the head) of the department in which they propose to work.

Salaries cannot be claimed for project management time.

Costs for PhD studentships can be requested within project grants. Grant-linked studentships are subject to the same eligibility criteria as a single [PhD studentship](#).

### Fellowships

- All fellowship applicants should be eligible to work in the UK.
- The fellow's supervisory team must have a previous track-record in dementia research and the application must demonstrate how this team will provide mentorship and support to the fellow during the award.

- Information on how the team will work together should be provided in the application, along with details about how the research connects with the wider dementia environment at the fellow's institute.

If you have any questions about which fellowship you should apply for please contact the grants team.

## Research fellowships

Research Fellowships are for post-doctoral researchers who have shown exceptional promise at the start of their research career. Applicants should demonstrate potential to be an independent researcher.

- Applicants should have submitted their PhD at the point of application submission. Applicants should not already be in open-ended, university-funded posts (e.g. university lecturer) or be prepared to resign from these positions to take up the fellowship if successful.
- It is recognised that in some non-biomedical fields of research, a PhD has not been commonly supported. In exceptional circumstances, applicants without a PhD but with an equivalent track record and duration of research and other qualifications should contact the research office to discuss if they might be eligible to apply for the scheme.

The candidate should demonstrate:

- Ability to deliver ethically sound, high-quality and respected research and impact;
- Capability to learn new approaches, communication activities, engagement with people with dementia and supporters, and methods/techniques;
- Potential to become an independent researcher; e.g. grant funding, collaborations, leaderships and committee roles.
- Willingness to be an ambassador for the Alzheimer's Society and for dementia research more generally.

As a guide, applicants will be within five years of their PhD viva but the attributes above will be the deciding criteria. Candidates should contact the office to discuss if they are over five years. Allowances will be made for career breaks.

Of equal importance, applications will be assessed on the richness of the training environment and quality and relevance of the project.

### Grant specific cost guidance

Applicants may apply for direct research costs to cover their annual salary and consumables to support their research:

- Salary for the fellow;
- Applicants can apply for up to £25k per annum (maximum of £75k per fellowship) to cover:
  - Materials and consumables;
  - Part-time technician/ research assistant/ administrative support;
  - Visits to collaborators

- Reasonable costs to allow the person(s) working on the project to attend relevant conferences and training. As a guide, grantees usually claim approximately £1,000 each year of the project and this needs to be fully justified in your application.

Funding is available for up to three years full-time or four years part-time (which can include a period of study up to 12 months in another institute anywhere in the world).

## Senior fellowships

A Senior Fellowship is for successful researchers who wish to build on a number of successful years of dementia or related neurodegenerative research, and who demonstrate the ambition and potential to be leader in their research field at the end of the award.

Applicants will have an established track record in an area of dementia research or related neurodegenerative research as evidenced by publications, collaborations or other grant funding (either as a co-applicant or principal applicant).

- Applicants should be a minimum of five years from the date of PhD viva.
- It is recognised that in some non-biomedical fields of research, a PhD has not been commonly supported. In exceptional circumstances, applicants without a PhD, but with an equivalent track record and duration of research and other qualifications should contact the research office to discuss if they might be eligible to apply for the scheme.
- Applicants should not already be in open-ended, university-funded posts (e.g. university lecturer).

The candidate should demonstrate:

- Sustained track record and demonstration of delivering high-quality and respected research and impact;
- Ability to be an independent researcher, and able to lead and train others;
- Knowledge of research outside their immediate area of interest, as well as an aptitude for identifying and engaging in new and multi-disciplinary research and debate;
- Willingness to be an ambassador for the Alzheimer's Society and for dementia research more generally.

Of importance, applications will be assessed on the richness of the training environment and quality and relevance of the project.

### Grant specific cost guidance

Applicants may apply for direct research costs up to £400,000 to support their research. This can include:

- Salary for the fellow;
- Materials and consumables;
- Technician/research assistant/administrative support;
- Visits to collaborators

- Reasonable costs to allow the person(s) working on the project to attend any relevant conferences and training. As a guide, grantees usually claim approximately £1,000 each year of the project and this needs to be fully justified in your application.

The fellowship can include a period of up to 12 months in another institute anywhere in the world. The funding is available for four years full-time or five years part-time.

## Clinician and healthcare professionals training fellowships

Clinician and healthcare professionals training fellowships are for practising professionals working in dementia health and care services to undertake study towards a higher research degree (usually a PhD) and who wish to develop a dual career that combines research and practice.

- The award is open to all professions working in dementia clinical and health services.
- Clinician applicants are required to have completed appropriate College Membership exams before taking up the award. If applicants have not completed membership examinations owing to their specialty training pathway, they should explain on the application form why this is and when they plan to complete the membership.
- Allied health professionals (AHPs) and nurses should have completed their professional training and hold registered membership of an appropriate body. AHPs and nurse applicants are expected to hold a Master's degree or equivalent post-grad research orientated qualification or experience.
- Professions with doctoral-level training should have completed the relevant qualification. For example, clinical psychologists should have completed a DClinPsy.

The candidate should demonstrate:

- An interest in the proposed academic field (though previous full-time research experience is not necessary);
- Potential as a doctoral researcher;
- Understanding of how research can be used in practice;
- Willingness to be an ambassador for the Alzheimer's Society and for dementia research more generally.

Of equal importance, applications will be assessed on the richness of the training environment and quality and relevance of the project.

The supervisory team must have experience of supervising PhD students to completion, as well as dementia research experience. Please refer to our PhD studentship guidance below for further details on the eligibility of the supervisory team.

We do not have a separate clinician post-doctoral fellowship scheme although clinically-qualified researchers may apply for junior and senior fellowships. In deciding which level of fellowship to apply for, clinically-qualified candidates should focus more on the competency indicators given and less on the years since PhD.

### Grant specific cost guidance

Applicants may apply for direct research costs to cover their annual salary and consumables to support their research. This can include:

- Salary for the fellow and University PhD fees at EU rates;
- Applicants can also apply for up to £25k per annum (maximum of £75k per fellowship) to cover:
  - Materials and consumables;
  - Part-time technician/ administrative support;
  - Visits to collaborators
  - Reasonable costs to allow the person(s) working on the project to attend any relevant conferences and training. As a guide grantees usually claim £1,000 each year of the project and this needs to be fully justified in your application.

The award is available for three years full-time. The fellowship can alternatively be taken part-time up to four years duration.

## PhD studentships

Applications should be made by the prospective supervisor. This supervisor must be based at the host institution where the student will obtain their PhD. Co-supervisors may be based at different institutions.

Applications can be made with or without a named student. If applying with a named student you will be required to include their CV as an attachment. Applicants should state why the named student is best placed to lead the project. If not applying with a named student then the position must be competitively awarded through open advertisement.

The supervisory team must have a previous track-record in dementia research. If the prospective supervisor does not have this track-record, the application should be supported by co-supervisors who do have experience in this area.

If you are an experienced supervisor (supervised at least 2 PhD students to completion) you must nominate a suitable co-supervisor – who is equipped to take over should you be unable to supervise the student for any reason.

If you are an early career supervisor (supervised fewer than 2 PhD students to completion) you must:

- Indicate the extent of your track record to date in research supervision.
- Involve a co-supervisor within your institution (preferably same department) who would meet the definition of 'experienced' – see above.
- Demonstrate how the co-supervisor will provide mentorship and support you as the lead supervisor as well as to the prospective student.

### Grant specific cost guidance

Up to £85,000 may be requested over three years or up to five years part time (£91,000 for London-based applications).

There is a fixed student stipend of £15,000 in year 1 and £16,000 in years 2 & 3 (£17,000 in year 1 and £18,000 in years 2&3 for London-based students).

Alzheimer's Society will pay the EU rate for PhD student fees.

A maximum of £24,000 may be requested for materials and consumables. Reasonable costs to allow the person(s) working on the project to attend any relevant conferences and training

should be included. As a guide, grantees usually claim £1,000 each year of the project and this needs to be fully justified in your application.

## Contents of application form

Below is a list of what information needs to be included in your application. You and others included on the grant application will need to complete each section on grant tracker.

Proposal summary	<p>This section includes:</p> <ul style="list-style-type: none"> <li>▪ Scientific abstract (250 words)</li> <li>▪ Lay abstract (250 words)</li> <li>▪ Total Research Cost</li> <li>▪ Funding stream</li> <li>▪ Project duration (months)</li> <li>▪ Confirm submission elsewhere/ previous application with AS</li> </ul>
Lead applicant/Lead supervisor details	<p>This section must be completed in as much detail as possible:</p> <ul style="list-style-type: none"> <li>▪ Personal information</li> <li>▪ Previous posts held</li> <li>▪ Education &amp; training</li> <li>▪ Research Grants</li> <li>▪ Up to 10 most relevant publications</li> </ul>
Co-applicant/Co-supervisor details	<p>Please add details of the co-applicants to this proposal with the same information as the lead application.</p> <p>A co-applicant is considered to be an individual who will have intellectual input into, and part ownership of, the research if the application is successful. They are expected to be actively involved in the project.</p> <p>Co-applicants are required to login to update their own CV.</p>
Collaborators	<p>Please add details of any collaborators to the project.</p> <p>A collaborator is considered to be any individual named in the body of the application but will not be involved in the day-to-day execution of the project.</p> <p>A letter of support or email correspondence should be attached from any collaborator indicating their support for the project.</p>
Finance	<p>Please see the finance guidelines for allowed costs.</p> <p>In this section provide a detailed costing and justified budget <b>in as much detail as possible</b>.</p> <p>Outline any additional sources of funding or any grants in a similar area.</p>
Case for support	<p>You will be required to attach a six page (excluding references) scientific case for support. Please see the 'case for support' section for more details.</p>
Lay case for support	<p>You will be required to attach a four page lay case for support to be reviewed by Alzheimer's Society Research Network volunteers. Please see the 'lay case for support' section for more details.</p>
Ethics and R&D approvals	<p>If relevant, please include information on human participants in your study including all ethics and NHS R&amp;D approvals you have/will need to obtain.</p> <p>Also include information on the use of animals under the Animals Act 1986.</p>
Equality, diversity and inclusion	<p>Outline your institution's commitment to equality, diversity and inclusion.</p>
Authorised signatory	<p>Ensure an appropriate member of your institutions finance department is ready to authorise your application at the submission stage.</p> <p><b><u>Your authorised signatory must sign off your application before the submission deadline for your application to be officially submitted.</u></b></p> <p>This section should include their name and contact details.</p>



Referees	<p>Please provide the name and contact details of researchers in the same field who could potentially review your application. These referees must not be from your institution and you must not have a working relationship with them.</p> <p>In certain circumstances it may be appropriate to notify the Society of any researchers that you wish to be excluded from reviewing your application, for example competitors. The Society will try to accommodate these requests where possible.</p>
Attachments	<p>Attachments can include:</p> <ul style="list-style-type: none"> <li>▪ Gantt chart/project plan</li> <li>▪ Animal licenses</li> <li>▪ Letters of endorsements/support from institution and collaborators</li> <li>▪ PhD student CV</li> </ul> <p>All attachments must be converted to pdf when uploaded. Attachments that are over five pages in length may be removed by the Society to ensure the application forms are manageable for reviewers.</p>

## **Case for support**

The case for support will be peer reviewed and considered by our Grant Advisory Boards. This section is limited to **six** pages (excluding references) and should not use a font smaller than Arial 11pt with a minimum 2cm margin. We recommend you titling this attachment 'Case for support: project title' and include page numbers on your document.

You must attach a one page GANTT chart/project plan to your application. All other figures should be included within the six page limit and **cannot** be attached separately.

At the end of your case for support, please provide references in full (including title, all authors, journal, year, volume and page numbers). This does not count towards your six pages.

### **Biomedical suggested case for support headings:**

#### **Aims of the project and significance of the research**

- Outline the hypothesis to be tested.
- Describe how the proposed research question fit into the broader picture of human dementia.

#### **Work which has led up to the project**

- Place this proposal in the context of relevant work in the field
- Include any preliminary or feasibility data

#### **Experimental design and methods to be used**

- Include any power calculations and statistical methods
- Model systems and cellular pathways should be put in the context of the contribution they are likely to make to dementia in humans.
- Add recruitment strategies and inclusion criteria for studies

#### **Equality, Diversity and Inclusion**

- Outline what proportion of people with dementia and which groups may be impacted by the research proposed.
- Describe any steps taken to increase the diversity of study populations and broaden relevance of findings (including gender based issues in preclinical research).
- Justify any exclusion criteria.

#### **Patient and public involvement**

- Outline your plans for public and patient/user and carer involvement, including Research Network volunteers.
- Describe how you will engage with the necessary stakeholders throughout the project.

#### **How will the results from this research be used?**

- If the project is successful what do you foresee as the next steps for this work?
- Outline your dissemination and engagement plans

#### **For PhD and fellowship applications: Training and educational environment**

- Describe the skills needed to deliver the proposal
- Outline the support and supervisory arrangements to support the student or fellow
- Outline the training package provided to support the student or fellow

### **Care, Implementation and Public Health suggested case for support headings:**

#### **Aims of the project and significance of the research**

- Describe the end goal of your research.

- Outline the problem your work is addressing, how we know it is a problem and what change do you want to see through your research.
- Be specific about the population your work is relevant to and how this research will meet their needs.

#### **Work that has led up to the project**

- Place this proposal in the context of relevant work in the field, including other known research grants
- Include/refer to any preliminary or feasibility data
- If implementation, outline the rationale for the intervention being implemented, including evidence about its effectiveness and how it is expected to achieve its effects for the benefit of people affected by dementia

#### **Research design and methods to be used**

- Describe the underlying theories or frameworks that underpin the proposal
- Include any power calculations and statistical methods where appropriate. Otherwise, describe data analysis approaches to be used.
- Methodological considerations to increase the implementation, adoption or usability of the results of the research.
- Recruitment strategies.

#### **Equality, Diversity and Inclusion**

- Outline what group or groups will be included in and impacted by your study.
- Details of any steps taken to reduce inequalities in the participation of research
- Justify any exclusion criteria.

#### **Involvement of people affected by dementia and other stakeholders.**

- Describe how people affected by dementia and other relevant stakeholders were involved in the development of the proposal.
- Outline your plans for public and patient/user and carer involvement at different stages of the proposal.
- Describe plans for engaging any other non-academic stakeholders in the development and delivery of your research. This should include the audiences who your research is relevant to, for example, health and social care professionals, care providers, commissioners, policy makers or industry partners.

#### **Pathways to impact**

- Outline your plans to disseminate findings to relevant stakeholders and how this will fit into the pathways to impact.
- If the project is successful describe how findings will it be taken up/adopted in policy and/or practice. Explain how this has been taken into account in your approach to this project.
- If implementation – outline how you will ensure the sustainability of the intervention beyond the life of this grant.

#### **Project team**

- Outline who will be involved in designing, delivering and supporting the research.
- Describe the roles of the individuals involved in the research.

#### **For PhD and fellowship applications: Training and educational environment**

- Describe the skills needed to deliver the proposal
- Outline the support and supervisory arrangements to support the student or fellow
- Outline the training package provided to support the student or fellow

## Lay case for support

The lay case for support will be reviewed by Alzheimer's Society [Research Network volunteers](#). It is the **only** part of the application that they will see (apart from the personal statement in fellowship applications) therefore it is important that it is not only comprehensible to such readers but also comprehensive.

- The lay case for support should a maximum of four pages and should use the headings below. Do not use print smaller than Arial 12 point. This section does not require referencing.
- Please name this attachment 'Lay case for support: project title'.
- Hear from our volunteers about [how to write a lay case for support](#).
- Presentation, spelling and grammar are important. You may wish to use pictures and diagrams if this improves comprehension and readability but these must be included within the page limit.
- Use plain, non-technical language and avoid using unexplained abbreviations or acronyms. We recommend including a glossary for unavoidable scientific terminology.

### **Mandatory headings for lay case for support (with suggested content):**

#### **Introduction of the research area and your project**

- What is already known about the problem that the project will address.
- What you hope to find out.
- How the results of your study could benefit the lives of people affected by dementia to day or in the future – be as specific as possible.
- How your project complements national/international research in the area.
- Explain why the Society should invest in this project and how it offers value for money
- Describe any involvement of people affected by dementia in the preparation of your proposal.

#### **Methods and techniques**

- Describe the methods and techniques used in the proposal.
- Outline any advice given from any specialists about the proposal, e.g. statisticians.
- If you are including people as participants in your project, describe and justify the number of people you plan to recruit and how you aim to do this.

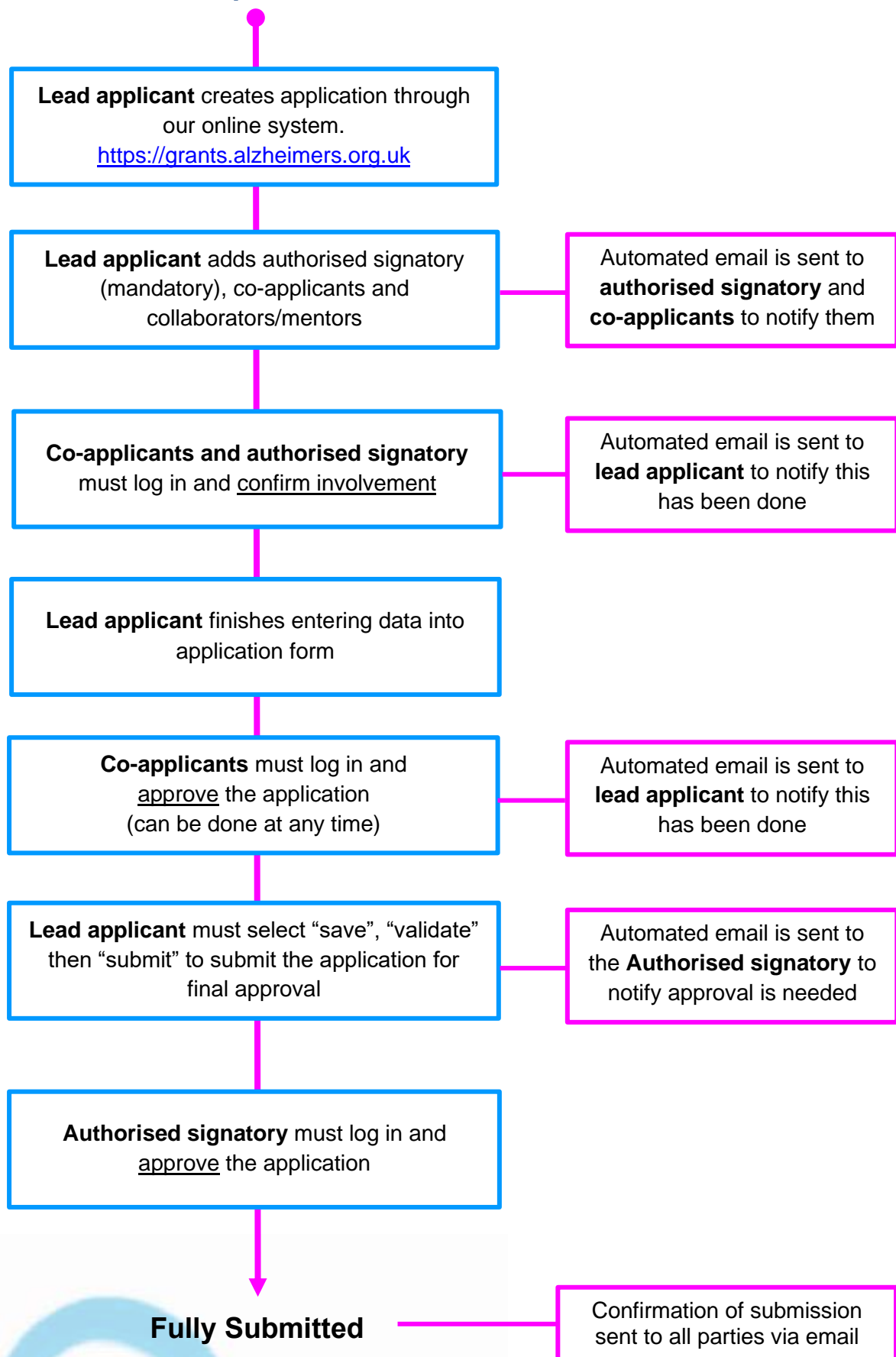
#### **Dissemination and implementation**

- Dissemination plans for the outcomes of your project – be as specific as possible.
- How your findings could be put into practice or developed after completion of the project.
- Outline any plans to involve the three Research Network volunteers (monitors) who will be assigned to support the project.

#### **For PhD and Fellowship applications: Training and educational environment**

- Outline the training that the fellow/student will undertake and support that will be available during the project.

## Online submission process



## Pre-submission check-list

To help make sure you've complete the steps needed to submit your application please go through the list of questions below:

- Is your host institution a University, Hospital or Research Institution based in the UK?
- Is your CV up-to-date and fully complete?
- Have your co-applicants confirmed their participation and approved the application?  
Have they fully completed their CVs?
- Are your costs eligible and appropriately justified?
- Are your cases for support within the page limits?
- Does your lay summary use the appropriate language and writing style for a lay audience? Have you used the recommended headings?
- Are your attachments suitable and in the correct file format?
- Have you included a realistic project start date? (at least 2 months after the award date in March/October)
- Is your authorised signatory at your host institution ready to sign off your proposal to complete submission?



If you have any questions  
please contact the  
Research Grants team

[Grant.enquiries@alzheimers.org.uk](mailto:Grant.enquiries@alzheimers.org.uk)