

## **BSUG RESEARCH GRANT PROPOSAL; GUIDELINES AND INSTRUCTIONS**

Thank you for your interest in the British Society of Urogynaecology (BSUG) Research Grants. The following information describes the goals of the research grant and the duties and responsibilities of the applicant during the application process if awarded a research grant.

### **Purpose**

The purpose of the BSUG sponsored research grants is to fund the development of research in the field of urogynaecology. Grants will be awarded – up to the value of £5 000. Should an applicant have received a previous BSUG Research Grant then priority will be given to submitting members who have not previously received a grant.

**Grants will be awarded to BSUG members who complete and submit the required application prior to the stated deadline.**

**Grant proposals will not be considered for the award if they are incomplete or do not meet the guidelines.**

**Late applications will not be accepted.**

### **General Information**

All submitted proposals will be reviewed, scored, and awarded by the members of the BSUG Research Committee in addition to the members of the BSUG Executive. All BSUG members in good standing are eligible to apply for a research grant.

### **Grant Proposal**

A completed grant application must be submitted via email to BSUG prior to the published deadline for applications. The application forms and relevant material are available from the BSUG website and the BSUG secretariat. Please follow the application instructions carefully and do not omit any sections as this will disqualify your application. Please submit all the required documents in Word or PDF format. These forms may be downloaded from the BSUG website: [www.bsug.org.uk](http://www.bsug.org.uk)

### **Submission Documents**

Applicants are required to submit;

- Title page (available from the website)
- PI Agreement (available from the website)
- Structured Abstract
- Research Background
  - Describe the sponsoring institution
  - Describe the Principal investigators previous research experience and the previous experience of the centre
  - Describe the background to the research project to provide a context and rationale for the study
  - Describe the study population and overview of the study interventions
- Research Protocol
  - Aims
  - Background to the project
  - Methodology

- Ethics and Patient consent
- References
- Budget
  - Detailed breakdown of allocation of funding
  - Any details of other funding/grants
  - The following are **not** supported by the grant (Staff salaries, travel, manuscript preparation, major equipment purchase, university overheads)
  - The following **are** supported (statistical support, agents and materials, laboratory costs)
- Evaluation Criteria and Progress
  - Describe the measures which will be used to evaluate the progress of the study
  - Describe the records and information which will be used to allow assessment of progress
  - Describe what criteria will be used as indicators of achieved goals
- Ethical Approval
  - Provide a copy of the approval letter. If Ethical approval is awaited please indicate the status of the approval process
  - If ethical approval is not required please explain why
- Trial Registration
  - Provide a copy of Trial Registration if relevant
  - Is the study eligible for NIHR Portfolio adoption?
- Appendices
  - Data collection forms
  - Questionnaires
  - Study related documentation
- Supporting documentation
  - Provide at least two letters of support from the head of department/institution and from those centres participating in the study

## **Funding**

Funding **does** include;

Statistical support, Technical support, Laboratory support, Diagnostic procedures, mailing, questionnaires, copying.

Funding **does not** include;

Travel, Meeting expenses, Equipment costs, Staffing. This list may not include all of the restrictions deemed appropriate at any future juncture as decided by the BSUG Executive.

## **Interim Report**

Grant recipients are required to submit a 6-month interim report stating the progress of the study. Interim reports will be reviewed by the BSUG Research Committee as well as the BSUG Executives.

## **Final report**

Grant recipients are required to submit a final report stating the results of the research study and an itemised budget showing how the funds were used, including receipts of paid items where applicable. The final report will be due two months following the completion of the 12-month funding period.

## **Presentation and Publication**

Grant recipients are required to submit an abstract of their completed research study to the next BSUG Annual Research meeting for oral or poster presentation. All abstracts and publications to be made available on the BSUG website, for the benefit of the BSUG members who are funding this research via their subscriptions. If there are copyright issues then a link to the publication is to be provided.

## **Additional points**

- All documents should be submitted electronically to BSUG
- Paper copies will not be accepted
- Incomplete submissions will not be accepted
- Late submissions will not be accepted
- Submitted applications will be pre-reviewed by the BSUG secretariat for completeness prior to scientific review
- The principal investigator will be notified via email regarding the outcome of their application
- Award recipients will be announced to the membership by e mail and their names will be posted on the BSUG website.
- The decision of the BSUG Executive (Chair, Vice-Chair, Honorary Secretary & Treasurer), following advice from the BSUG Research Committee, on the award of the grant is final and not subject to appeal.