

## NOTA

### **Research Grant Application Form: GUIDELINES**

#### SECTION 1 - APPLICANT AND PROJECT DETAILS

- 1.a The Principal Investigator is the person who will be the named recipient of the grant and who therefore takes responsibility for the grant. Even if the grant is applied for by more than one person, one person needs to be nominated as the Principal Investigator. The general expectation is also that the PI will have sought approval from her/his institution or line manager to apply for the grant and conduct the research. Where this is not appropriate (e.g. lone worker in private practice) then this should be indicated. If the applicant is a PhD or Masters candidate then that should be clearly indicated; awards to students will be made from a separate allocation and are limited to a maximum of £1000, though it is expected that applications from students will typically be rather less (e.g. in the order of £500). Student applicants are required to indicate if the funding is specifically to assist with PhD/Masters projects. The Research Sub-Committee would consider each application on its merits, but applications for funding to assist with PhD or Masters project costs are less likely to be successful. The student's supervisor must confirm by signature that s/he is supportive of the application, and provide a letter of support.

From 2017, it is a strong recommendation, but no longer a requirement of funding, that one or more named practitioners should be involved in the Project; such individuals should be named, and their workplace/locations indicated. If the Project is to be undertaken in part or entirely in that practitioner's work place, please indicate the nature of that activity.

- 1.b From 2015, it is a requirement that funding can only be sought by NOTA members, or those planning to join the Organisation. Applicants not yet members, deemed to have submitted an application which the Research Sub-Committee feels merits an award will not be able to access funds until membership is confirmed. Please provide your membership number, and if not yet a member, that application for membership has been submitted.

Note 1: Members of the Research Sub-Committee are not eligible to apply for funding through the NOTA Research Grant Scheme, though this would not bar an application from a student under a member's supervision.

Note 2: Successful student applicants will be invited to join the Research Sub-Committee as a student representative for the year following the application of their proposal.

- 1.d

- 1.d The proposed research must address one of the two themes identified at the top of the application form; in this section, clearly indicate with which theme your research is aligned.
- 1.e The maximum amount is £4,000, though if no student awards are made, this may be increased to £5,000. However, applicants may request part-funding of the project.
- 1.f Principle investigators are strongly encouraged to agree to submit the research for a presentation at a NOTA Conference; indicate if this is your intention and in which year you think this would be realistic.

## SECTION 2 – PROJECT DETAILS

- 2.a If the project has already started please give the date it started, and why the project now requires additional funding. If it is yet to begin please give the proposed start date. It may be approximately 6 months from the issue of the Funding Call before the applicants will be decided and the grant released, therefore please take this into account when planning the start of a project that will require funding from the outset.
- 2.c In this section, briefly outline the rationale for the project: What is the primary purpose of this project? What gap in the research is it filling and what makes this a worthwhile piece of research? Also, ensure that you outline why it is particularly valuable for NOTA to be funding the project, i.e., how the project meets the charitable objectives of NOTA (see <http://www.nota.co.uk/>). There are some detailed prompts on the form itself to assist applicants to complete the form. As The NOTA Board and the Research Committee have decided that projects must address one or both of two themes, as outlined at the top of the Application Form, please ensure that the rationale addresses this theme explicitly.
- 2.d Here, provide more specific information on your research question. List the aims of the project, or the hypotheses you intend to test, or the research question you are seeking to answer. Only one of these types of information is required, the nature of which will depend on your project.
- 2.e In this section, outline *how* the research will be conducted. Clarify the methods, in terms of
- Participants: Provide details of who your participants will be, what numbers you require (please provide a justification, e.g., a power calculation), and how they would be recruited.
  - Study Design: Please describe if this is going to be a questionnaire, experimental or interview study, using an exploratory, comparative or repeated-methods approach. How do you control the quality of your

design (e.g., avoid order effects when several psychometric tests are provided)?

- Measures used: If your study involves any tests, questionnaires or any other equipment, provide their full details and a brief justification for their use. If you are planning a qualitative study, provide details of the approach, interview schedule, again with a brief justification.
  - Procedure: Please give details of how, where and when you would conduct the study. Include information about ethical considerations (e.g., how is confidentiality and anonymity ensured, how is consent provided?) and the actual administration of the study. Please give details of the nature of the data that you will have collected and how it will be stored/recorded.
  - Analysis: Please provide an outline of how you will approach the analysis of your data, describing your general approach (quantitative, qualitative, mixed-method) as well as specific method of analysis (e.g., Grounded Theory; ANOVA, Principal Component Analysis).
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- 2.f Briefly outline what you anticipate the research will show, and/or how the findings will impact practice, policy, theory in the sexual aggression field.
- 2.g Indicate in this section the impact you anticipate for the research, and how this will benefit either NOTA members, and/or how it will directly address NOTA's objectives relevant to the research theme for the year, identified at the top of the application form.

### SECTION 3 – BUDGET

- 3.a In this section, please provide details how the funds will be used, for example, numbers of hours of paid employment (include salary grade), cost of equipment, or cost of travel. Be as specific as possible as funding will not be extended for unexpected costs at a later stage. Each item has to be justifiable based on the nature of the project. It is recommended that you include a formal costing plan or equivalent. N.B. The Grant may not be used to fund attendance at conferences.
- 3.b Please detail any other sources of funding that the project might call on (both applied for, and in receipt of). If possible, provide a full itemised budget for the project, including which elements will be supported by the NOTA funding.

### SECTION 4 – ETHICAL APPROVAL

- 4.a Use the drop down menu to indicate whether the project has received ethical approval.
- 4.b Provide the name of the Ethics Committee which approved the study and attach (hard copy if posting, or scanned copy if emailing) a copy of the approval letter.

- 4.c If you have not yet, or do not intend to seek ethical approval please provide an explanation. Please note that all research projects including human participants require ethical approval from an accredited committee, such as an NHS Research Ethics Committee, NOMS, a University Ethics Committee.

## SECTION 5 – CO-INVESTIGATORS OR COLLABORATORS

Provide the names and contact details of all those who are involved in carrying out the project as an active investigator or collaborator. If you have more than four co-investigators or collaborators then continue on an extra sheet.

### ADDITIONAL DOCUMENTATION

Attach a brief CV for the Principal Investigator.

If the Principal Investigator has an academic supervisor for the project, please enclose a supporting letter from the supervisor.

Queries regarding application should be directed to [Research@NOTA.co.uk](mailto:Research@NOTA.co.uk)

### THE RESEARCH SUB-COMMITTEE'S ACTIVITY AND SUCCESSFUL APPLICATIONS

All applications will be considered by all members of the Research Sub-Committee using a common scoring form, within six weeks of submission deadlines. RSC members will be required to declare any interests (e.g. if they are supervising a student making an application) and will be excluded from deliberations in such circumstances. All applicants will be notified of outcomes within one month, with detailed feedback. Successful applicants will be required to provide relevant work bank account details for funds to be accessed.

Any applicant indicating that s/he is not yet a member, will be required to wait until membership has been confirmed by the NOTA Office before funds will be made available.

For successful applications, a short formal report of outcomes of such funded projects will be required at the end of the project work, indicating results, impact and how funds were deployed. Confirmation would be expected that a submission for a NOTA Conference had either been made or was in preparation. Such reports would be expected no later than six months after the proposed project end date.