

## RSTMH Small Grants Programme – Guidance for applicants

This guidance is written for those considering making an application to RSTMH's Small Grants Programme who would like further help in applying. It explains in some detail each part of the application form which needs completing.

### Purpose of small grants

The small grants programme offers early career researchers and global health professionals based anywhere in the world the opportunity to apply for funding in a topic related to tropical medicine and global health. The programme funds projects across the research spectrum, including lab-based, clinical, implementation and policy-related research, either as stand-alone projects or distinct elements within a larger project. They are ideally for those who have not received a research grant in their own name before in their chosen field of study. It is open to those working in all sectors including academia, healthcare, NGOs and companies,

The aim of the programme is to develop the skills, experience and careers of the next generation of global health researchers and professionals by providing seed funding to test out their ideas and hypotheses. We hope that many of them will be able to publish and present their findings, increase their networks, secure follow up grants or move to improved roles.

Grants are awarded for up to £5,000 for up to 1 year in duration.

### Thematic priorities

Applications focused on the thematic areas listed in RSTMH's five-year strategy are encouraged. These are listed below:

- Neglected tropical diseases, with a particular focus on their overlap with non-communicable diseases and the Sustainable Development Goals
- Malaria, with a particular focus on drug resistance
- One Health and wider planetary health. The consideration of human health alongside animal health and the environment, in the context of social, economic and political factors
- Topical issues including, but not limited to, emerging diseases
- Drug resistant infections

We are also interested to see applications related to snakebite, mycetoma and other skin NTDs and other deep mycoses, co-morbidity and NCDs, coronavirus and emerging diseases.

### Online application system

All applications must be submitted via the Submittable grants management system and in English. Submittable is used for the submission and peer review of all grant applications. Please follow the instructions carefully to complete and submit an

application. The application can be stored and edited at any time prior to submission.

The application deadline is **5:00pm BST on the date advertised**. No applications will be accepted after the deadline. Applicants should allow enough time for submission of their application and of the 2 required references by the deadline.

Requests for references are not sent to referees until the applicant has submitted their application. Referees are sent the request and instructions directly from Submittable. Applicants are responsible for ensuring their referees submit references directly to Submittable by the closing date, and follow the small grant conditions. Applications without two complete references submitted by the deadline date will not be considered.

If you have any technical problems with filling out an application form, please email [support@submittable.com](mailto:support@submittable.com)

If you have a question about the scope and content of your proposal, please email [gil.shalom@rstmh.org](mailto:gil.shalom@rstmh.org)

### Application form

The application form asks for personal information as well as information about your project.

### Email Address

This email address will be used for all communications relating to your application and if successful, small grant. This should be the same email address you used to set up your Submittable account.

### Title of the project for which you seek A small grant

A maximum 20 words and should be clearly descriptive and concise.

### Please list 5 keywords that describes the subject and/or disease area

List 5 words that best describe the area of work your project is based on for example the disease area, the type of study you are carrying out, the approach you are taking.

### Description of your project, in simple non-technical language

Please provide a summary of your project that people who may not be familiar with the subject can understand. The description should be in plain English using non-technical language and avoiding unexplained acronyms and/or abbreviations. This description is intended for a lay audience and it is important that the description of the proposed research is understandable. We may edit your summary and then use it to describe your project on our website and elsewhere. Maximum 100 words

### **Project Start Date**

The project should start no earlier than four months after the closing date for applications.

### **Project End Date**

The project should be completed within a year of receiving funding.

### **Milestones For Your Project**

Please list the key events during your project and the dates you feel they will be e.g. ethical approval by 01/09/2021, samples collected by 03/11/2021

### **Extent of laboratory-based research**

Please say whether the majority of your research project is to be carried out in a laboratory. Check 'Project Involves majority laboratory-based research' if the majority of your study is laboratory-based. Clinical studies or fieldwork-based projects which have a minority element of laboratory-based research (or projects involving no laboratory research) should check 'Project does not Involve majority laboratory-based research or none'.

### **Qualifications and Awards**

#### **Please explain how you consider yourself to meet the profile of a early career researcher**

This programme is aimed at early career researchers and professionals. We expect applicants to be able to:

- Carry out research under supervision
- Have the ambition to develop knowledge of research methodologies and discipline
- Have demonstrated a good understanding of a field of study
- Have demonstrated the ability to produce data under supervision
- Be capable of critical analysis, evaluation and synthesis of new and complex ideas
- Be able to explain the outcome of research and its value to colleagues
- Have not received research funding in your name before
- Not be in a position to lead or have lead an independent research programme

#### **Describe the training and career development opportunities available to you at your employing or affiliated institution related to this project**

Please tell us the training and career development support that your institution will provide that will help you further your skills and career.

## **Tell us how this small grant would further your career**

Please tell us how carrying out this project would help you to progress your career. This can include new roles or additional funding as well as developing new skills.

## **Project Information**

### **Detailed project statement**

Describe your project using the headings below:

1. Project background, context and needs addressed – this is asking you to tell us what need your project is addressing, why you want to carry out this work and any context to the piece of work you feel we should know
2. Aims or research questions being addressed – this is asking for the key aim your project is trying to address. If possible this should be written as a research question or hypothesis to be answered through your project.
3. Study design – this is asking exactly what methods you will use in your research, such as how you will obtain the data, how you will analyse it, how you will draw conclusions
4. Approach used to maximise the impact of research outputs, to improve health and the research community – this is asking how you will get the most out of your research
5. Expected outcomes – this is asking you to describe the what you think your project will deliver as outcomes from your study, such as the percentage of patients who meet the criteria of having TB and are HIV positive
6. Your role in the project – this is asking for you to describe exactly what your role is in the project, how much of the work you will do

Maximum of 1,500 words

### **Amount Requested**

Please tell us how much you think your project will cost. This should include the cost of travel to carry out your project, the cost of materials and equipment needed, and the cost of any time of anyone else you need to carry out your research e.g. lab technicians, healthworkers. The maximum amount that can be requested is £5,000 (GBP) including VAT.

### **Project Budget**

Please provide a breakdown of the total amount you have requested above, in the format below. Please note that the sum of your lines below should be the total amount you are requesting.

Amount (in GBP):

Item:

## Eligible costs

- Consumables
- Fieldwork expenses, including per diems for staff, standard class travel to, from and within site(s) and accommodation
- Items of equipment or software. The grant costs cannot be solely used to fund equipment
- Research involving animals. Grantholders must abide by the local laws regarding the use of animals in research
- Computers or tablets (up to 10% of the budget)
- Personal allowances
- Training course, tuition or bench fees that are related to and directly relevant to the project (up to 20% of the budget)

The majority of the grant cannot be used for travel to another country to carry out the research.

If this grant application is part of a larger research programme, matched funding must be in place at the time of submission of the Small Grants application. In addition to the application budget, applicants must also include a brief outline of the larger research programme's budget in the application. Applicants must also provide a letter of support from a senior member of the research programme.

## **Budget and resources requested**

Explain how you are going to use each budget line and provide a justification for the costs requested, for example that you have seen the cost stated. Please include the time needed of any other people and what they will be doing on the project.

If this project is part of other funding secured, provide details of where the other funding will provide support or added value to the project.

## **Other funding applications for this piece of work**

Please tell us if you have submitted this application or substantially the same application elsewhere. If the RSTMH small grants application and the other application are both successful, you must let us know as soon as possible that the other application was successful and decide which to accept. Failure to notify us can result in RSTMH withdrawing the small grant.

Name of funder

Amount requested (in GBP)

Expected decision date - MM/DD/YYYY

## Referees

Please tell us the full name, title and institution of both referees who have agreed to provide you with a written reference for this application. One should be a senior member of your employing organisation, who knows your qualifications and experience. The second should be your supervisor for this project. Your supervisor is asked to also comment on your suitability against the early career profile. Referees must follow the guidelines set out in the small grant conditions.

You should contact your referees well ahead of the deadline. They will be contacted directly as soon as your application is submitted and not before, so you will need to check they have the reference request and that they are able to submit it ahead of the deadline. If both referees do not submit references for you then your application will be void and we will not be able to consider it for funding.

References must be on headed paper and must be complete and uploaded to Submittable by the deadline. Referees should use an institutional email address and not a personal email address to submit their reference. If that is not possible, a personal email address can be used.

The supervisor should assess and clearly comment on:

- The feasibility of achieving the project's aims with the resources defined in the application
- The relevance of the project to your research
- The benefit of the project to the wider community
- Verify that to the best of their knowledge the applicant meets the guidance for being early in their career
- The mentorship and support available to the applicant

The senior member from the employing or affiliated organisation should comment on:

- The training and career development opportunities available to the applicant
- The availability and use of relevant institutional resources
- The mentorship and support available to the applicant

**PLEASE NOTE:** Your referees will NOT be emailed until you click the "Apply" button at the bottom of the form to complete the application process and submit your application. Therefore, you must submit your application before the deadline date with sufficient time to allow your referees to submit their references before the deadline date.

**IMPORTANT:** Applicants are responsible for ensuring their referees submit references directly to Submittable by the closing date, and follow the small grant conditions. **Applications without two complete references submitted by the deadline date will not be considered.**

## **Apply**

**To make an application go to our website [here](#) and follow the instructions, to apply through our platform Submittable**

Once you have submitted your application, you will receive a confirmation email from Submittable. Your two referees will then receive an email asking them to submit a reference. They will not receive this email until you submit your application. Once a referee submits their reference, you will be notified by email from Submittable.