

Please use this form to submit a Grant Application to ME Research UK.

Send the completed form to: **Dr David Newton** **Email: david@meresearch.org.uk**

ME Research UK, Scottish Charitable Incorporated Organisation, Charity Number SC036942
The Gateway, North Methven Street, Perth, PH1 5PP Telephone: 01738 451234

Please tick this box to indicate you are happy for us to collect and store your personal information as part of the application process, in accordance with our [Privacy Policy](#) at meresearch.org.uk. If your application is unsuccessful, the information will be stored for six months and then deleted, unless you request its earlier removal.

1. Project details

Full title

Lay title

This should be concise and use non-technical terms as far as possible

Date of application

Funding requested

£

Planned start date

Planned duration

2. Principal applicant

Title

Name

Position

Institution

Email

Telephone

3. Co-applicants

Title	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>		
Title	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>		
Title	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>		

4. Institution where research will be conducted

Institution	<input type="text"/>
Department	<input type="text"/>
Address	<input type="text"/>

5. Lay summary

This will be used by lay members of the Board of ME Research UK to help them assess whether to award funding, and should be in a form suitable for their consideration and use non-technical terms as far as possible. It will be reviewed by lay staff as a first stage of the application process, and may be returned to you for amendment if necessary. The lay summary may also be used on our website and social media, and in press releases. Use a maximum of 300 words.

6. Project description

Please describe your proposed research in clearly and concisely using the following sub-headings: (a) Background, (b) Aims, (c) Research Design/Methods, (d) Schedule/Milestones, (e) Significance (including how you anticipate the findings will benefit people with ME/CFS over the next five to ten years), and (f) References. The description of your methods should be sufficiently detailed to allow expert assessment, and state which ME/CFS diagnostic criteria will be used to select participants. Use a maximum of 3,000 words excluding references, and use additional sheets if necessary. Please note, text will not automatically flow onto the following pages.

6. Project description (continued)

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7. Justification

Please justify your request for support from ME Research UK, including (a) whether this is a pilot study or research into a novel aspect of ME/CFS, (b) evidence that the project can realistically be carried out at the host institution, (c) evidence for the necessity of any capital equipment or expensive salaries, and (d) the relevance of the project to our charitable purposes.

8. Support requested

Salaries

Name	Hrs/wk on project	Grade, position & salary scale	Salary (incl. NI & superann.)
			£
			£
			£
			£
Total			£

Capital equipment

Nature	Cost
	£
	£
	£
	£
	£
Total	£

8. Support requested (continued)

Consumable supplies

Nature	Cost
	£
	£
	£
	£
	£
	£
	£
Total	£

Miscellaneous expenses

Nature	Cost
	£
	£
	£
	£
	£
	£
	£
Total	£

8. Support requested (continued)

Summary

Salaries

£

Capital equipment

£

Consumables

£

Miscellaneous

£

Total

£

Annual allocations

Year 1	Year 2	Year 3	Year 4
£	£	£	£

9. Other sources of funding

Please provide an overview of other financial support for this research or closely related research, including details (charity or institution, and amount) of other grants awarded, current grants awaiting decision, and intention to apply for other grants.

10. Ethical requirements

- Please tick this box to confirm that, if required, approval from a research ethics committee will be in place before the project starts. Send us a copy of the approval letter when available. If ethical approval is not required, please explain this in section 6.
- Please tick this box to confirm that this project does not involve any animal experimentation.

11. Referees

Please suggest two independent referees – not associated with your project or institution – who may be able to assist ME Research UK in reviewing your application.

Referee 1

Title	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>		
Institution	<input type="text"/>		
Email	<input type="text"/>		

Referee 2

Title	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>		
Institution	<input type="text"/>		
Email	<input type="text"/>		

12. Curriculum vitae of principal applicant

Name

Current position, department and institution

Qualifications, including year awarded and institution

Summary of relevant research experience

12. Curriculum vitae (continued)

Publications

Please list up to five of your publications that you consider are key to demonstrating your experience in this field of research. Include the full title, authors and journal reference, and mark those that are directly relevant to the proposed project.

Approximate number of hours per week devoted to this project

13. Project approval

Principal applicant

I have read and accept ME Research UK's Standard Grant Conditions and any additional conditions as may be agreed.

Name

Signature

Date

Head of department

I confirm that I agree to this research being carried out in my Department, and that the facilities defined in the application will be made available. I have read and accept ME Research UK's Standard Grant Conditions and any additional conditions as may be agreed.

Name

Signature

Date

Administrative authority

If a grant award is made, the institution will be asked to complete an Undertakings (Award) Form confirming that it will administer the grant, and that it accepts the standard Grant Funding Conditions and any supplementary terms and conditions agreed in the grant award letter.

Data control

ME Research UK

ME Research UK is required to process personal data in order to process the application and/or PhD funding award, for the purposes of audit, evaluation, management and for promoting the work of ME Research UK and the award.

This personal data shall include information relating to staff, applicants, co-applicants, principal investigators and other individuals involved in the research conducted under the award. It shall include such information as names, job titles, work email addresses and contact information.

Personal data relating to the applicants and/or individuals funded by the award may be disclosed to and processed by external peer reviewers, government and other research bodies, some of whom may be based outside the European Economic Area.

ME Research UK may publish personal data of the award holder(s) and others funded by ME Research UK, and the title and abstract of the subject matter of any award on its website, or in its annual report or other publications from time to time.

The Institution

The Institution named in Section A of this application will be the Data Controller for all research data processed under the award.