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**FORM** (March 2020) **Chief Scientist Office – Application for COVID-19 research portfolio**

**Confidentiality & Data Protection**: Please note that your application will be treated in confidence by CSO and will not be shared with third parties other than for the purposes of assessing the application, awarding the grant and providing summary details on the CSO website about the award if funded and when completed. Please see the section on Data Protection Regulations in the Guidance for Completion of a Full Grant Application Form and the CSO Privacy Policy, which are both available on the CSO website, for further details.

**Completion Guide:** The proposal should be completed using the headings provided and should be completed in Arial font at font size 11 with no changes to the line spacing or the margins of the form.

**Please note** that while all applications will be reviewed by a panel of independent expert scientists, panel members may not be expert in the particular areas of research that may be described. Furthermore, applications will not be sent for external peer-review by experts in the particular field. Applicants are therefore encouraged to take this into consideration when setting out their case, and complete applications in a manner that is accessible to non-experts in the particular fields of the projects that are proposed.

**Delete this text box and the guidance notes in italics in the form**.

**Project code:** *CSO use only*

**1. Portfolio title:** *provide short informative title of not more than 25 words in language accessible to a non-expert audience*

**2. Principal lead applicant, Institution and email address:** *Provide the name of Principle Lead for the Research Portfolio application, Institution and contact email address.*

**3. Duration of research and total funding requested from CSO:** *Provide the anticipated number of months duration of the research (projects are expected to be 3-6 months duration) and the total portfolio funding requested from CSO (up to £1.25 million of direct costs only).*

**4. Lay summary:** *Provide a short summary (no more than 300 words) of the research portfolio proposed written in language accessible to a non-expert audience.*

**5. Research portfolio proposed:** *Complete a separate table below for each project in the proposed portfolio with a maximum of one page per project excluding references. References should be provided for the whole portfolio application in section 6.*

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| **Project number and title:** *Insert the number you have given to this project in the portfolio and provide a short informative title of not more than 20 words in language accessible to a non-expert audience* |
| **Lead investigator and institution:** *Insert name of lead investigator and Institution for the project* |
| **Co-investigators and institutions:** *Insert name of co-investigators and Institutions for the project* |
| **Lay summary:** *Provide a short summary (no more than 100 words) of the research project proposed written in language accessible to a non-expert audience* |
| **Indicative cost** *Insert total cost of the project**(only direct costs will be funded)* |
| **Duration of project:** *Insert duration of the project (projects are expected to be 3-6 months duration)* |
| **Justification for research and project plan**  *This should set out:*  *- The research questions and why these are important to address (please include details of relevant searches that suggest that this research is not being conducted elsewhere or, if it is, why it is necessary to replicate in the Scottish context).*  *- The expected impact of the research in understanding, preventing and / or mitigating the direct and/or indirect impacts of the current Covid-19 pandemic in Scotland including how the research will be translated and who will use the findings.*  *- Clear description of the research plan with justification of the feasibility of the study and of the methodology that will be used.*  *- How the study will address the research question(s) in a statistically meaningful manner (if relevant).*  *- The expertise of the research team.*  *- Confirmation that the project can start immediately on award of funding and research governance approvals.*  *- If needing the resources of NHS Scotland, confirmation with an annexed letter of support from a senior NHS R&D representative and/or Medical Director from each of the territorial or special Health Board(s) involved confirming that the Health Board values, and agrees to, and has the capacity to support, the project.* |

**6. References** *Insert key references (no more than one page for the whole portfolio).*

**7. Funding requested from CSO** *Provide in no more than one a page indicative figures for costs and include a breakdown and justification of the resources (only direct costs will be funded). Please annex letters of support from organisations proposing to provide co-funding or ‘in kind’ support. In the event of industry co-funding, please annex evidence of the Intellectual Property position agreed with the industrial partner.*

**8. Declaration**

**Principle Lead for the Research Portfolio application:** To my knowledge the application described here represents the ideas, concepts and writings of myself and the other investigators listed in application and is not a modification of projects submitted by others elsewhere. I also confirm that the projects in the proposed portfolio can start immediately on award of funding and research governance approvals and (where relevant) the territorial and/or special Health Board(s) involved value, and agree to, and have the capacity to support, the projects in the portfolio. Data produced as a result of this funding call will to be shared in line with the [Joint statement on sharing research data and findings relevant to the novel coronavirus (nCoV) outbreak](https://wellcome.ac.uk/press-release/sharing-research-data-and-findings-relevant-novel-coronavirus-ncov-outbreak).

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| Signature of Principal Lead Applicant for the Portfolio | Name | Date |
|  |  | Click here to enter a date. |

**Sponsor(s):** I agree to be sponsor/co-sponsor/joint sponsor (delete as appropriate) for this project under the requirements of the UK Policy Framework for Health and Social Care Research.

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| Signature *for and on behalf of the Sponsor Organisation(s)* | Name/Organisation | Date |
|  |  | Click here to enter a date. |
|  |  | Click here to enter a date. |

**Applications must be submitted electronically through the relevant University Research Office. CSO will not process any applications received after the relevant deadline.**