

## International Project Grant preliminary application form guidance

This document explains the structure of the International Project Grant preliminary application form and offers guidance on the information to include in each section.

**Please submit your application form as a WORD DOCUMENT – this is required for correct processing of the application. Applications sent as PDF documents will not be processed.**

| Question                                            | Guidance                                                                                                                                                                                                                                                                                                                                                                                                          |
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| 1. Applicants                                       | Provide the requested details for up to 4 applicants, with the lead applicant on the grant being named as applicant 1 (this will be our main contact throughout the grant evaluation process and the project should it be funded). <b>Please note that you can only be named as the lead applicant on ONE preliminary application</b> (you can be named as a co-applicant or collaborator on other applications). |
| 2. Contact details Applicant 1                      | Enter the work email address, postal address and telephone number of Applicant 1, who will be the main point of contact between Action on Hearing Loss and the project, should it be funded.                                                                                                                                                                                                                      |
| 3. Project administration                           | Provide the requested information on the administration of the project. Projects can run for any period of time, up to 36 months – applications for shorter projects are welcome.                                                                                                                                                                                                                                 |
| 4. Please identify any collaborators on the project | Collaborators are individuals/groups whose contribution is critical to the success of the project but who will <u>not</u> receive funding from this grant.                                                                                                                                                                                                                                                        |
| 5. Project title                                    | Enter the full title of your project.                                                                                                                                                                                                                                                                                                                                                                             |
| 6. Project area                                     | Select the area of the call into which your research proposal falls. <b>You should only tick one box</b> – if you feel that your project fits more than one area of the call, please select the area which is most relevant. Please note that projects entered under the ‘Understanding the links between dementia and hearing loss’ project area will be considered for co-funding with Alzheimer’s Research UK. |
| 7. Please confirm that:                             | Tick the boxes to confirm that the stated criteria have been met. Please note that <b>it is very important that all co-applicants and collaborators named on the application have read it and are happy to be included.</b>                                                                                                                                                                                       |
| 8. Reviewers                                        | Please suggest four possible external reviewers for your full application, should you be invited to submit one. We may choose to use alternative reviewers at our discretion. It is important that you provide suggestions for reviewers – if you do not, we may choose not to process your application further.                                                                                                  |

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|                                               | <p>Please also indicate anyone who should not be approached to provide a review, and give a brief explanation as to why they should not be approached.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Description of proposed project</b></p> | <p>The project description should be no more than 2 pages (excluding references, which should be included at the end). Minimum font size should be 11pt in either Arial or Times New Roman, single-spaced – if the font size is smaller than this, or in a different font to that specified, your application will be rejected. The margins have been set to 2cm on each side – do not change them; if the margins are changed, your application will be rejected.</p> <p><b>You are not required to include figures to support your application</b> – however, should you wish to include them, you may include a maximum of <b>two</b> figures. <b>Please note that figures and their legends must be included in the 2-page limit.</b> Figures should only be included where they are required to directly support your application. If you are including figures, and find that it is difficult to format them correctly (this is sometimes a problem when part of a document is restricted to editing of forms), you may submit your project description as a separate file.</p> <p>Provide answers to each of the questions as laid out in the application form:</p> <ol style="list-style-type: none"> <li>1. What is your research question and hypothesis? Why is your research question important for the Project area you have selected in Section 6?</li> <li>2. Briefly state the background to your project.</li> <li>3. What pilot experiments have you conducted to demonstrate that your proposal is feasible?</li> <li>4. What is your plan of investigation? Include relevant methods and techniques.</li> <li>5. What are the expected outcomes and impact of your study?</li> </ol> <p>Applications that do not address these questions directly will be rejected.</p> <p>You can remove any of the text that is already present on the Project Description page – however, you may find that using the questions as headings is helpful for structuring your proposal.</p> |

If you have any further questions regarding completing the preliminary application form, contact us at [research@hearingloss.org.uk](mailto:research@hearingloss.org.uk).