Forces in Mind Trust
Mountbarrow House
6-20 Elizabeth Street
London
SW1W 9RB

Dear Colleague,

I am writing to draw your attention to a recent grant awarded by Forces in Mind Trust (FiMT), under the FiMT Mental Health Research Programme, to King's College London, which King's determined was eligible to attract 'Quality-related research (QR)' funding. FiMT now wishes to raise awareness of this success to encourage other organisations applying to Forces in Mind Trust's Mental Health Research Programme to follow suit.

QR funding was established by what was formerly the Higher Education Funding Council for England (HEFCE), which closed in March 2018 and was replaced by Research England in respect of QR funding. The aim of this funding is that it be allocated on a selective basis to recognise and reinforce research excellence in English higher education institutions. In terms of charities, the funding represents financial underpinning to recognise that charities sponsor high value research in universities that brings benefits to scientific discovery and to society, but that charities cannot always meet the full costs of that research; the funding therefore also aims to encourage institutions to work with charities in this way. The QR funding stream is allocated to institutions using a formula determined by both the income such institutions receive from charities for research that has been awarded through peer review and open competition, and by the outcomes of the periodic Research Excellence Framework (REF) exercises.

QR funding specifies a number of key eligibility criteria that a charitable body must meet when awarding funding for research, relating to 'excellence', 'open competition' and 'selection using bona fide external peer review'. An application from King's College London that was awarded a grant recently under FiMT's Mental Health Research Programme successfully met these key criteria, in King's opinion. We would like to now raise awareness of this success to other prospective applicants to FiMT's Mental Health Research Programme to request they consider QR funding when preparing their applications.

To aid applicants with obtaining their institution's understanding and agreement to include grant funding from the FiMT Mental Health Research Programme in its QR returns to Research England, we have prepared the attached overview of the Mental Health Research Programme's structure, review process, and associated forms, and would ask that this be brought to the attention of the relevant person(s) within your institution to ensure that eligibility for QR funding be positively assessed wherever possible.

One of the criteria we use when assessing whether to fund an application is its value for money. This is of course often, and necessarily so, a subjective judgment; but the removal of significant costs through the introduction of 'other sources' funding can only make it a more competitive call upon our limited funds.

I should also be clear that we are committed to funding work across the United Kingdom, and recognize that outside of England similar schemes might not be available. Nonetheless, we will expect all applicants to demonstrate a keen, informed and engaged dialogue with University finance executives to ensure an application includes the best possible budget.

For Universities who are considering applying to FiMT in other areas outside of the Mental Health Research Programme, the relevant processes do not yet meet the requirements for QR funding, and so such 'other sources' funding should not be included.

If you have any questions about the QR funding process, please contact the Mental Health Research Programme Coordinator, Harry Palmer, on mhrp@centreformentalhealth.org.uk

Yours faithfully,

Ray Lock CBE
Chief Executive, FiMT

Briefing Note: Forces in Mind Trust's (FiMT) Mental Health Research Programme (MHRP) and Quality-Related Research (QR) Funding

Please find below the three key criteria a charitable body must meet to be eligible for QR funding: 'excellence', 'open competition' and 'selection using bona fide external peer review'. FiMT's MHRP believes it answers to each of these requirements, as explained beneath each criterion:

1. **Excellence** – defined from the formerly HEFCE website as to 'allocate funding selectively by reference to robust judgements of research quality' and 'research of the highest quality wherever (and in whichever discipline) it is found':

1.1 FiMT requires that applications be of the highest quality in order to receive a grant. The trust has a clearly defined set of needs that a project must meet including, 'clearly defined area of need', 'clearly defined delivery mechanisms', 'strong management team', 'sufficiently qualified staff across the organisation' and the 'potential to influence on a significantly larger scale'. The full details of the requirements that a successful application is required to have can be found at the link provided[1]. Further to this, the Trust has clearly defined our beneficiaries and our priorities to ensure once more that only high-level research is funded and supported.

1.2 The Trust's MHRP replicates all such application requirements, as well as a number of requirements specific to the Programme. The Programme's two-stage application Help Notes (attached at Annexes A and B) require that 'any referenced work must be fully cited' and that the project must include 'a concise literature review highlighting the gaps in existing literature that you will address'. Other requirements, specific to the MHRP also exist, for example, 'any subsequent calculations, such as power analysis, or other relevant tests or proofs of conception should also be included', which ensure that the applications that receive a grant under the MHRP are based on robust scientific arguments, supported by clear academic referencing, and are of the highest possible quality'.

2. **Open competition** *– defined as 'allocation process is robust and transparent, based upon clearly defined criteria and avoiding undue complexity':*

2.1 FiMT operates an open competition on all grant applications, with a limited number of exclusion criteria that ensures that the grant applications do not stray beyond the defined charitable scope of the Trust. These exclusion criteria are clearly listed upon the website[2]and relate to a number of areas/individuals/possible applications, such as 'grants to individuals' (that being a grant to a single individual, which the Trust feels would be better supported by existing Service charities and benevolent funds), 'retrospective funding', 'general appeals or circulars' and 'ongoing costs for a project which is already established'.

2.2 Specific to the MHRP, FiMT provides all candidates with the evaluation criteria against which their initial and full applications will be considered. In the former case, the initial application criteria can be downloaded from the MHRP section of FiMT's website, together with the initial application form and associated Help Notes; and in the latter, the criteria are sent to the applicant upon the progression from initial application to full application status, together with the full application form and full application form Help Notes. Both sets of evaluation criteria can be found at Annex C.

2.3 The initial application evaluation criteria lists the areas under consideration when reviewing an initial application, namely (1) FiMT general eligibility criteria, (2) the applications fit within the Mental Health research priorities and (3) an aide memoire for required information. The full application evaluation criteria document clearly the six areas in which an applicant's application will be assessed and the criteria that will be examined within each area, namely: (1) Overall Research Quality, (2) Impact and Potential Outcomes, (3) Fit with Research Priorities, (4)

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[1] http://www.fim-trust.org/apply/what-we-are-looking-for/ - date accessed 02/05/2018, 15.04

[2] http://www.fim-trust.org/apply/what-we-cannot-fund/ - date accessed 02/05/2018 – 15.31

Applicant(s) and Research Environment, (5) Resources Requested and (6) Ethics and Data Management. The evaluation criteria are clearly defined, exacting in their requirements, and simple to understand.

2.4   The MHRP has a target budget of £5 million over 5 years (currently 3 years into the funding programme) to disperse in the support of research related to the mental health of veterans and their families. Funding is awarded through three channels: Open Call, Highlight Notices and Commissioning Research. The MHRP accepts applications under its rolling Open Call in any area of veterans' mental health. There are an established set of six research priorities which receive priority over non-aligned applications, but the submission of a non-aligned application does not mean its rejection and it is subjected to the same rigour and process as an aligned application. The research priorities for the MHRP are clearly listed on the front page of the MHRP section of the FiMT website[3]. The MHRP also periodically issues Highlight Notices, selected via consultation with key stakeholders and members of the Steering Group, to encourage applications in particular mental health-related areas. Applications received under the Highlight Notices are prioritised when received but undergo the same rigorous assessment process as those applications received under the Open Call. Finally, the MHRP commissions research to answer specific needs in the veteran mental health field which have been identified (either internally or externally) as meriting further investigation. Such commissions are open to the same applicants who are eligible to apply under the Open Call and follows the standard process of issuing a Request for Expressions of Interest, which after longlisting, is followed by an Invite to Tender. Tenders are shortlisted ahead of a panel interview (containing internal and external members) who then select the winning candidate according to a set of interview criteria (eg understanding of the subject matter and wider context, experience in conducting the type of research required, quality and presentation of the proposal, value for money, methodology, and ethical research considerations). REOIs and ITTs are drafted in advance and submitted to the MHRP Steering Group of experts for their comment on robustness before being issued. The panel is chaired by a FiMT Board Director, together with two MHRP Steering Groups members, and two independent academic experts within the subject area. The MHRP has a clear process for allocating and disseminating the funds, all of which is clearly described on FiMT's website[4].

2.5   All applications received under the FiMT MHRP start with the submission of an initial application (utilising a pre-designed form with evaluation criteria and help notes) before an internal and external expert reference group review (comprising a select number of Steering Group members). Further to this, additional external expertise can be sought from the Forces in Mind Trust Research Centre, which despite the name, aids the Trust by providing independent reviews of applications, involving a double-blind process so that the reviewer is unaware of the organisation whose application they are reviewing and that Forces in Mind Trust does not know which reviewer conducted the review of the application. These two systems provide a comprehensive, independent and robust review process.

2.6   Assuming that the applicant meets the eligibility criteria and quality expected by FiMT (as explicitly stated in the eligibility criteria defined on FiMT's website[5] and in the evaluation criteria, respectively), the application is moved to full application stage (again utilising a pre-designed form with help notes and evaluation criteria) which is reviewed by the external MHRP Steering Group (discussed below) whose recommendation is required before an application can be awarded by the FiMT internal panels. The review process for the MHRP is robust and open.

3.   Bona fide external peer review, for which there are two measures to be met:

3.1   <u>Measure one</u>:   'Must have been available to more than one institution, using a transparent, external, expert review process where no credible applicant was excluded':

>   *3.1.1   Any of the three pathways by which the MHRP disperses funding (Open Call, Highlight Notice or Commissioned Research) are open to any and all institutions that meet the inclusion/exclusion criteria as set by FiMT detailed above in section 2. Applicants are informed of the process throughout by the supervising staff who ensure that the robust process established by the MHRP is clearly adhered to and easily*
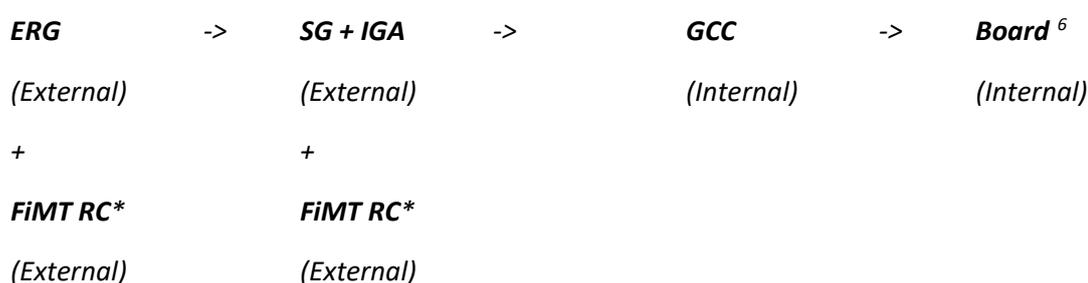
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[3] http://www.fim-trust.org/mental-health/research-programme/ - date accessed 02/05/18 – 15.45

[4] Ibid 3

[5] http://www.fim-trust.org/wp-content/uploads/2015/01/Eligibility-criteria-June-2014.pdf

understood. There is no situation in which an applicant who meets the eligibility requirements to submit an application to FiMT would be excluded or prevented from doing so, whether under the FiMT MHRP or any other FiMT grant application process, except for in the highly unlikely case that an applicant's proposal so closely mirrors a piece of research that has previously been completed, that in Expert Reference Group/Steering Group's opinion, it has little or no chance of adding to the body of knowledge.

3.1.2   The MHRP has an external review process that acts in two capacities in the application process: the Steering Group (SG) and the Expert Reference Group (ERG). The SG, sitting as a full review panel of at least five members, assesses full applications received under the MHRP quarterly, reviewing the applications in line with the published evaluation criteria and ensures that the applications received are of the highest possible quality. There are three options open to the SG at this point: recommend for a grant, reject the application, or recommend that the applicant reworks elements of their application to strengthen their research proposal further. Members of the SG are also selected based on their particular research skills and clinical experience, to review applications received at the initial application stage as a part of the ERG. The ERG, comprising of at least one internal and one external staff member, assesses and explains their professional view of the merits of a proposed application based on the shorter initial application form. The ERG again has three options: recommend, reject or rework. The review process for the MHRP is transparent and contains elements which are clearly external. FiMT relies on the ERG and MHRP SG process to provide expert views on initial and full applications as it is the recommendations stemming from each of the ERG and MHRP SG stages that the Trust considers carefully in making informed decisions on whether or not to award a grant. FiMT also sends all full applications (both from the MHRP and other areas of FiMT's grant programme) for independent review by an Independent Grants Assessor (IGA), who additionally carries out due diligence on the organisation(s) applying. The stages of the MHRP application form assessment process is demonstrated in the flowchart below, noting that progression requires the sign-off of the previous review committee/group.

ERG	->	**SG + IGA**	->	**GCC**	->	**Board** [6]
(External)		*(External)*		*(Internal)*		*(Internal)*
+		+				
FiMT RC*		**FiMT RC***				
(External)		*(External)*				

As required*

3.1.3   The MHRP is made up of a number of experts in their field, primarily related to research, mental health or service provision. The members are all recognised nationally and internationally as eminent experts in their field. Any conflicts of interest (COIs) are declared annually in a maintained register which all may access to view and update. COIs are acknowledged at the start of all MHRP SG meetings, and the conflicted member(s) absents themselves for the duration of discussion regarding the application(s) concerned. The MHRP SG members include:

> *Prof Sir Simon Wessely – King's Centre for Military Health Research, part of KCL (Co-Chair)*
> *Sarah Hughes – Centre for Mental Health (Co-Chair)*
> *Matt Fossey - Anglia Ruskin University*
> *Dr Neil Kitchiner – NHS Veterans' Wales*
> *Dr Dominic Murphy – Combat Stress and affiliated to KCL*
> *Dr Lucy Abraham – Veterans First Point Scotland*
> *David Crepaz-Keay – Mental Health Foundation*
> *Prof Michael King – University College London*

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[6] The Board is consulted on applications that cost over £100,000 per annum or are of a particular risk or contentious nature. If this does not apply, the funding is awarded by the GCC

Dr Karen Burnell – University of Portsmouth
Dr Eugene Mullan – University of Exeter
Kate Davies – NHS England
Richard Swarbrick – NHS England

3.2   <u>Measure two</u>:   'Must have been awarded to the institution/s that the external peer review process found to have submitted the highest quality research proposal/s':

3.2.1   Applications received under the Open Call are reactive applications of the universities own design and their own IP, meaning that only one institution is generally reviewed in line with a given application. In the event that two applications are received on a similar topic through the Open Call, the quality and strength of the applications are compared to ensure that the institution that submitted the highest quality research proposal is awarded the grant.

3.2.2   Applications received under the Highlight Notice are responsive applications to a given theme and as such are more readily comparable than applications received under the Open Call. On receipt of Highlight Notice initial applications, the co-Chairs of the MHRP SG convene to review and compare them to ensure that only those showing potential to best meet the Highlight Notice's requirement, adding to the existing body of knowledge without duplication; demonstrating the rigour required for robust research, while offering value for money (including associated overheads costs), are advanced to the full application stage. The only means by which a full application received under the Highlight Notices or Open Call can be awarded is with a full assessment from the MHRP SG, as detailed in section 3.1.2.

3.2.3   Applications received under the Commissioned Research pathway follow a different process, in line with the standard process by which commissioned research is reviewed. Firstly, the SG is asked to approve the wording and content of both the EOI and ITTs, ensuring that external input is sought in the initial stages. Secondly, applicants submit an EOI, which is reviewed internally and longlisted for ITTs. Thirdly, the longlisted applicants submit their tenders, which are reviewed internally once more before being shortlisted for panel interview. Finally, those applicants selected for interview are reviewed by a panel containing both internal and external persons who select the winning candidate. A flowchart of the process is included below. We do not believe at this junction that applications received under the Commissioned Research pathway meet the requirements for QR funding.

    Draft EOI /ITT review ->**Longlist from EOI**   ->**Shortlist from ITT**   ->**Interview**
    (External)   *(Internal)*   *(Internal)*   *(External + Internal)*

3.2.4   In all cases, the strength of the application and the skillset of the investigators (who must provide supporting CVs at initial application/ EOI stage) are reviewed to ensure that the highest quality research proposals have been received and recommended for funding.

3.2.5   Whilst funding is limited to £5 million over the 5-year life of the MHRP, contingency funds exist to ensure that in the event of an overspend, funds are available to support applications received that are of sufficient quality, ensuring that a 'first-come-first-served basis' does not exist.

4.   Conclusion

It is our belief that applications made to the FiMT MHRP under the Open Call or Highlight Notice pathways are eligible for QR funding. At present, **one** eminent higher education institution in England, King's College London, has determined that FiMT MHRP project funding are eligible for QR support and will be including income from that grant in its returns to Research England.

ANNEX A – MHRP INITIAL APPLICATION HELP NOTES

This section gives detailed advice about how to approach each of the questions on the initial application form. Please read these notes carefully before you start filling in your application form and refer to these notes as you go. This will improve your chances of success. You must answer each question on the application form. Please be sure to include a short 2-page CV with associated publications listed and any references cited.

Section One: Organisation and Contact Details

Organisation name.   Give the name shown in your governing document rather than any brand or operating name.

Organisation address.   This should be your registered address. It is important that you provide the correct postcode, telephone number and email address so we can contact you.

Organisation type.   We need to be clear about what type of organisation you are, please tick the relevant box. If your organisation has a company or charity registration number, please enter it in the box provided. We will check your charitable status and your company registration if you are invited to submit a full application.

Main contact details for the project.   This should be the key person involved in your application. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise on specific areas, if required. It is very important to us that you provide the correct address, telephone number and email. Please let us know if the main contact has any communication needs.

Section Two: About your project

2.1 Project name.   We need a short (max 10 words) relevant name for your project. We will use this title for any correspondence and if you are awarded a grant, for any press releases that we make about your project.

2.2 Highlight notice.   If your application responds to a Highlight Notice, please indicate the title and reference number as stated on the Notice itself (e.g. 023 Veterans Care Options).

2.3 Project aims. Tell us in no more than 150 words what the key aims and/or research questions of your project are. The aim should sum up the overall purpose of your project, research or the broad change you want your project to make. If your project is research focussed, please clearly identify the research question(s) you intend to answer.

2.4 Evidence of project need. Tell us what the need is for your project and how have you identified this. Include information about any existing services and how your project will add to them or fill any gaps. Where appropriate, include details of how you consulted with your beneficiaries and stakeholders and how you ensured it was inclusive. Tell us about any research you have carried out or any other evidence you have gathered, including any regional or national strategies that support the need for your project (max 250 words).

2.5 Project Plan.   In no more than 100 words, tell us very briefly what you plan to do. How will you conduct your project? If it's a research project, tell us what methods you propose to use and why.

2.6 Expertise.   Use this space to explain how you have the necessary skills, expertise and capacity to undertake this research. What qualifications do you or your colleagues have? Include details of other organisations that may be involved and how (max 100 words).

2.7 Expected Outcomes and Impact.   In no more than 100 words, tell us here what you expect the outcomes of the project will be (eg 30 ex-Service personnel will have undergone a therapeutic intervention, or 3 community gardens will be established). What impact will the project have? (eg the pilot will enable us to better understand how gardening helps veterans with depression, and we expect to use this to roll out the project to help 100 more veterans in neighbouring areas.)

2.8 Timescale and Budget.   Tell us how long you expect the project to last (e.g. 18 months) and list the main budget considerations (e.g. staff salaries and associated costs, hire of premises, event costs, overheads). We don't require a detailed breakdown at this stage just a brief idea of the main budget items (max 50 words).

2.9 Total Funding Requested.   Use this space to tell us the estimated total amount of funds that are being sought from FiMT.

Advice and support
You may have questions about how to apply, or plan your project or research. In this case your point of contact is the Mental Health Research Programme's Programme Coordinator, email mhrp@centreformentalhealth.org.uk or FiMT's Research and Support Manager, email rsm@fim-trust.org.

For general advice you may find the following two articles helpful to review:
http://www.theguardian.com/voluntary-sector-network/2012/jan/10/funding-application-guide
http://www.thirdsector.co.uk/top-10-funding-application-errors/fundraising/article/1143212

and for more resources, training and support:
https://www.dsc.org.uk/category/fundraising/writing-applications/

ANNEX B – MHRP FULL APPLICATION HELP NOTES

This section gives detailed advice about how to approach each of the questions on the application form. <u>Please read these notes carefully</u> before you start filling in your application form and refer to these notes as you go along. This will improve your chances of success. You must answer each question on the application form.

Lay Project Summary

Using simple terms in a way that can be understood and publicised to a general audience, please briefly describe what the funding is for and why, what you wish to do, how you plan to do it and when, what the benefits are likely to be and to whom, and what difference FiMT's support will make. Please note the overall context in which your project sits. This summary is very important. It will be used internally in assessing your application, and if your application is successful, it may be drawn upon to publicise the award of the grant and the project externally. The summary needs to be very clear, avoiding the use of technical terms and jargon to ensure it can be understood by a wide range of readers. Any referenced work must be fully cited.

Section One: Organisation, Contact and Finance details

Organisation name. Give the name shown in your governing document rather than any brand or operating name. This is the organisation that will receive the grant and sign the terms and conditions if the application is successful. It must therefore have the powers set out in its governing documents to deliver the project and accept our terms and conditions.

Organisation address. This should be your registered address. It is important that you provide the correct postcode, telephone number and if you have them, fax number, mobile number, email and website address.

Organisation type. We need to be clear about what type of organisation you are. If you are an unincorporated association and not registered with the Charity Commission, or the Office of the Scottish Charity Regulator (OSCR) in Scotland, or the NI Charity Commission or with HM Revenue and Customs in Northern Ireland as exempt for tax purposes, please send us a copy of your governing document (for example constitution, set of rules, trust deed). By 'an unincorporated organisation' we mean an organisation that is not a statutory body, a limited company, or Industrial and Provident, Friendly or Mutual Society or any organisation that is not a legal entity. If your organisation has a company or charity registration number, enter it in the relevant box. If your organisation has any other registration number, for example, if your organisation is part of a statutory register such as the CQC or OFSTED and this is relevant to your application (ie your application includes the delivery of the regulated activity), please specify the number and what it refers to in the box marked 'Other'. You may have more than one number, in which case you should include them all. We will check your charitable status and your company registration with the relevant authorities.

Related organisation. If you are a branch of, or related to, a larger organisation that may have some legal responsibility if we award you a grant, you need to make sure they are aware of your project and the funding for which you are applying.

Main contact details for the project. This should be the key person involved in your application. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise on specific areas, if required. It is very important to us that you provide the correct address, telephone number and if applicable fax number, email and website address. Please let us know if the main contact has any communication needs.

Your organisation's bank or building society account. All organisations that receive a grant from us must have a UK based bank or building society account in the name of the organisation as shown on their governing document. Cheque, internet and other withdrawals must be signed or authorised by at least two people who are not related to each other.   You will have to tick the boxes provided to confirm you will submit your bank or building society statement(s) with this application.

Your organisation's accounts. You must provide a copy of your most recent approved accounts, signed and dated by your chair, secretary or treasurer and by your auditor or independent examiner where appropriate. The accounts you send us should not be more than 12 months old. However, we realise that this can be difficult if your organisation's financial year-end coincides with the period in which you are sending us your application. If this is the case send us your previous accounts and a copy of your most recent management accounts. **New organisations:** if you are a new organisation you must send us signed and dated estimates of your income and spending for the first year of the grant.

Insurances. Please indicate what insurance policies you have in place.

Section Two: About your project

2.1 Project name. We need a short (max 10 words) relevant name for your project. We will use this title for any correspondence and if you are awarded a grant, for any press releases that we make about your project.

2.2 Highlight notice. If your application responds to a Highlight Notice, please indicate the title and reference number as stated on the Notice itself (eg Veterans Care Options Reference Number: HN 000).

2.3 Project aims. Tell us briefly the key aim(s) and/or research questions of your project. The aim should sum up the overall purpose of your project, research or the broad change you want your project to make. If your project is research focussed, clearly identify the research question(s) you intend to answer.

2.4 Evidence of project need. What is the need for your project and how have you identified this? Tell us about any existing services and how your project will add to them or fill any gaps. Where your project is research focussed, please provide a concise literature review highlighting the gaps in existing literature that you will addres*s*.   Where appropriate, include details of how you consulted with your beneficiaries and stakeholders and how you ensured it was inclusive, any research you have carried out and any other evidence you have gathered including any regional or national strategies that support the need for your project.

Who are the main partners and stakeholders and in what ways do you work with them?

Identify the key stakeholders, their roles and responsibilities and the commitments they have made to the project. Explain how the work you have done with stakeholders has helped to identify the most important priorities. Tell us about any other organisations you have worked with to help develop your project. Explain how you will maintain these relationships.

Any referenced work must be fully cited.

2.5 Project design description. Describe the design of your project. Where your project is research focussed, describe your methodology and the justification for that choice, including any sample sizes / number of participants and how this was decided. Any referenced work must be fully cited. Any subsequent calculations, such as power analysis, or other relevant tests or proofs of conception should also be included.

2.6 Service or ex-Service personnel and their families' involvement. We want to ensure the projects we fund deliver the best results to improve the wellbeing of Service or ex-Service personnel and their families. We support the involvement of beneficiaries being involved in our funded projects wherever possible and appropriate. Please describe how members of the Service or ex-Service community and their families have been or will be involved in the development of your project.

2.7 Projects involving delivery of treatment or therapies. To ensure the capability of safe interventions, please detail what staff will deliver any intervention, what qualifications they have and how they will be managed and supported.   Please indicate whether you have a written health and safety policy, and give details of any current proceedings against your organisation. Please provide us with the names of commissioning bodies that have contracted with you to supply treatment or therapy services during the past three years.

2.8 Project location. Complete the table to tell us where your project will be delivered and the postcode. In some cases, a project or research will be delivered in more than one place. If so, tell us the locations and postcodes for

each delivery location. If your project is delivered through outreach work or covers a wide area then tell us the postcode of where the project is based. Estimate the percentage of the grant that will be used to deliver the project in each location.   Forces in Mind Trust is a national organisation, and we are interested in mapping where projects we fund are conducted to monitor for regional differences, prevent bias and maximise impact.

2.9 Project beneficiaries.
2.9.1 Tell us about the people and organisations who will benefit from your project or research and the needs that they have.

2.9.2 Please indicate which beneficiary group the grant would be used for, providing additional information in the narrative box if necessary.

2.10 Project management. Explain any experience your organisation has of managing similar projects. Explain how you will ensure that you have the right mix of skills, knowledge, experience and qualifications. Include details of any organisations involved and how you will maintain these relationships.

2.11 Project outcomes and tracking progress. Complete the outcomes table for each outcome of your project or research to a maximum of 4. Briefly describe what difference your project or research will make and what outcomes you aim to achieve and break these down into concise bullet points. This table will help us to understand the significant stages and events of the project or research and we will use the information in this section to assess if your project is likely to lead to your outcomes and if the project is realistic and achievable.

You will need to tell us:

- how your project or research will lead to the outcomes you have given us and how you will measure and track if the outcomes are being achieved
- the key indicators of change that you expect to see for each of your outcomes. Measure of Success describe what change or difference you will measure or monitor
- the level of change you expect at different points in your project, to help you check that you are progressing towards your outcomes
- the key activities that you will deliver as part of your project

2.12   How will your project outcomes help achieve the outcomes of the Forces in Mind Trust objectives?
Please comment on how this project meets one or more of FiMT's Mental Health Research Programme's priorities (http://www.fim-trust.org/mental-health/research-programme/) and the overall priorities, charitable aims and objectives of the Trust (http://www.fim-trust.org/).

2.13 Project activities.   How will your activities help you to achieve your project outcomes?
Tell us what activities you'll undertake, and how they'll help achieve your outcomes.

2.14 What is your plan for the dissemination of your results and ensuring impact?
Please comment on what your plan is for the output of your project, who you plan to share your results with and how. Tell us how you will ensure your project has meaningful impact.

2.15 Equal opportunities. We want projects to be open to the widest range of people within our beneficiary categories as possible. You need to have thought about how you will address any difficulties people may have finding out about or getting involved in your project. For example, they might need to care for someone, have communication needs, have values or traditions that are different to others, or they may find it difficult to get to your project because of where it is or when it happens. Tell us how you will make sure that everyone who could benefit from your project will know about it. Tell us also how you will make sure that everyone who could benefit from your project will be able to use it.

2.16 Child Protection/vulnerable adults. If you are applying for a project to work with children, young people, or vulnerable adults, we will need to be sure the children, young people, and vulnerable adults you work with will be safe. As a minimum you must have a policy that explains how you make sure of this, and that the policy is put into practice. It is your responsibility to have acceptable protection policies and procedures for children, young people, and vulnerable adults in place, which the Trust may ask to inspect at any time.

Section Three: Project Budget and Finances

3.1 Project budget. Complete the budget table for the full cost of the project or research, including costs to be met by another organisation. Please include VAT where appropriate. The total project cost should include a specific amount for initial exploitation, based on a judgement of likely scale.

3.1.1 Tell us how you worked out your costs, including any assumptions made on VAT and inflation. Tell us if any of your costs are based on quotations. Tell us how your stakeholders or partners have been involved in helping you to work out your costs.

3.2 Project funding. If you are seeking funding from other organisations for any aspect(s) of your project or research, please provide the details here.

3.3 Value Added Tax (VAT). We need to know that you have considered your VAT position for your project. When calculating the total cost of your project you should consider any potential non-recoverable VAT costs that may arise. We recommend you contact your local Revenue and Customs office or a VAT expert to find out how much VAT you can recover on the cost of your project.

3.4 Staff posts. Complete the questions for each **new** member of staff that will work on the project.

Section Four: Finishing your Application Form

This section will help you to make sure that you send us all the documents that we require.

Please send your application both by email and as a hard copy.

Complete the checklist to confirm that you have completed the application form and that you have sent us all the documents we require.

Make sure that you read the data protection and freedom of information act statements carefully as your signatures on this form will be taken as confirmation of your understanding of our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and your acceptance that we will not be liable for any loss or damage to you pursuant to our fulfilment of our obligations under the relevant law.

Read the declaration carefully and ensure that an appropriate person signs each section of the form.

Advice and support
You may have questions about how to apply, or plan your project or research. In this case your point of contact is the Mental Health Research Programme's Programme Coordinator, email mhrp@centreformentalhealth.org.uk; or FiMT's Research and Support Manager, email rsm@fim-trust.org.

ANNEX C – MHRP INITIAL APPLICATION ELIGILIBTY CRITERIA

1. Does the application fail on the grounds of any eligibility criteria below (encircle bullet as relevant):   **YES/NO***

- Grant to an Individual (incl. to those carrying out research eg PhD students)
- Does not benefit Service or ex-Service personnel or their families
- Does not have a direct benefit in the UK (excluding Foreign and Commonwealth groups)
- Work is primarily the responsibility of government/statutory bodies (eg LAs, NHS)
- Retrospective
- General appeal or circular
- Churches / other religious purposes
- Profit-making organisations (unless CSR support for service personnel, veterans or families)
- Organisations with unrestricted reserves equating to more than 1 year of operations
- Ongoing costs for an already established project/ or more service evaluation than research

2. Does the application fit within any MHRP research priority fields below (if yes, tick as appropriate):   **YES/NO***

Alcohol and substance misuse, including effective & appropriate interventions	
The usefulness of services aimed specifically at veterans (incl. peer support workers)	
Methods to improve help-seeking rates & barriers to help-seeking	
The efficacy of military & veteran charities to provide effective MH support	
The effectiveness of a 'Recover based model' for the veteran population, including a wider focus on employment & debt management	
Family impacts, including aggressive behaviour, violence & domestic abuse	

3. Aide Memoire for Assessing required information

Aims Clearly articulates aims or research questions
Need Clearly articulates a need, with reference to a gap in existing literature and/or stakeholder demands Has the potential to add new insights to knowledge-base Describes how the work fits with FiMT's research priorities
Methods Clear and feasible outline of how the project will be undertaken and why Identifies number of participants; sample size or beneficiaries Demonstrates (relevant) partnership working
Expertise Demonstrates the ability of organisation, staff and management to deliver the project (request examples of work as necessary)
Expected Outcomes & Impact Identifies clear and achievable outcomes Identifies how the project will answer the aims/research questions Indicates potential impact, pathway to impact, and approach to monitoring and evaluation Potential for national impact
Exit Strategy Shows a sustainability exit strategy for an ongoing service or transfer of services to appropriately funded bodies.

Dissemination
Indicates dissemination plans
Shows potential to influence (eg leverage through partnerships)
Time Scale
Offers a clear, feasible and appropriate timescale to achieve aims
Budget
Offers a clear, realistic and appropriate budget
Provides brief explanation and breakdown of main budget items

ANNEX D – MHRP FULL APPLICATION ASSESSMENT CRITERIA

Overall Research Quality

      Importance, novelty and competitiveness of research.

      Appropriateness of the proposed methodology and measures.

      Strength of the research, scientific or medical case made.

      Level of innovation and potential to lead to significant new understanding.

      Feasibility of plans, including provision of preliminary data where appropriate

      How risks have been identified and will be mitigated.

      Generalisability of results if appropriate.

Impact and Potential Outcomes

      Clearly identified outcomes that are realistic and appropriate.

      Clearly identified and meaningful benefits to UK Veterans and/or families.

      Clear identifies pathway to impact including:

            Complete and realistic impacts identified for the research outputs.

            Activities identified to help realise these impacts, including resources requested for this purpose.

Fit with Research Priorities

      Strength of fit to one or more of the six research priority areas.

      Responsiveness to a call, highlight notice or specific commission.

      Extent to which the research will further the MHRP research strategy.

Applicant(s) and Research Environment

      Strong management strategy proposed.

      Demonstrated ability to deliver the research goals considering:

            Track records of the individuals in their field(s) and whether they are best placed to deliver the proposed research.

            Balance of skills of the project team, including academic partners.

            Appropriate service user or community input.

            Commitment of host research organisation to support the proposed research.

            Appropriate facilities available to the researchers'

Resources Requested

      Funds requested are essential and justified by the importance and scientific potential of the research.

      Funds requested are sufficient and realistic for the proposed work.

      Investigator time and proposed involvement is appropriate to management of project.

      The proposal demonstrates value for money in terms of resources requested.

      Access to necessary resources is established, and funded where necessary.

Ethics & Data Management

      Proposed research is ethically sound.

      Provisions for participant welfare are made where appropriate.

      Ethical review and research governance arrangements are clear and acceptable.

      The applicant(s) have (or will have) a sound plan for managing the research data funded through the award, taking into account:

            The types, scale and complexity of data being (or to be) managed

            The likely long-term value for further research of data sharing.

                The anticipated information security and ethics requirements.