



Document 3 Pilots Application Form

Please read [Document 2: Pilot Projects and Centre Collaborators FAQs](#) before completing your application – it provides information about eligibility and our principles as Centre for Co-production.

Please note: this form is for use when applying to be part of Pilot 1 only. For information on how to apply for preparation work or Pilots 2, 3, or 4 please read Document 2.

What are these Pilots about? - The UCL Centre for Co-production in Health Research is currently under development. We are looking for co-production projects (innovation, research or intervention) to Pilot in order to help us:

- Explore how the Centre can strengthen and improve health research design, delivery and dissemination
- Bring the Centre to life by starting to build resources, toolkits and a visual identity and a community of expertise and experience
- Decide upon future ways of working in terms of both the processes which underpin our operations, the training in co-production we offer all involved and how we might work with others nationally and internationally.

Who can apply for funding?

Anyone who is interested in being part of the Centre movement to rethink the way health research is developed. And who would like to include genuine collaboration and co-production between communities, researchers and healthcare professionals in their research, intervention or project.

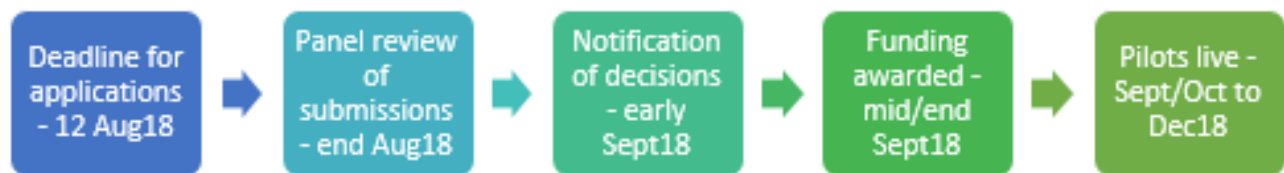
How do I apply for funding?

Please answer all of the questions outlined below and submit your answers in one of the following formats by **midnight on Sunday 12 August**.

You can:

1. Complete the below form and email a copy (typed or hand written/scanned) to Niccola at n.pascal@ucl.ac.uk
2. **OR...** Make a video or audio recording of your answers to the questions outlined below and email a video or audio file to Niccola at n.pascal@ucl.ac.uk

Timeline – outlined below is the approximate timeline for set up and delivery of the Pilots.



- *Deadline for applications – midnight on Sunday 12 Aug 18.*
- *Panel review of submissions – end of Aug 18. Applications will be considered by a panel composed of Centre collaborators (those not applying for funding themselves), representatives from UCL and patient and community partners.*
- *Notification of decisions – early Sept 18.*
- *Funding awarded – mid/end Sept 18.*
- *Pilots live – Sept/Oct to Dec 18.*

If you would like assistance with applying or have any questions please feel free to contact Niccola at n.pascal@ucl.ac.uk or call 0203 108 6534. Deadline for submission of applications is **midnight on Sunday 12 August**.

In addition, we are keen to know if you have any feedback about this application process, please contact Niccola to share any thoughts you have.

The Application Form follows next in this document; it starts on the next page.

Application Form

Proposed project title

Insert answer here.

Amount requested (£3000-5000 available)

Insert answer here.

Project start and end dates

Insert answer here.

Co-applicant names and organisation (if relevant), or UCL department/institute (if relevant) or interest area

(E.g. Jenny Bloggs, community health. Or, e.g. Joe Bloggs, Age UK. Or, e.g. Jack Bloggs, UCL Institute of xxx).

Insert answer here.

Person(s) to contact about the application

Name(s) - Insert answer here.

Phone(s) - Insert answer here.

Email(s) - Insert answer here.

Q1. Please state the aims of your proposed co-produced pilot project for both the community and research

Insert answer here.

Q2. WHAT do you seek to achieve through this activity? Please describe briefly, what will happen in your proposed pilot project and how you will ensure that the project is co-produced?

Insert answer here.

Q3. Who is involved in running the project? Please give details of all collaborators, their roles, and a short summary of any relevant experience.

Insert answer here.

Q4. How will you assess whether you have achieved the aims detailed in Q2?

Insert answer here.

Q5. How does this co-production pilot project benefit the local community? We particularly welcome a focus on less often-heard voices within the community local to UCL and the London borough of Camden.

Insert answer here.

Q6. Please include a brief timeline of when planning and activities will happen if this proposal is funded.

Insert answer here.

Q7. Please provide a breakdown of the amount requested – what will the money be spent on? Please also provide details of any funding or resources (including value in kind resource) coming from elsewhere.

Insert answer here.

Q8. HOW will you ensure long-term sustainability for this piece of work?

Please outline your plans following this pilot and who will be involved in taking this forward (e.g. any outcomes or outputs which are anticipated; any additional partners you will seek to involve; additional funding applications you will make etc.).

Insert answer here.

Please submit your application by **midnight on Sunday 12 August** to n.pascal@ucl.ac.uk

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To be eligible ALL applications MUST:

- *Include applicant groups of:*
 - *At least one patient/public/community co-applicant*
 - *At least one researcher and/or health care professional co-applicant*
- *Include authentic co-production (or other variants of this approach e.g. participatory action research or co-creation) as the main methodological approach*
- *Have been born out of community identified need*
- *Consider appropriate recognition for patient/public/community involvement in co-production of the Pilot project (e.g. expenses reimbursement, payment for time etc.) [Read the NIHR Guidelines.](#)*

Additional info:

- *This funding can be used to seed-fund future work (e.g. setting up a project steering group, assessing a need within a community, developing a tool etc.).*
- *The project does not need to be finished at the end of the three-month period however, you will be required to have completed the work outlined at application and to report back (template will be provided) after 3 months.*
- *We are unable to fund work that has already started, or work that is not collaborative and does not include co-production (or other variants of this approach e.g. participatory action research or co-creation) as the main methodological approach.*
- *We may come back to you to ask you for a more detailed breakdown of costs.*
- *The successful applicants agree to uphold the UCL Centre for Co-production Principles of Co-production during their pilot project. See [Document 2: Pilot Projects and Centre Collaborators FAQs](#) for further information.*
- *We particularly welcome applications which focus on less often-heard voices within the community local to UCL and the London borough of Camden.*
- *We are currently exploring UCL financial processes to ascertain the best way to go about awarding funding, if you have any questions please feel free to get in touch. If successful we will work closely with you (if wanted) to support you through whatever process is required.*
- *Applying to be part of this Pilot does not exclude you from also applying for the Challenge Fund for Vision Research - Call for Co-produced Research (to be announced by Biomedical Research Centre at Moorfields Eye Hospital NHS Foundation Trust and UCL Institute of Ophthalmology). You are welcome to apply for both however, please be aware that the same project idea cannot be funded by both of these initiatives.*

By applying for UCL Centre for Co-production in Health Research Pilot funding you have automatically signed up to receive updates and news. Please tick this box or write 'no' next to this text if you would prefer not to receive this communication.

Documents ends.