

Grant Applicant Guidelines

General information

Research grants from the Chiropractic Research Council (CRC) are for researchers working on new or established clinical research projects in a specific area of chiropractic or related research. The purpose of CRC research grants is to advance research in defined areas of chiropractic practice. Applications are considered on the basis of scientific merit.

Submission of Application Forms

CRC requires one electronic copy via email to arrive by the deadline and one signed original application (stapled not bound). Late or faxed applications will not be accepted. Receipt of your application will be acknowledged by e-mail. Within a particular CRC grant round an applicant (Chief Investigator) may submit up to two separate applications but will be eligible only for a maximum of one grant.

Send completed applications to:

Chiropractic Research Council, 18 Gloucester Road, Ross-on-Wye, HR9 5BU

info@crc-uk.org

Selection Criteria

Funds will be allocated by the Trustees of the CRC, whose decisions shall be considered final, on the recommendation of the CRC Scientific Committee in relation to:

- the eligibility of the applicant (see criteria below);
- the significance of the project to knowledge/evidence base of chiropractic practice;
- the rationale of the project established from previous research;
- the appropriateness of the design, participant selection, intervention, outcome measures and proposed statistical analysis to the research question;
- the feasibility of the project and likelihood of the project meeting its objectives within the stated time.

PhD Scholarships

Start-up PhD scholarships are available to suitably qualified applicants. The Scholarship is for three years (full time studies) or six years (part time studies), subject to the applicant meeting the expected research and education requirements.

This Scholarship will be paid to the recipient's Administering Institution in quarterly instalments.

Notification

All applicants will be notified in writing of the final decisions of the Trustees of CRC.

Eligibility Criteria

The applicant must:

- be the Chief Investigator of the project;
- if a chiropractor, be registered, or eligible for registration, as a chiropractor with the General Chiropractic Council;
- be an British citizen, or have permanent resident status;
- currently reside in the United Kingdom;

For Scholarship applicants, in addition to the above, the applicant must:

- provide evidence of eligibility for enrolment in a PhD degree at a recognised UK University;
- in addition to completing the standard application form, complete the Scholarship section of the application form;
- the proposed supervisor must be an Associate Investigator and provide supporting information as outlined in the Scholarship section of the application form.

At least one of the Associate Investigators should be an experienced researcher with previous and current research support and publications arising from that support.

Obligations of Grant Recipients

Payment: A CRC grant will normally be paid to the relevant Administering Organisation in two instalments, the first within four weeks of the grant being awarded and the second following the submission of an interim project report and confirmation that ethical approval has been obtained (where relevant). For Scholarships, payment will be made to the Administering Institution in quarterly payments.

The grant shall be used solely for the purpose specified. At the completion of the approved project, any funds that are unspent or uncommitted to the project must be returned to the CRC.

Project Reports: For standard CRC grants, an interim project report is required no later than 6 months from the date of receipt of a CRC grant, prior to the payment of the second grant instalment. A final project report is required no later than 12 months from the completion of the project and should indicate any presentations and publications related to the project.

For CRC Scholarships, Progress Reports are required every 12 months from the date of commencement of the Scholarship.

Equipment: Where a chief investigator uses equipment purchased with CRC grant monies, the equipment must be left with the administering organisation at the completion of the research project. Where research is undertaken overseas using equipment purchased with CRC grant monies, the Chief Investigator must consult with the CRC to identify a suitable UK-based facility to receive the equipment at the completion of the research project.

Communication: Research findings are expected to be disseminated, preferably in the form of publication in peer-reviewed journals, conference presentations, workshops, etc.

Acknowledgment: All publications and presentations from research carried out with the assistance of a CRC grant must be appropriately acknowledged. A copy of publications must be forwarded to the CRC, which must also be notified of conference presentations.

Legal Agreement

Successful applicants, or their Administering Institution, are required to sign a formal agreement prior to receiving any grant monies.

Ethical Approval

For research involving humans and/or animals, ethical approval from an appropriate ethics committee must be gained. Confirmation of this approval must be supplied to the CRC prior to the payment of the second grant instalment.

Release of Information

All information provided on a CRC grant application form is private and confidential and will be used in accordance with the CRC Privacy Policy. In the event that the grant application is successful, information including the name of the chief investigator, grant amount, project title, and project summary will be disseminated by the CRC on a website and in CRC News. The CRC may also forward copies of the final project report and any publications resulting from CRC funded research to a grant donor.

GUIDELINES FOR COMPLETING THE APPLICATION FORM

Research Area

The research area and/or the research question should be clinical research in a specific area of chiropractic or related research.

Project Title

Provide a short descriptive title (maximum 30 words) that accurately describes your research project.

Total amount of funds requested

Provide the total amount of funds requested. The budget detail is outlined in a different section.

Tertiary qualification

If the research project forms all or part of a project for a tertiary qualification, provide information about the qualification, the University, when enrolment commenced and whether you are studying full time or part time.

Ethical Approval

For research involving humans and/or animals, ethical approval from an appropriate ethics committee must be gained. Confirmation of this approval must be supplied to the CRC prior to the payment of the second grant instalment.

Project summary

In no more than 200 words, summarise the research question, plan and significance of the project to chiropractic and the public.

Project Investigators/Personnel and Eligibility Criteria for Chief Investigator

Investigators will be categorised as either the Chief Investigator or an Associate Investigator.

The applicant must:

- be the Chief Investigator of the project;
- if a chiropractor, be registered, or eligible for registration, as a chiropractor with the General Chiropractic Council
- be an British citizen, or have permanent resident status;
- currently reside in the UK;

For Scholarship applicants, in addition to the above, the applicant must:

- provide evidence of eligibility for enrolment in a PhD degree at a recognised UK University;
- in addition to completing the standard application form, complete the Scholarship section of the application form;
- the proposed supervisor must be an Associate Investigator and provide supporting information as outlined in the Scholarship section of the application form.

At least one of the Associate Investigators should be an experienced researcher with previous and current research support and publications arising from that support.

As distinct from the project investigators, personnel are defined as people who are specifically employed in order to carry out the project, e.g. research assistants.

General Chiropractic Council registration (or eligibility for registration)

Chief Investigators, if chiropractic clinicians, must be registered, or eligible for registration, as a chiropractor with the General Chiropractic Council. Provide details as indicated in this Item.

Project Proposal

Project Outline

Take no more than 6 pages in minimum size 12 font to outline your project proposal under the following

headings:

- Background
- Significance
- Research Aims
- Methods
- Analysis
- Feasibility
- References (one additional page)

Provide sufficient detail to explain your proposal but note that excess pages and/or explanatory appendices will not be included in the evaluation of the proposal.

Project Milestones

List up to seven project milestones, ensuring each milestone is measurable. Use the table format provided on the application form to briefly show your work plan for achieving each project milestone. The work plan should include the actions, key performance indicators and deadlines for each milestone. The examples provided on the application form may be used as a guide. Please note that if your application receives funding from the CRC, the information provided here will be the milestones and deadlines you report against for your Progress and Final Reports to the CRC.

Project Budget

Scholarship Applicants are not required to complete this item. Insert the words “Not applicable” for this item and proceed to item 11.

Itemise your budget under the following headings:

- Personnel (indicate salary level, on-costs, time involved),
- Equipment, Travel (related to data collection),
- Consumables.

For budget purposes the following interpretations will apply:

- Personnel – people employed in order to carry out the project, e.g. research assistant
- Consumables – material items used during the course of the project, e.g., paper or film.
- Travel – normally, only travel related to data acquisition will be funded. Travel to conferences will not be funded.

In general, CRC will not fund items which are usually funded or provided by an administering organisation such as a University. However, consideration may be given to such charges where appropriate justification is provided by the applicant, but only to a maximum of 10% of the total budget. If funding is requested for project participant payment or reimbursement, please include with your application a paper and electronic copy of the plain language statement and consent form referring to payment/reimbursement arrangements. Compensation for healthy student volunteers from within the Administering Organisation will not normally be approved.

Research Record

Describe the research track records of the Chief and Associate Investigators in relation to publications and conference presentations. Please note that Chief Investigators (applicants) may be new or experienced researchers depending on the special criteria attached to a grant. Where the applicant (Chief Investigator) is a new researcher, they are likely to be at an advantage in the evaluation of grant applications if they can demonstrate that Associate Investigators have a research record in the area of the proposed project.

Project Workload

Demonstrate that it is feasible for the Chief Investigator, and any Associate Investigators, to undertake the proposed research project in conjunction with other research and professional commitments. Indicate the average number of hours per week that each Investigator is likely to commit over the duration of the project and what percentage these

hours constitute within the EFT role of each investigator, e.g. 50% of a full time post-graduate student or 10% of a 0.5 EFT senior lecturer and so on.

Additional information (Items 13 to 25) is required for Scholarship Applicants. For applicants requesting research grants only, go to Item 26.

Applicant date of birth

This is needed only for identification purposes.

Location of Proposed Study

Provide details as indicated about the location of the proposed study.

Institution of Enrolment

Provide details as indicated about the Institution where the higher degree research student will be located.

Higher degree proposed

Provide details as indicated about the higher degree that the student is intended to enrol in, or is already enrolled in.

Administering Institution

Provide details of the administering Institution.

Detailed undergraduate performance: undergraduate career chronology

Indicate higher education degrees obtained. Transcripts and Institutional key to grading system used needs to be included as an attachment at the end of the application (these must be scanned for the electronic version).

University Prizes

Document any academic prizes received during University study.

Research Experience

Document formal and informal research experience.

All publications

Provide a list of all your publications, categorising as indicated.

Career chronology from beginning of tertiary studies

Provide details as indicated of relevant employment and study from the beginning of your tertiary studies.

Proposed primary PhD Supervisor

Provide details as indicated of the proposed PhD supervisor.

Proposed Supervisor report in confidence

Each Scholarship Applicant needs to arrange for the report form to be completed by the proposed Supervisor (without which the application will be deemed ineligible). Where more than one supervisor is proposed, a report needs to be provided by the Primary Supervisor. The Supervisor needs to email this completed report to the COCA office by the grant due date.

Proposed secondary PhD Supervisor (if applicable)

Provide details as indicated of the proposed secondary PhD supervisor, if applicable. This person should be listed as an Associate Investigator.

Ethics and other approvals

Provide details as indicated of ethical implications of the proposed study regarding research involving humans or animals.

Certifications

The Chief Investigator (applicant) must verify the contents of the application and his or her eligibility for a CRC grant. The Head of Department/Unit Director in the Administering Organisation must verify the contents of the application and confirm that the Administering Organisation is willing to support and resource the proposed research project.

Approved by the Trustees of the CRC. April 2014, updated July 2022