



MQ PsyIMPACT PROGRAMME: 2015 GUIDELINES FOR APPLICANTS

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1. GENERAL INFORMATION

The MQ PsyIMPACT Programme will follow a 2-stage application process.

In **Stage 1**, Applicants will be asked to complete a Stage 1 statement of intent application form, which is comprised of a 2-page statement of intent detailing their proposed research, and demographic information.

Applicants who are successful at this stage will proceed to **Stage 2**, wherein they shall be invited to submit a Full Project Proposal.

The following guide is to assist Applicants in completing and submitting their application and applies to all concerned with writing the application form. Adherence to the guidance notes should ease the process for Applicants and enable more efficient management of the assessment of the application.

Applicants with any queries, including on the format of forms, are encouraged to contact MQ directly at psyimpact@joinmq.org

a) Award information

**IMPROVING THE IMPACT OF PSYCHOLOGICAL TREATMENTS PROGRAMME
(PsyIMPACT)**

MQ is committed to improving early interventions to keep people well. PsyIMPACT 2015 will fund research to develop and test theory-driven, innovative, early psychological interventions focused on the development or relapse of mental disorders.

MQ is inviting applications for support to conduct preliminary or proof of concept studies with demonstrated potential to stimulate larger studies.

Interventions to be tested should be:

- Innovative
 - Focused on:
 - 1) Those at risk of developing a mental disorder (e.g. those with subsyndromal symptoms or with biological, psychological or social risk factors).
- OR
- 2) Those at risk of relapse of an existing mental disorder
- Theory-driven: supported by a rationale for how it will intervene with the mechanisms that cause or sustain the disorder
 - Feasible: it is necessary to show that studies are feasible, but studies that only test feasibility will not be funded.

Two types of award are offered:

- Awards of up to £300,000 will be made for projects of a maximum duration of three years
- Awards of up to £50,000 will be made for projects lasting no more than two years. These awards may be used in a variety of ways, including small proof of concept studies or those ensuring that existing data is used to maximum benefit. For example, the proposed research will make use of one or more existing high-quality datasets or that a high quality systematic review (of quantitative or qualitative data) will be conducted.

b) Key dates

Date	Event	Note
Monday 1st February 2016 (17:00 BST)	Statement of intent application deadline	Required if you plan to submit a full proposal
Sunday 1st May 2016 (17:00 BST)	Full Proposal deadline	By Invitation only via MQ's Flexigrant site
June 2014	Decision & Award Announcements	PsyIMPACT Committee are meeting in early June. Announcement of awards will be made in late June.

The Stage 1 Statement of Intent requires signatures from all Co-Investigators along with the Principal Investigator's Head of Department and Designated Institutional Authority for approval of grant applications. **Please ensure that sufficient time is left to obtain these before the relevant deadlines.**

c) Process

The PsyIMPACT application process includes the following steps:

1. Researchers are invited to submit a statement of intent outlining their research proposal. The Statement of intent submissions will be reviewed in a preliminary short-listing process assessing eligibility and fit for the programme. **A Statement of intent is required for any Applicant planning to submit a full proposal in May. Statements of Intent must be submitted via MQ's Flexigrant site.**

For the statement of intent submission you will be asked to provide demographic information, statement of intent (maximum 1200 words) summarising the proposed research (supported by a maximum of 10 references) and an estimate of the project budget. Applicants may also one additional page of figures to support their proposal. **All statements of Intent must be submitted electronically via Flexigrant by Monday, 1st February 2016, by 17:00 BST.**

Statements of Intent will be short-listed by MQ staff and by a sub-group of the Committee as appointed by the Chairman. Statements of Intent will be evaluated according to the submission criteria outlined in section D (Assessment) below.

MQ will invite short-listed applicants to submit a Full Project Proposal. Template forms for the Full Project Proposal will be available to invited applicants via the Flexigrant system within 5 weeks of the statement of intent deadline.

2. The Full Project Proposal submission must be completed through the Flexigrant system. For the full proposal you will need to submit full research proposal (maximum 30,000 words), detailed budget, other project information and abbreviated CVs for the research team.

Full Project Proposals will be evaluated by the PsyIMPACT Committee with the help of external reviewers recruited by the Committee.

Full Project Proposals must be submitted via Flexigrant by Friday 1st May 2016, by 17:00 BST.

3. MQ will announce the final decision on the PsyIMPACT funding awards in July 2016.

d) Assessment

As noted above, the MQ PsyIMPACT Programme will follow a 2-stage application process.

In Stage 1, Applicants will be asked to complete a Stage 1 Statement of intent application form, which will be evaluated according by the following criteria:

Submission criteria for Statement of intent Package

- Proposal clearly addresses the PsyIMPACT call as described in the funding announcement
- Eligibility of the research team;
- Satisfactory completion of the Statement of intent Flexigrant form:
- Statement of intent form completed in English;

At Stage 2, successful Applicants will be invited to submit a Full Project Proposal, which will be evaluated by the following criteria:

Full Project Proposal Evaluation Criteria

Proposals will be evaluated on the strengths of the project and the research team and by the criteria established in the **Project Requirements as described in Section 2** below, including:

- Conceptual frameworks underpinning the study
- Hypothesis, methods and analytic plans
- Interdisciplinarity, where relevant
- Patient involvement in the research process
- Study timelines and budget
- Anticipated impact on treatment/intervention

*MQ retains the right to invite additional reviewers to participate as needed in any stage of our application processes.

Interdisciplinarity is an important value for MQ. We are committed to catalysing multi-disciplinary approaches to transforming mental health. By this we mean projects and people at the intersection of disciplines and approaches, whose work crosses traditional boundaries between disciplines. We also mean interdisciplinary work that promotes the sharing of information and knowledge across boundaries.

Applicants can demonstrate their commitment to interdisciplinary work in many ways. This might be through a research question or methodologies that span two or more disciplines, or through the close involvement of a Mentor or collaborator with suitably complementary

background or skills. It is up to applicants to argue how their proposed research is interdisciplinary.

e) Committee members, roles and conduct

Biographies for the PsyIMPACT committee members are available on the MQ website. There are currently two vacancies on the committee. MQ is seeking to fill these with individuals with expertise relevant to this year's call. Details of the new members will be available as soon as possible. Please see below for a list of existing members.

Existing Committee Members

G Terence Wilson – Chair (Rutgers University)

Paul Fletcher (Cambridge University)

Ilina Singh (King's College London)

Ed Watkins (Exeter University)

Christopher Fairburn, *ex officio* MQ Trustee

Role of the Committee

The PsyIMPACT Committee is charged with advising the MQ Team on the drafting and implementation of the funding call. They will conduct the peer review of applications. External Advisors will be identified by the Committee to support the peer review process.

The PsyIMPACT Committee has responsibility for making decisions regarding the award of PsyIMPACT funding, operating independently of the MQ Board of Trustees (please see the MQ website for Trustee details). The MQ Trustees reserve the right to ratify the final recommendations of the Committee. From time to time, PsyIMPACT Committee members may be asked to participate in the evaluation of research reports. Committee members will be asked to help the charity assess the impact of this Programme.

Committee members have agreed to serve a 3-year term (with an option to renew for an additional 2 years). All Committee members, External Advisors and Trustees have agreed to the MQ Conflict of Interest policy. Committee members will not be eligible to apply for PsyIMPACT funding.

Conduct

MQ's Board of Trustees and members of the MQ PsyIMPACT Committee are required to abide by a Conflict of Interest policy, which is designed to protect and preserve the integrity of our Advisers and our processes.

Part of this code states that **Committee members may not discuss any aspect of the deliberations of recommendations of the Committee with applicants.** To avoid embarrassment and the possibility of further action by MQ, **applicants should not contact Committee members** about their application.

Requests for information on any aspect of an application, or on decisions, should be directed to MQ at psyimpact@joinmq.org

2. ELIGIBILITY & PROJECT REQUIREMENTS

Eligibility of the Research Team

In order to achieve near-term patient benefit, MQ is seeking teams of experienced researchers to lead the important – and urgently needed – translational studies that will be supported by the PsyIMPACT Programme. .

Eligible teams must:

- Have the skills and experience appropriate to the research plan
- Be comprised of people with appropriate clinical and research qualifications
- PI or co-applicants should have an appointment at an accredited research institution
- Have access to appropriate resources to conduct the study
- Where patient recruitment is involved, provide evidence of access to the relevant patient group
- Demonstrate appropriate support from their host research institution
- Each academic on the team must have an ORCID identifier.

Eligible Applicants may:

- Come from any research discipline
- Come from any country
- Collaborate with investigators from other non-profit or for-profit organisations, or the NHS or other healthcare provider

Eligible host institutions can be:

- An NHS trust or other healthcare provider
- A university or other non-profit organisation with a demonstrable track record in the field
- A for-profit organisation with demonstrable track record in the field

Applications will be considered ineligible if the application form is submitted

- In an incomplete state
- In a format other than requested
- After the stated deadline

Project Requirements

The intent of the PsyIMPACT Programme is to foster innovation and improvement in evidence-based psychological interventions that will benefit people with mental health problems in the near-term. Applicants are challenged to demonstrate how their project will help mental health and/or neuroscience researchers better understand how psychological treatments work, with whom and why they work, and how they can be improved upon.

Statements of Intent should reflect applicant plans to address the following requirements in their Full Project Proposals:

- Description of the conceptual frameworks supporting the psychological treatment under study and how the study will inform our understanding of the processes involved in the maintenance and/or treatment of mental health problems.

- Rigorous methodology and analysis plans, whether project is empirical or observational, including reasoned generation of a valid hypothesis and detailed statistical analysis plan with outcomes established *a priori*.
- Wherever appropriate, evidence of an interdisciplinary approach to the research question is encouraged; it is understood that interdisciplinarity may not be relevant for all funding streams (see FAQs for discussion of interdisciplinary research).
- Appropriate ethical and regulatory approvals. Approvals must be in place prior to release of funds, and this must be within six months of notification of award.
- Where recruitment of participants is involved, evidence of the feasibility of planned recruitment goals.
- Wherever possible, evidence of involving patient input in the research process; it is understood that such activities may vary between institutions and countries.
- Clear potential to make a meaningful contribution to the evidence-base for the specified intervention in three to five years.

3. APPLICATION AND SUBMISSION INFORMATION

Applications should be made using the forms provided by MQ via Flexigrant.

When completing the form, Applicants:

- must ensure that all relevant sections are completed.
- complete the application in English.
- should answer in the spaces provided.
- must adhere to word limits where they are specified; applications exceeding word limit guidelines will not be processed further.
- should fully explain any abbreviations used to assist the reader.

Further, please note that:

- The Stage 1 Statement of intent requires an electronic signature from all involved with the application, including the Principal Investigator's Head of Department and Designated Institutional Approver, and all Co-Investigators. **Please ensure that sufficient time is left to obtain signatures these before the relevant deadlines.**
- MQ reserves the right to request more information if necessary.

All applications must be submitted electronically on the dates noted and before the 5 pm BST (British Summer Time) deadline via Flexigrant.

Any applications found to be incomplete, in the incorrect format or submitted beyond the deadline for the relevant stage will not be accepted.

Applicants with any queries are encouraged to contact MQ directly at psyimpact@joinmq.org

4. APPLICATION – STAGE 1 STATEMENT OF INTENT

Please ensure that you read the following guidance carefully before completing the Stage 1 application form. The designated number – e.g. A3 – will correspond to the relevant questions on the form.

Please note that different members of the team are required to complete specific sections of the application form.
Guidance for each section is below

Instructions for Principal Investigators

Please complete:

- Section A (page 1)
- Section B (page 2)
- Question C1 (page 3)
- Section D (page 4)
- Section E (page 5)
 - E1
 - E2c
 - E3

Guidance for each section is below

Instructions for Co-Investigators

Please complete:

- A1a Confirm contact details accurate (page 1)
 - Be sure that you have set up ORCID identity.
 - Check that the ORCID identifier is correct on the form
- Question C2 (page 3)
- Section D: read, edit as agreed amongst the research team
- Question E1, E2a (page 5)

Guidance for each section is below

Instructions for Heads of Department and Designated Institutional Approvers

Please complete:

- A1a Confirm contact details accurate (page 1)
- Question E1, E2a (page 5)

Guidance for each section is below

A) Cover Sheet (section A, page 1)

A1. Contact information for all involved in this application

A1a. Contact details

Principal Investigators should enter contact information for themselves and for each person involved in the application. For each person, click through for ORCID identifiers by clicking on “Get my ORCID ID”. It is essential that all academics involved in this application have an ORCID identifier.

- Principal Investigator's Head of Department
- Principal Investigator's Designated Institutional Approver
- Each Co-Investigator

If the same person fulfills more than one of these roles, please enter their details once in A1a, and then in A1b add an explanatory note about their roles.

For each person, click on “Get my ORCID ID” to get their ORCID identifiers. All academics involved in this application must have an ORCID identifier.

For each person, complete their role on the project.

You must add at least 3 contact(s) with a full name, contact type, complete address, phone number and email specified.

A1b. Explanation of roles

Please list the roles involved with this project, and the person taking each role. Please add any necessary explanation, including noting occasions where the same person fills more than one role. This list should include:

- Principal Investigator
- Principal Investigator's Head of Department
- Principal Investigator's Designated Institutional Approver
- Each Co-Investigator

Please note that there can be only one Principal Investigator. Applications cannot have Co-PIs.

The distinction between Co-Investigator and Collaborator is that Co-Investigators have greater involvement in the project’s scientific thinking, expertise that is justifiably essential to the project, and are held accountable for the project’s deliverables and meeting milestones. For more information about the distinction between Co-Investigators and Collaborators, please see the Frequently Asked Questions.

A1c. Collaborators

Please list all anticipated collaborators to the project, for each providing their:

- First name
- Last Name
- Institution
- Email address
- Contribution to the project (max 50 words)

A2. Title of Project

This should be no longer than 25 words.

A3. Current post

As requested.

A4. Discipline

A4a. The Principal Investigator should choose the word that best describes him/her. For this case, disciplines are broadly defined as follows:

- Basic: investigating basic mechanisms of disease and function, whether through cellular, genetic or psychological research
- Clinical: focused on directly clinical research with human participants
- Social: concerned with matters such as epidemiology, neuroethics, economics, sociology
- Medical humanities: concerned with how disciplines such as literature, philosophy, history, theology and the arts can advance and inform understandings of mental health and mental illness
- Other: please specify

A4b. The Principal Investigator should provide their specialty and, where relevant, give a description of subspecialty.

A4c. Clinically qualified applicants should provide their relevant licence number.

A5. Gender

As requested.

A6. LinkedIn

If you have one, please enter a link to your LinkedIn url below

A7. Conflict of Interest

Do you have any conflicts of interest with a member of the MQ 2015 PsyIMPACT committee? By this, we mean previously working or publishing together, being at the same institution, or being a family member or close friend. If so, please specify with whom you are conflicted, and what your relationship is.

The 2015 PsyIMPACT committee members can be found here <http://www.joinmq.org/psyimpact-committee>. Please note that at the time of writing two committee members are yet to be appointed. Once appointed, the new members will be asked if they have any conflict of interest with any applicants.

A8. As requested.

B) Abbreviated *curriculum vitae* of Principal Investigator (Section B, page 2)

Please be aware that the information provided will be used by the MQ PsyIMPACT Committee to evaluate applications. Information from your ORCID record may also be used.

B1. Education and Training

Please begin with the most recent qualification, listing university level and professional education and training, including both completed and current qualifications. As appropriate, please select the option to add a new row.

B2. Previous Posts

Applicants should begin with the most recent post. As appropriate, please select the option to add a new row.

B3. Research Grants Previously Secured By the Principal Investigator

- **B3a. Research Grants Previously Secured By The Principal Investigator - Active grants:** Applicants should list any active research grants held, and indicate the number of hours per week that are spent on each project. Please List:
 - Name of the awarding body,
 - title of project,
 - role on the grant (e.g. PI, Co-PI),
 - amounts awarded and
 - start and end dates for support.
- **B3b. Research Grants Previously Secured By The Principal Investigator - Past grants that are now closed:** Applicants should list any other research grants they have held in the last five years (starting with the most recent). State the name of the awarding body, title of project, role on the grant (e.g. PI, Co-applicant), amounts awarded, and start and end dates for support.
- **B3c. Does this application relate to previously secured grants:** PIs should provide a statement on how this application inter-relates with any of the applicants' previously secured grants (This section should be no longer than 200 words).

B4. Related Current Applications

- Have you submitted this or a related application elsewhere?
- If so, to which organisation, and by what date is a decision expected?

B5. Publications

B5a. Top five publications.

PIs should list five of their publications that they consider to have had the greatest impact. For each, please state in no more than 50 words why it is important and your role in that work.

Citations should be given in full, and using the following format: *authors' names (last name, initials); year of publication; title of article; journal name, volume number, page number(s)*.

B5b-B5d. The Principal Investigator should also provide information on their total number of peer-reviewed publications and the total number of their peer-reviewed first author and last author publications as requested.

C) Research Team (Section C, page 3)

PI should complete C1. Each Co-Investigator should then complete their relevant table.

C1. Number of Co-Investigators To be completed by the PI.

Please select the number of Co-Investigators involved in this application.

Ensure that you select the correct number in the first instance. Changing the number of Co-Investigators may result in the loss of information previously entered.

For more information about the distinction between Co-Investigators and Collaborators, please see A1b and the Frequently Asked Questions.

C. Table

Each table to be completed by the relevant Co-Investigator

Each Co-Investigator on this project should complete the following information:

- a. Name
- b. Institution
- c. Department
- d. Title of current post
- e. In what way is your expertise essential to the project's successful completion? Please indicate your role and time commitment for project (hrs per week).
- f. Conflicts of interest with [PsyIMPACT committee](#).
By this, we mean previously working or publishing together, being at the same institution, or being a family member or close friend. If so, please specify with whom you are conflicted, and what your relationship is.
- g. Clinical license number (if clinically qualified)
- h. Does this application relate to any grants you have previously secured?
 - i. *Applicants should provide a statement on how this application interrelates with any of the Applicants' previously secured grants, if applicable.*
- i. Have you submitted this or a related application elsewhere?
 - i. If yes, to which organisation and by what date is a decision expected?
- j. Discipline

Each Co-Investigator should choose the word that best describes him/her. For this case, disciplines are broadly defined as follows:

- Basic: investigating basic mechanisms of disease and function, whether through cellular, genetic or psychological research
- Clinical: focused on directly clinical research with human participants
- Social: concerned with matters such as epidemiology, neuroethics, economics, sociology

- Medical humanities: concerned with how disciplines such as literature, philosophy, history, theology and the arts can advance and inform understandings of mental health and mental illness
- Other: please specify

D) Statement of Intent (Section D, page 4)

D1. Statement

The Statement of Intent should describe the applicant's proposed project. It must include sufficient scientific information for the MQ research team and PsyIMPACT Committee to assess the scientific merit of the proposed project.

The word limit is 1200 words.

The Statement should address the following:

- Description of the proposed study, including
 - Research question, aims, hypotheses;
 - Design and methodology;
 - Plan for statistical analysis (please state whether or not this has been reviewed by a qualified statistician), including outcome variables.
- How the project addresses the PsyIMPACT 2015 call
- How the project addresses MQ's interdisciplinary aim.

**"If I had more time, I
would have written you a
shorter letter."
Mark Twain**

A trajectory (with estimated time line) to patient benefit must be described. This may include specific plans for obtaining future funding and/or plans for future implementation of study findings into clinical practice.

Applicants should use no more than 10 different references in the Statement of Intent, and should provide full references in Section D2 of the application form.

A single page pdf of graphs, figures or unpublished supplementary data may be uploaded in section D3 below

Budget - a draft budget detailing major costs and the overall amount requested should be provided in section D4 below.

D2. References used in Section C1 (Statement of Intent)

References for citations used in the Statement of intent (section C). This list should comprise key references only, and include no more than 10.

Applicants should use the following format: *authors' names (last name, initials); year of publication; title of article; journal name, volume number, page number(s).*

D3. Figures

Applicants can include up to 1 page of graphs, figures and supporting unpublished data in the Statement of Intent. **The page should not include additional text** describing the research project and legends must relate directly to the figures.

D4. Estimated budget

Please provide a draft budget. This should detail major costs and the overall amount requested. We do not require formal approval from your institution at this stage.

D4a. Currency

As requested, please indicate the currency.

D4b. Total amount requested

D4c. Draft budget summary

This should detail major costs and the overall amount requested. Please complete anticipated costs for the categories listed, writing 0.00 where appropriate (completion of these cells is mandatory). Please list other categories as required. Note that totals will auto populate.

- **Salaries** - for key personnel on the proposed project, where salaries are not supported by other funding sources.
- **Equipment** – Cannot exceed £10,000 (or equivalent) (see our [policies](#) for more information)
- **Access charges**- e.g. to microscopes or scanners etc.
- **Participant expenses** – including travel costs etc
- **Human studies** – other costs, e.g. cost of procedures or interventions
- **Animal studies** – including animal purchase and maintenance, and cost of procedures or interventions

D5. Key Words

Applicants should provide key words for their projects. MeSH terms should be used, and applicants are asked to restrict the number of keywords given to 10. MQ recommends using the MeSH on Demand tool, accessed through [here](#).

D6. External Reviewers

D6a. External Reviewer recommendations

Please make two recommendations for possible external reviewers. Applicants should consult our list of Committee members and suggest two possible external reviewers who are **NOT** on the Committee. Suggested reviewers should not have collaborated with a member of the research team within the last five years, and should not be at the same institution as a member of the research team. Final selection of external reviewers will be determined by the Committee.

For each, please provide name, institution, email address, and why you think they are suitable.

D6b. External Reviewer exclusion request

If desired, Applicants are permitted to request that MQ excludes one person as an external reviewer. For each, please provide name and institution.

E) Certification (Section E, page 5)

This part of the form is for those involved with the application to confirm that they

- Have read and are happy with the form
- Confirm the form's veracity, agree to the MQ data protection policy
- Have read the [MQ Award Policies](#) and will abide by them
- Confirm that their ORCID identifier is accurate
- Where relevant, confirm that they will ensure sufficient resources and support will be made available for the project

The Principal Investigator must include details of everyone involved in this project in question A1. This section must then be signed electronically by the relevant person, and not by the candidate:

- The Host Institution Head of Department (or equivalent)
- The Designated Institutional Authority for institutional approval of grant applications
- The Principal Investigator
- All Co-Investigators

Instructions are given below for each person.

For further information about MQ Award policies, please [click here](#).

The subsequent sections should be completed by the relevant person, and not by the candidate.

For further information about MQ Award policies, please [click here](#).

E1. Role

Please select your role from the list.

E2. Certification

To be completed by the relevant person

- a) The Host Institution Head of Department (or equivalent)
- b) The Designated Institutional Authority for institutional approval of grant applications
- c) The Principal Investigator
- d) All Co-Investigators

Please read the information and complete as required.

Please note: checking the boxes is equivalent to signing the form electronically. It denotes that you agree that your electronic signature in this way is the legal equivalent of your manual signature on this form.

E3. Confirmation

To be completed by the Principal Investigator

Please note: checking the boxes is equivalent to signing the form electronically. It denotes that you agree that your electronic signature in this way is the legal equivalent of your manual signature on this form.

5. USEFUL LINKS

Below are links to further guidance on preparing a grant application:

How not to kill a grant application

http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/2000_05_26/nodoi.11017122741101375544

How to get a grant funded - by David Goldblatt (BMJ)

<http://www.bmj.com/content/317/7173/1647>

Proposal Writer's Guide by Don Thackrey

<http://www.orsp.umich.edu/proposals/pwg/pwgcontents.html>