

STAGE 2 APPLICATION FORM GUIDANCE FOR APPLICANTS

Funding Programme: Medical Research

We are pleased to invite your organisation to submit a Stage 2 Medical Research Grant Application. We hope you will find the application process easy and accessible, but, if you have any queries, do not hesitate to contact our Grants Management Team either by phone on 0117 959 6496 or by email at grants@jamestudor.org.uk. We are here to help with any question you may have.

As you prepare to complete your application, please refer to this document. Here we provide the full list of questions you will find on the online form, and guidance on how to complete each section of the form. Of course, some questions are self-explanatory, but we have provided some explanation on others to clarify the information we need from you.

Once you are ready to complete the online application form, you can always save it and resume it at a later stage, if necessary (your unique 'Save & Resume' link generated by the online application form is valid for 30 days).

Please always refer to the [submission deadlines for each quarter](#) to make sure that we receive your application on time.

Please note that we only accept online submissions (do not complete and email this document).

Please note that our Board of Trustees doesn't include any medical or scientific experts. To aid our final decision-making, please complete every section of your application **using non-technical language**. You can refer to technical terms such as names of genes, drugs, etc., but you must explain the context, the activities, and the goals of your research using lay terms. We regret that we will not be able to consider medical research applications that do not follow these guidelines.

The following resources provide helpful information on how to write for non-technical audiences:

- [INVOLVE plain English summaries](#)
- [The Plain English Campaign](#)

If you are unsure on the use of appropriate language, please email a sample paragraph to the Grants Management Team at grants@jamestudor.org.uk.

About your project	Guidance notes
What is the title of your research project?	Please use a lay terms title so that we can understand what the focus of the project is.
What is the unmet clinical need that your proposed research project is trying to address? (300 words max.)	Please outline the problem you are trying to address. For instance, you can tell us how prevalent the condition your research project focuses on is; whether there are any currently available treatments; whether existing treatment options don't work for all patients, whether you're seeking a way to prevent the condition from developing in the first place, etc.

About your project	Guidance notes
<p>What new solution / technology are you proposing to meet the clinical need identified? (500 words max.)</p>	<p>For example: is it a new or repurposed drug, or a new therapeutic or diagnostic device? Or a new type of intervention aimed at preventing the condition? Using only non-technical language, please summarise how your proposed solution is intended to work.</p>
<p>How will your proposed research make a difference to patients (500 words max.)?</p>	<p>The project may be close to supporting new clinical applications.</p> <p>Or the goal of your research project may still be quite far away from being applicable to patients.</p> <p>Either way, how is it going to make a difference to patients?</p>
<p>Are there competing solutions / technologies that are already available in clinic or are currently being developed? (500 words max.)</p>	<p>Are there current therapeutic or preventative solutions that are already working well? If so, please tell us why your proposed project is needed. If you are aware of other new solutions being developed, please tell us, and use the next question to tell us why your proposed solution will be better.</p>

About your project	Guidance notes
<p>What is the advantage of your proposed solution compared to solutions / technologies that are already available in clinic or currently being developed? (500 words max.)</p>	<p>Please see notes on the question above.</p>
<p>What is the current stage of development of your proposed solution / technology? (300 words max.)</p>	<p>At what stage of medical research is your proposed project? For instance, is it at a basic science research stage which has not yet identified a new application and is focusing on developing and proving a new concept? Or perhaps you are at the early stage of development when you are seeking to further refine the concept and have identified clear therapeutic targets to develop further. Maybe you are further ahead still and are currently in the late stages of pre-clinical laboratory work, or maybe you have even started working with human participants to validate the new solution you are seeking to provide with a goal of starting clinical trials in the next 4-5 years.</p>
<p>If your research project is successful, how will your organisation benefit from the exploitation of your results? E.g., IP protection and proceeding to commercialisation? (300 words max.)</p>	<p>Do you have an intellectual property agreement in place with the research group that is carrying out the project you are seeking funding for?</p>

About your project	Guidance notes
Will your proposed project use animals?	<ul style="list-style-type: none"> • YES – please go to the next question. • NO – please skip the next question.
What are your considerations for the 3Rs? (300 words max.)	Please tell us how your research project meets the 3Rs requirements of Replacement, Refinement, and Reduction .
Will your proposed project use human participants?	<ul style="list-style-type: none"> • YES – go to the next question. • NO – go to the budget section.
Have you already obtained the necessary ethical consent from the relevant bodies?	<ul style="list-style-type: none"> • YES – go to the budget section. • NO – go to the next question.
When do you plan to obtain the necessary ethical approval?	

Project finances	Guidance notes
Please list below the full cost of your project (not just the elements for which you are seeking a grant from The James Tudor Foundation):	If you need to add more lines, just click on “More rows” and you can add four additional budget lines at a time. Please do not feel you have to fill each line and feel free to group expenditure under the headings that make sense for your proposed project. If needed, we will call you to seek clarification.
Total funding secured to date.	Please provide total amount of funds that have been received or are confirmed and awaiting payment (i.e., other successful funding applications). Do not include pledged funds.
Please tell us about your fundraising progress against this target.	<p>Please tell us how much you have raised to date towards your target and how you plan to raise the rest of the funds.</p> <p>Please note that, if your application is progressed to a Board meeting, our Grants Management Team will be in touch nearer the time to ask you for an update on your fundraising progress. It may also be possible that some elements of your intended project delivery may have changed in a few months. Checking in with you will provide us with the most up-to-date information to guide our decision-making.</p>

Supporting documentation

Accounts and Policies

- We will download your latest approved **Annual Report and Accounts** from the Charity Commission's website, but if you have not yet filed them with the Charity Commission, please submit them.
- We will also download your organisation's **safeguarding policy** and your **equality, diversity, and inclusion policy** from your website. However, if you do not publish these policies, you can append them to your online application.

Other supporting information

Our online application form doesn't allow for pictures or graphs. If you need to include these because they form an integral part of your application, you can upload them at the end of your application.

- Please only upload documents that provide key information to support your application.
- Please do not upload beneficiary case studies or photographs, or any information that we could access from your website (impact reports, etc.).
- Please rest assured that, if we need more information to understand your application or your organisation, we will always ask you.