



## **SUBMISSION PROCEDURES AND FREQUENTLY ASKED QUESTIONS**

**We require you to submit the application electronically via email to:**

**[administrator@painrelieffoundation.org.uk](mailto:administrator@painrelieffoundation.org.uk)**

**In addition, you must submit a hard copy of the application with signatures via post to:**

**The Administrator  
Pain Relief Foundation  
Clinical Sciences Centre  
University Hospital Aintree  
Liverpool L9 7AL**

**Please note, you are required to collate the form and associated documents into ONE DOCUMENT, and to submit this as a PDF FILE. We will not accept submissions that do not meet this requirement.**

**The closing date for receipt of applications is 24<sup>th</sup> February 2017**

**Applications submitted after this date WILL NOT be considered.**

Checklist:

- Completed form – ensure declarations are signed
- Research outline (5 pages of A4 max)
- Description of postgraduate support offered at your institution (1 page of A4 max)
- CV for each applicant (2 pages of A4 max)
- Details of costings (1 page of A4 max)

Submit as one  
PDF Document

## **Process**

1. March: The PRF Scientific sub-committee meets to screen all submitted applications. This is a quick review process designed to ensure applications that meet the required criteria and are relevant to the aims of the PRF. Applications that are successfully screened are sent out for peer review. Each application is reviewed by two peer reviewers and a member of the PRF Scientific Sub-Committee
2. March – May: Applications out for peer review.
3. May-June: The PRF Scientific Advisory Sub-Committee meet to consider reviews and make recommendations to the PRF Trustees.
4. Early June: Applicants informed of the decision.

## Frequently Asked Questions – PhD studentship funding and Small Grant Applications

### General questions

**Q: I am applying for funding, but don't yet have ethical approval in place. Will this prevent my application being considered?**

A: No. Funds for successful applications will be withheld until all necessary ethical and governance approvals are in place.

**Q: Can I apply to the PRF for funds to 'top up' an award made by another funder?**

A: No. We do not 'top up' grants that have been inadequately funded by another organisation. We will consider funding 'add-on' projects if they are identified prospectively.

**Q: Can I request funds for a laptop computer within my grant application?**

A: No. We do not normally fund laptops/computers/tablets.

**Q: Can I request funds for equipment, e.g. microscopes, recording devices?**

A: No. We do not usually fund equipment. We do fund requests for consumables.

**Q: Can I request funds for dissemination, e.g. conference attendance, publication costs?**

A: We do not usually provide funding for the costs of open access publishing.

We may contribute to the costs of conference attendance, e.g. registration fees but as a charity we cannot fund international travel and accommodation.

**Q: Do you accept applications from outside the UK?**

A: No. At this time we do not fund applications from outside the UK

**Q: How much can I apply for?**

A: PhD studentship applications can be up to £70K. Small grant applications have a maximum limit of £30K

**Q: What do you mean by a 'lay summary'?**

A: This should be a summary of your research and include: brief justification for the aims/objectives, information on methods and some commentary on the anticipated results and the impact of these. It should be written in a language that is accessible and will be understandable by members of the public generally.

**Q: Where do I find out what the aims of the PRF are?**

A: You can find this information on our website

**Q: What do you mean by suggested peer reviewers?**

A: This should be an independent individual who will not stand to directly benefit if your grant is successful. They should have some expertise in the subject area of your grant or its methodology.

**Q: Who should I contact if I have any questions about the form or application process?**

A: You should contact the Administrator of the PRF, David Emsley on 0151 529 5822 or via email as above.