

Flexi Grant application form guidance

This document explains the structure of the Flexi Grant application form and offers guidance on the information to include in each section.

Please submit your application form as a WORD DOCUMENT – this is required for correct processing of the application. Applications sent as PDF documents will not be processed.

Question	Guidance
1. Applicants	Please provide the requested details for up to 4 applicants, with the principal investigator on the grant being named as applicant 1 (this will be our main contact throughout the grant evaluation process and the project should it be funded).
2. Contact details Applicant 1	Enter the full postal address and telephone number of Applicant 1, the main point of contact between Action on Hearing Loss and the project.
3. Project administration	Please provide the requested information on the administration of the project. There is no set limit to how long a Flexi Grant can run for (minimum or maximum) but as these are small grants, we would not anticipate a project to last more than 1 year.
4. Title of activity	Please enter the full title of your activity.
5. Animal work	<p>Please indicate whether animals will be used in the project. If yes, please answer all questions in this section. If no, continue to section 6 after answering the first question 'no'.</p> <p>Severity category definitions (from The European Directive on Animal Research - Annex 8):</p> <p>Non-recovery: Procedures which are performed entirely under general anaesthesia from which the animal shall not recover consciousness shall be classified as 'non-recovery'.</p> <p>Mild: Procedures on animals as a result of which the animals are likely to experience short-term mild pain, suffering or distress, as well as procedures with no significant impairment of the well-being or general condition of the animals shall be classified as 'mild'.</p> <p>Moderate: Procedures on animals as a result of which the animals are likely to experience short-term moderate pain, suffering or distress, or long-lasting mild pain, suffering or distress as well as procedures that are likely to cause moderate impairment of the well-being or general condition of the animals shall be classified as 'moderate'.</p> <p>Severe: Procedures on animals as a result of which the</p>

	<p>animals are likely to experience severe pain, suffering or distress, or long-lasting moderate pain, suffering or distress as well as procedures that are likely to cause severe impairment of the well-being or general condition of the animals shall be classified as 'severe'.</p> <p>If you propose to use rodents in your research and are based <u>outside</u> the United Kingdom, you must complete a short annex of tick-box questions in addition to this form. Please contact us at flexi@hearingloss.org.uk before submitting your application and we will supply you with the additional questions.</p> <p>If your application proposes the use of non-human primates, cats, dogs or equines, please let us know at flexi@hearingloss.org.uk before submitting your application as a short annex of additional questions must be completed for proposals involving these species.</p>
6. Human participants	Please indicate if the project will involve human participants. If yes, please answer all questions in this section. If no, continue to section 7 after answering the first question 'no'.
7. Summary of financial support requested	<p>Please provide a brief description of the funding requested and the anticipated cost for each item.</p> <p>Provide more details and a justification of how the funds will be used in the main proposal if necessary.</p>
8. Other support	Please provide details of the total cost of the activity you are applying for funding for, if different from the total of the grant, as well as any other funding you have already obtained or applied for that is related to this activity. Please also explain in c, if appropriate, what other resources already in place will support the delivery of this project.
9. Please confirm that:	Please tick the boxes to confirm that the stated criteria have been met.
Applicant CVs	Please provide a summary CV for each applicant named in Section 1 of no more than 1 page , provided in the format specified in the application form.
Description of Activity	<p>This should be no more than 1,000 words (excluding references) and each of the following must be addressed.</p> <ul style="list-style-type: none"> i. How the grant will be used ii. Why this activity is important and timely iii. What the predicted outcome/impact of the grant will be iv. How people with hearing loss and/or tinnitus will benefit from the activity

	Figures and tables can be included in this section if you wish – you may find it easier to insert them at the end of the section. If formatting images is a problem, you can submit the ‘Description of Activity’ as a separate document.
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If you have any further questions regarding completing the application form, please contact us at flexi@hearingloss.org.uk.