Early Career Researcher Collaborative research grant Stage 2 application form

1. **Title of your proposed research project:**

2. **Provide a lay abstract or summary of your proposed research project.** This should summarise the proposed research including aims, objectives, research questions, methodological approach, expected outcomes and impact, and the potential to address policy and/or practice related questions. It should be written with a non-academic audience in mind.
[300 words max]

Section A: Originality

3. **What are your project's research questions, aims and objectives?** Reviewers will expect these to be focused, feasible and specific. You may wish to present these as primary and secondary research questions, aims and objectives.
   [300 words max]

4. **Describe the background to your specific research topic, including a brief overview of the relevant current literature and/or evidence base, as well as the gap in knowledge that your project aims to address.** Reviewers will assess what contribution your research project will make to the existing knowledge base.
   [750 words max]

Section B: Relevance

5. **Describe how your research project will address BACP's over-arching research priority of 'client-focussed research', including information about which client group or groups your research will explore**. Reviewers will assess the extent to which your research project addresses important issues that fit with our definition of 'client-focussed research' – see full definition of 'client-focussed research' in our guidelines.
    [150 words max]

6. **Identify which of the following of BACP's strategic priorities or workstreams your research project will address. Please select all that apply.** Your research project must address at least one of BACP's strategic priorities or workstreams. These are fully described in our definitions.

Equality, Diversity and Inclusion (EDI) research	☐	Research within the workplace	☐
Research within the education sector	☐	Research within the third sector	☐
Research within the healthcare sector	☐	Research addressing professional training	☐

7. **Explain how your research project will specifically address the strategic priorities or workstreams you have identified above.** Reviewers will assess the extent to which your research project is relevant to at least one or more of BACP's strategic priorities and workstreams.
    [200 words max]

Section C: Methods

8. **Describe your research design and methods.** You will need to set out the activities that will be undertaken to achieve the aims and objectives of your research project. You need to persuade the reviewers that your research project is feasible and well-designed and that your methods are appropriate and relevant to answer the proposed research questions. Here you might include information on recruitment strategies, type(s) of data collected, data storage and proposed analyses. We welcome proposals that use qualitative, quantitative and mixed methods as we recognise the value and importance of producing different types of evidence that develop and inform practice.
    [1250 words max]

9. **How will people with lived experience (PLE) be involved in/co-produce your project's design, delivery and/or dissemination? In the rare instance that PLE are not involved in your project at any stage, please provide justification for this.** The reviewers are mindful that levels of PLE involvement will vary depending on the type, scale and size of the individual projects being proposed and the contexts/settings in which the projects are being undertaken.
    [250 words]

10. **Describe how your research project will address issues of Equality, Diversity and Inclusion (EDI), either directly or indirectly, including a statement about the diversity of the project team.** A full definition of EDI is in our guidelines, but this may include the diversity of the sample, the diversity of the project team and/or the research question(s) that your project aims to answer.
    [400 words max]

11. **Describe the ethical issues and considerations associated with your project and your plans for addressing these.** Reviewers will expect your project to meet BACP's Ethical guidelines for research in the counselling professions (bacp.co.uk). Please note that if you do not believe your project will need formal ethical review, we will require an explanation or justification for this decision.
    [500 words max]

Section D: Feasibility/deliverability

12. Indicate what long-term impact you anticipate your research project will have, including beyond the research community and beyond the funded delivery period. Reviewers will assess the extent of the substantive and sustainable impact your project will have on relevant practice, programmes and/or policies within the counselling, psychotherapy and coaching professions. Impacts could, for example, include changes in attitudes and behaviours, improvements in health and wellbeing, influences on social issues, shaping policy, increasing practitioner engagement in research, capacity building in the field and so on.
[300 words max]

13. Identify the key stakeholders/audiences for your research and state why it will be important to engage them in the project. Reviewers will assess the value of the project to the wider profession and community and how you plan to engage with them.
[300 words max]

14. Indicate what the expected output(s) from your research project will be. Reviewers will assess whether proposed outputs are realistic and add value to the project delivery. Research outputs could include peer-reviewed publications, non-peer reviewed publications and conference proceedings, reports, policy briefings, guidelines, training materials and so on.
[500 words max]

15. Using the key, please highlight up to 5 project risks in the table and describe how you will mitigate them. Reviewers will assess your approach to risk management and what thought you have given to ensure project risks have been carefully thought about in advance of project delivery. To help applicants complete the table, we have provided a worked-up example in the first row below.

Key to calculate risk:

Impact of harm	Likelihood of risk	Overall risk
1= insignificant; 2 = low; 3 = medium; 4 = high; 5 = catastrophic	1 = Improbable 0-5% 2 = Unlikely 6-25% 3 = Likely 26-50% 4 = Very Likely 51-75% 5 = Probable >75%	Impact x likelihood Low = 1-7 Medium = 8-14 High = 15-25

Risk Description	Impact of risk	Likelihood of risk	Overall risk (Impact x Likelihood)	Potential Mitigations
e.g., Insufficient knowledge and expertise in current staff team and in new staff recruited to deliver the project	3	2	6 (LOW)	Current staff team broadly has the relevant skills and knowledge to deliver the project. Where there are gaps in knowledge, training and professional development will be offered before project delivery. We will carefully design the job descriptions and personal specifications for all new recruits and ensure a comprehensive induction and training programme at the start of the project. We will also draw on the expertise of a Steering Group of academic experts and People with Lived Experience, adding an additional level of expertise to the project.
Risk 1:				
Risk 2:				

Risk 3:				
Risk 4:				
Risk 5:				

![bacp | counselling changes lives]

Section D: Feasibility/deliverability (continued)

In this section, the reviewers will assess whether the proposed team/staffing arrangements are suitable to deliver the research project as proposed and whether the team members have the appropriate skills, experience, capabilities and potential. Reviewers will also consider team members' track records and disciplinary expertise.

16. Principal Investigator details.

Title/Position:	
First Name:	
Second Name:	
Organisation Name:	
Organisation Department:	
Role on proposed project:	
Proportion of FTE time allocated:	
Are you an early career researcher? For our definition, please see our guidance notes.	
Please provide a brief professional biography, outlining your relevant expertise, experience, knowledge and skills [250 words max]	
Please list your principal and/or relevant publications in reverse chronological order, to a maximum of six	
Upload CV (There will be space for you to upload this in the submission portal)	
Upload letter of support from your organisation (There will be space for you to upload this in the submission portal).	

17. State the name and organisation of each team member/contributor, their role on the project, relevant expertise, experience and proportion of their FTE time allocated. Also state whether any new staff will be recruited, and into which roles. Please include this information for all staff/contributors who are key to the delivery of the project, even those for whom you are not seeking funding.

Team Member/Contributor 1:

Title/Position:	
First Name:	
Second Name:	
Organisation Name:	
Organisation Department:	
Role on proposed project:	

Existing staff or new member of staff to be recruited?	
Proportion of their FTE time allocated to the project:	
Please provide a brief professional biography, outlining their relevant expertise, experience, knowledge and skills [250 words max]	
Please list their principal and/or relevant publications in reverse chronological order, to a maximum of six	
Upload CV (There will be space for you to upload this in the submission portal)	

Team Member/Contributor 2:

Title/Position:	
First Name:	
Second Name:	
Organisation Name:	
Organisation Department:	
Role on proposed project:	
Existing staff or new member of staff to be recruited?	
Proportion of their FTE time allocated to the project:	
Please provide a brief professional biography, outlining their relevant expertise, experience, knowledge and skills [250 words max]	
Please list their principal and/or relevant publications in reverse chronological order, to a maximum of six	
Upload CV (There will be space for you to upload this in the submission portal)	

Team Member/Contributor 3:

Title/Position:	
First Name:	
Second Name:	
Organisation Name:	
Organisation Department:	

Role on proposed project:	
Existing staff or new member of staff to be recruited?	
Proportion of their FTE time allocated to the project:	
Please provide a brief professional biography, outlining their relevant expertise, experience, knowledge and skills [250 words max]	
Please list their principal and/or relevant publications in reverse chronological order, to a maximum of six	
Upload CV (There will be space for you to upload this in the submission portal)	

Team Member/Contributor 4

Title/Position:	
First Name:	
Second Name:	
Organisation Name:	
Organisation Department:	
Role on proposed project:	
Existing staff or new member of staff to be recruited?	
Proportion of their FTE time allocated to the project:	
Please provide a brief professional biography, outlining their relevant expertise, experience, knowledge and skills [250 words max]	
Please list their principal and/or relevant publications in reverse chronological order, to a maximum of six	
Upload CV (There will be space for you to upload this in the submission portal)	

Team Member/Contributor 5

Title/Position:	
First Name:	
Second Name:	
Organisation Name:	

Organisation Department:	
Role on proposed project:	
Existing staff or new member of staff to be recruited?	
Proportion of their FTE time allocated to the project:	
Please provide a brief professional biography, outlining their relevant expertise, experience, knowledge and skills [250 words max]	
Please list their principal and/or relevant publications in reverse chronological order, to a maximum of six	
Upload CV (There will be space for you to upload this in the submission portal)	

18. Does the proposed project involve collaborative working with other organisations? If so, please describe the nature and focus of the collaborative work, including details of how long you have worked together and the value and expertise that the combination of partners will bring to the project.
[500 words max]

19. Describe any oversight, advisory or governance structures that are crucial to delivery of the project, such as a steering committee or data safety and monitoring committee if applicable.
[250 words max]

Section D: Feasibility/deliverability (continued)

In this section, reviewers will be assessing the timeframes for the delivery of your project. Reviewers expect proposed projects to last approximately 2 years but will consider longer term project timescales if a clear and persuasive rationale can be provided. Reviewers will be looking to assess how viable and realistic your project timescales are.

20. Proposed start date of project:

21. Proposed end date of project:

22. Provide an overview of your project timetable, including key delivery phases, major activities, important interim dates, and any risks and mitigation strategies that are not already covered in question 15. Please add more rows if required.

Delivery date	Activities to be delivered	Risks	Potential mitigations
	[150 words max]	[150 words max]	[150 words max]
	[150 words max]	[150 words max]	[150 words max]
	[150 words max]	[150 words max]	[150 words max]
	[150 words max]	[150 words max]	[150 words max]

23. If your proposed project will be delivered beyond a 2 year period, please provide the rationale below.
[200 words max]

Section D: Feasibility/deliverability (continued)

24. Is this proposal, or one for a similar project, currently under consideration for funding elsewhere? If yes, please provide details here including when you expect to hear of the outcome. If you wish to propose a partnership funding model (i.e., your research being funded by more than one funding body), please identify here the proposed co-funders and set out the reasons why a partnership funding model would be beneficial to the project. Please note that we are happy to receive proposals under consideration by other funders or a partnership funding model, but proposals must still comply with the criteria set out in these documents relating to type and focus of project. In addition, any proposal for co-funding will need additional due diligence checks prior to any award being made and applicants should be aware that further details and information will be necessary before a final decision can be made.
[250 words max]

25. Has this proposal, or one for a similar project, previously been rejected for funding elsewhere? If yes, please provide details here including information on what changes you have made to your proposal.
[250 words max]

26. Provide a detailed budget breakdown and justification linked to the project delivery milestones outlined in question 22. See guidelines for full details on eligible costs. Reviewers will assess if the budget being requested is adequate and appropriate and offers value for money.

Activity	Year 1	Year 2	Year 3	Year 4	Total	Full Justification
Staff costs: *Salaries + National Insurance and Employer Pensions (please note that overheads will not be funded)*	£	£	£	£	£	
PI (name and FTE)	£	£	£	£	£	
Team Member 1 (name and FTE)	£	£	£	£	£	
Team Member 2 (name and FTE)	£	£	£	£	£	
Team Member 3 (name and FTE)	£	£	£	£	£	
Team Member 4 (name and FTE)	£	£	£	£	£	
Team Member 5 (name and FTE)	£	£	£	£	£	
Team member 6 (name and FTE)	£	£	£	£	£	
Non staff costs: Quantitative Research. Eligible costs include survey fieldwork costs (and associated print and postage), data entry, data processing, incentives; data access/linkage fees, travel to secure data enclaves, statistical software licences, assessment materials and licences, etc.	£	£	£	£	£	
Item 1	£	£	£	£	£	
Item 2	£	£	£	£	£	
Item 3	£	£	£	£	£	
Item 4	£	£	£	£	£	
Item 5	£	£	£	£	£	

Activity	Year 1	Year 2	Year 3	Year 4	Total	Full Justification
Item 6	£	£	£	£	£	
Item 7	£	£	£	£	£	
Non-staff costs: Qualitative Research. Eligible costs include transcription, incentives, fieldwork associated travel, accommodation and subsistence, qualitative analysis software licences, etc	**£**	**£**	**£**	**£**	**£**	
Item 1	£	£	£	£	£	
Item 2	£	£	£	£	£	
Item 3	£	£	£	£	£	
Item 4	£	£	£	£	£	
Item 5	£	£	£	£	£	
Item 6	£	£	£	£	£	
Item 7	£	£	£	£	£	
Non-staff costs: Communications and stakeholder engagement. PLE or PPI daily rates. Incentives to encourage participants to take part. Also eligible are costs for dissemination activities, conference and workshop expenses, advisory group activities, travel for advisory groups, etc. As per the guidelines, please include costs for at least one article published as fully open access and attendance to BACP's annual research conference	**£**	**£**	**£**	**£**	**£**	
Item 1	£	£	£	£	£	
Item 2	£	£	£	£	£	

Activity	Year 1	Year 2	Year 3	Year 4	Total	Full Justification
Item 3	£	£	£	£	£	
Item 4	£	£	£	£	£	
Item 5	£	£	£	£	£	
Item 6	£	£	£	£	£	
Item 7	£	£	£	£	£	
Non-staff costs: Equipment. Eligible costs include recording equipment, laptops etc	**£**	**£**	**£**	**£**	**£**	
Item 1	£	£	£	£	£	
Item 2	£	£	£	£	£	
Item 3	£	£	£	£	£	
Item 4	£	£	£	£	£	
Item 5	£	£	£	£	£	
Item 6	£	£	£	£	£	
Item 7	£	£	£	£	£	
Non-staff costs: Other direct costs. General administrative or office expenses, recruitment of project staff, any other costs not covered elsewhere (e.g., training)	**£**	**£**	**£**	**£**	**£**	
Item 1	£	£	£	£	£	
Item 2	£	£	£	£	£	
Item 3	£	£	£	£	£	
Item 4	£	£	£	£	£	
Item 5	£	£	£	£	£	
Item 6	£	£	£	£	£	
Item 7	£	£	£	£	£	

Activity	Year 1	Year 2	Year 3	Year 4	Total	Full Justification
Total amount funding requested	£	£	£	£	£	

PLEASE NOTE: In the awarding of a research grant, the arising intellectual property rights developed with the grant funding will be owned exclusively by the grant holder, however they will grant an exclusive licence, in perpetuity, to BACP to use the arising intellectual property for non-commercial purposes. Under no circumstances, will any commercial use of the arising intellectual property be allowed by either party.