

Section 1 - Eligibility confirmation

Eligibility confirmation

By checking this box, you are confirming the following:

- That you have read the guidelines for this call in full.
- That you have completed the general eligibility Q&A on the Vivensa Foundation's website.

Please also ensure that you have read and understood our Terms and Conditions for Research Grants before you go on to complete the application form.

Unchecked

Is this application a resubmission, in any form, to a previous funding scheme / call to the Vivensa Foundation?

- ☐ Yes
☐ No

Section 2 - About you (the lead applicant)

Information regarding the lead applicant

The following few questions ask for information regarding the lead applicant (information will be retrieved from ORCID so, if you have an ORCID iD, please ensure this is added to your profile to benefit from this).

DETAILS

Title
Name
Surname
Organisation
Tel (Work)
Email (Work)

Address

Lead applicant: what is your current role / position?

No Response

Lead applicant: please select the option that best describes the nature of your current contract

- ☐ Permanent

- ☐ Fixed Term
- ☐ Other (please specify)

Lead applicant: do you consider yourself an early career researcher?

The ethos of the Vivensa Foundation is to promote the development of research capacity and support for the career development of researchers at all stages of their career. Therefore, we are asking this question to monitor our commitment to this ethos, as well as our commitment to uphold the principles of the Concordat to Support the Career Development of Researchers.

- ☐ Yes
- ☐ No

Degrees and professional qualifications

Please list your relevant degrees and professional qualifications, along with the year and institution / organisation at which you received them.

No Response

Employment

Please provide details of your last three positions, starting with the most recent.

For each position, please provide the following information:

- Job title
- Institution / organisation
- Start and end dates

No Response

Current / most recent externally funded grants you have held as a lead applicant

If you do not have any, please provide a brief explanation (e.g. you are an early career researcher or first-time lead applicant etc.).

No Response

Relevant peer-reviewed publications

Please list a **maximum of 20 publications** relevant to the proposal.

If you do not have any, please provide a brief explanation.

No Response

Section 3 - The host centre / department / institute

Please describe your centre / department / institute's ageing-related research programme, and its strategic commitment to ageing-related research

If this is a new / emerging strategic commitment, please explain how this is being developed and why it is considered important to your centre / department / institute.

Where possible, demonstrate how ageing-related research is embedded in your centre / department / institute's strategy, as opposed to just individual projects.

Max 500 words.

No Response

Please explain the suitability of the centre / department / institute to host the proposed placements

For example, please tell us about the facilities, equipment, samples, advice etc. to which you / the supervisory team and the students will have access. It would also be helpful to understand the centre / department / institute's track record and expertise around the topic(s) that the proposed placement projects will cover.

This is also an opportunity to outline how your centre / department / institute promotes a positive research culture (e.g. any charters etc. to which it subscribes, and how these are specifically implemented).

Finally, please also outline whether the centre / department / institute, and/or the proposed team, has hosted / supported similar research placements previously. If so, please provide details (e.g. the number of placements and their outcome, if possible). If there is any evidence of the success of these previous placements, please highlight that in your answer.

Max 500 words.

No Response

Section 4 - The proposed placements and supervisory team

Please provide a title / name for the placement cohort

Max 20 words.

No Response

Please provide an indicative start date for the placements

We appreciate that this may change, but it is helpful to get an approximate date at this stage.

Please keep in mind the timeline for the call, as outlined in the call guidelines, and that the placements cannot begin until any conditions stated in the Grant Offer Letter have been met.

No Response

Please outline the proposed placements and the projects that would be supported through them

In your answer, please try and provide information on the following points:

- The duration and structure of the proposed placements: remember that the three placements can be up to six weeks in duration, and can be structured flexibly – i.e. in a single block (full-time), or spread out over a longer period (part-time).
 - The students that you hope to target through the placements (e.g. specific disciplines etc.).
 - The topic(s) of research to be covered and their relevance to ageing well and/or older people, and how they specifically address the priority research themes highlighted in the Vivensa Foundation's 2025-30 Strategic Framework.
 - An outline of the work that might be encompassed by the placement projects and its feasibility.
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- Please feel free to include any other information that you feel is helpful to answer this question.

Please refer to Section 2.2 of the call guidelines for details on our expectations around the placements.

We appreciate that at this point in time, the eventual placement projects may not be known. However, based on learning from the previous round of the scheme, our recommendation would be to outline some potential projects (with details on the rationale / process by which these have been identified) and the work involved in them. From our experience, this approach typically provides a better opportunity for you to demonstrate that you have thought about aspects such as the feasibility of the projects, how the students would have input into them, who may supervise them etc.

If relevant, you may include in-text references in your answer and upload a full reference list below.

Similarly, figures and/or tables cannot be included in your answer but, if relevant, can be referenced in your answer and uploaded below.

Max 1000 words.

No Response

Reference list

If relevant, please upload a list of the key references for your proposal. The preferred format is Harvard.

No Response

Figures and/or tables

If relevant, please upload any figures and/or tables with legends relevant to your proposal.

No Response

Please outline the selection process for the placement supervisors and projects

If any of the supervisory team are already known, this is an opportunity to outline who they are, how they were selected and their expertise in relation to the proposed placements. However, if the supervisory team are yet to be selected, please outline the process by which this will be done to ensure that they are suitable and that all the projects will be ageing-related.

You can also use your answer to describe the proposed structure of the supervisory team (e.g. the career stages of the proposed supervisors, how many supervisors each student will have, any support for less experienced members of the team, cover for absences such as sickness or leave etc.).

Similarly, if the placement projects are already known, please outline how they were developed / selected. However, if the projects are not yet known, please outline the process by which this will be done to ensure they are all ageing-related.

Please also explain what role (if any) the recruited students will have in the process of finalising the projects.

Max 500 words.

No Response

Please outline the selection process for the students

This can include details of how the placements will be advertised, the application process, who will be eligible to apply, how applications will be assessed etc.

If your aim is to target the placements at a specific group(s) of students, please explain how you will do this.

Max 500 words.

No Response

Please provide details of the support / supervision, training and career development opportunities that will be provided to the students

Our hope is for the scheme to kick-start the students' interest in ageing-related research, so we would like to know how the placements will help to support them with their projects and in their wider development. This could include support from the supervisory team, as well as training and development opportunities provided by the centre / department / institute and/or externally.

It would also be helpful to understand any ways in which the students will be made to feel part of a cohort (e.g. any cohort-related activities, meetings etc.).

We are supportive of you applying for relevant / justified training, career development and cohort building costs. Accordingly, your answer should correspond to the details provided in the **Financial support** section of your application.

Max 500 words.

No Response

Proposed timeline for the commencement of the award and recruitment of students

Please provide a timeline for the key activities / processes leading up to the commencement of the research placements. Please upload this as a Gantt chart, which includes key dates and main milestones, and which clearly shows who will be responsible for / involved in each activity.

Please keep in mind the timeline for the call, as outlined in the call guidelines, and that the placements cannot begin until any conditions stated in the Grant Offer Letter have been met.

No Response

Ethical considerations

If appropriate, please discuss any ethical issues surrounding the proposed placements and how you have considered these in the development of your proposal.

You do not need to use your answer to outline any ethical / regulatory approvals that are required for the proposed work, as you'll be asked about these later in the application form.

Max 300 words.

No Response

Risk and contingency plans

Please upload a risk register that outlines the key risks to the proposed placements, and the mitigations in place.

If it's helpful, you can download an example risk register template at this link.

No Response

Have any generative and/or agentic artificial intelligence (AI) tools been used during the application process?

This information will be used for monitoring purposes and will not be used in the assessment process. Your answer will not be visible to members of the assessment panel.

☐ Yes

☐ No

Section 5 - PPIE, EDI and capacity building

Patient, carer and public involvement and engagement (PPIE)

Please describe how you have considered and/or will consider PPIE principles in the design and running of the proposed placements.

For example, if relevant, please describe how you have and/or will engage patients, carers and the public in the work encompassed by the placement projects and any PPIE activities that will be carried out.

If it is not feasible for PPIE activities to be carried out during the placements – we recognise that this may be the case given their scope / duration – then it would nevertheless be helpful to understand how the overall topic(s) of research being addressed have been informed by, or have been shown to be important to, older people / their carers etc.

If this is not appropriate for this proposal, please explain why.

We are supportive of you applying for relevant / justified PPIE costs. Accordingly, your answer should correspond to the details provided in the **Financial support** section of your application.

Max 500 words.

No Response

Equity, diversity and inclusion (EDI)

The Foundation is committed to the principles of equity, diversity and inclusion. This includes issues related to the characteristics that the Equality Act 2010 protects, as well other characteristics such as socio-economic status, geographical location etc.

Please describe how you have and/or will consider equity, diversity and inclusion throughout the proposal, including within the centre / department / institute, the proposed placement projects and in the selection of students.

You may find it helpful to refer to other answers (e.g. your previous answer on the student selection process), if relevant.

We are supportive of you applying for relevant / justified EDI costs. Accordingly, your answer should correspond to the details provided in the **Financial support** section of your application.

Max 500 words.

No Response

Capacity building

Please outline how this proposal will contribute to capacity building in ageing-related research – this could be in terms of the recruited students, members of the supervisory team, more widely etc.

In particular, for this call we are keen to support proposals that can build capacity within underserved locations, centres, disciplines and/or student demographics. Therefore, please also describe / evidence how the proposal meets this aim.

Max 500 words.

No Response

Section 6 - Additional research information

Does the proposed work involve the use of research animals?

- ☐ Yes
- ☐ No

Does the proposed work require any additional approvals?

If additional approval is required, regardless of whether the approval(s) have already been gained, please select "Yes" and provide further details below.

- ☐ Yes
- ☐ No

Section 7 - Financial support

Please state the amount of funding being requested

As outlined in Section 2.4 of the call guidelines, the maximum amount that can be applied for is as follows:

- **For centres / departments / institutes outside of London: £11,475**
- **For centres / departments / institutes within London: £12,325**

No Response

Please outline / provide a breakdown of what the requested funds will cover

We expect the requested costs to include the full salaries / stipends / bursaries of the three students (at the real Living Wage). You can also apply for up to £1k per student (i.e. up to £3k in total) to cover other relevant costs in support of the placements.

Section 2.5 of the call guidelines provides guidance on eligible costs.

Whilst we appreciate that the details of the placement projects may not be known at this stage, please provide as detailed a breakdown of the costs as possible / reasonable. Please also provide a justification of the costs in the context of the proposed placements.

Max 500 words.

No Response

Part-funding and/or in-kind support

If applicable, please outline any part-funding and/or in-kind support (e.g. materials, equipment, staff time etc.) from the host institution or other sources, that will be supporting the proposed placements.

Max 300 words.

No Response

Lead institution contact details

Please provide details for the person at the lead institution responsible for administering the grant, if successful – typically this is somebody from your post-award or finance team.

Please provide:

- Their name
- Organisational address
- Work telephone number
- Work email address

No Response

Section 8 - Lead applicant declaration

Applicant declarations

By checking the boxes below, you are confirming that you have read and agree to be bound by the Terms and Conditions stated.

Please note that it is not possible for you to submit the form until any invited external participants (e.g. Head of Department, Administrative / Finance Manager, Co-applicants etc.) have completed their sections. If you have not already invited them to participate, please do so by clicking the **Return to Summary** button and selecting the **Participants** tab.

I have accessed and read a copy of the Vivensa Foundation's Terms and Conditions for Research Grants and confirm that in accepting any offer of a grant which is made by the Foundation, I agree to be bound by them. I also understand that no alteration or waiver of those conditions can occur without written approval from the Foundation.

Unchecked

I agree that the personal data relating to me shown on this form, or otherwise made known to the Vivensa Foundation for the purposes of making and managing grants, may be recorded by the Foundation and used by it for the purposes of evaluating, monitoring and administering any such grant and for reference in connection with it and may be passed by it to individuals and/or organisations consulted by the Foundation when assessing applications and monitoring grants and to the Foundation's auditors.

Unchecked

Date

No Response

Section 9 - Administrative / Finance Manager declaration

Administrative / Finance Manager declarations

By checking this box I am confirming, on behalf of my institution, that I have read and accept the [Terms and Conditions](#) under which grants are awarded by the Vivensa Foundation.

Unchecked

By checking this box I am confirming, on behalf of my institution, that the funds requested in this application include the full salaries / stipends / bursaries of the three students at the appropriate real Living Wage rate.

Unchecked

Full name

No Response

Position

No Response

Email address

No Response

Date

No Response

Section 10 - Head of Department declaration

Head of Department declarations

By checking this box I am confirming, on behalf of my institution, that I support this application and agree to be bound by the [Terms and Conditions](#) of any subsequent grant award by the Vivensa Foundation.

Unchecked

By checking this box I am confirming, on behalf of my institution, that the accommodation and facilities necessary for the proposed work will be made available to the lead applicant and, if applicable, the wider team.

Unchecked

By checking this box I am confirming that, should the proposed research placements involve human participants, their organs, tissue or data, the Host Institution has agreed to act as research sponsor (as required by the [NHS Research Governance Framework](#)).

Unchecked

Full name

No Response

Position

No Response

Email address

No Response

Date

No Response