



Standard Operating Procedure for Application and Award of a POGP Research Grant

Aims of the POGP research grant

- Add to the evidence base within the area of pelvic health physiotherapy
- Support and encourage early career researchers who are POGP members
- Provide experience in grant application processes

POGP allocate money each year for research. The POGP values and objectives reflect that this is a key area for development and support. One or more grants may be awarded up to a total value of £15,000 subject to available funds. The Dr Jo Laycock Award is specifically awarded for continence-related research.

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Applicant guidance notes and administration checklist

Guidance notes for applicants of a POGP research grant

1. The research grant applicant must be: a physiotherapist; a member of the POGP; registered in the UK with the Health and Care Professions Council (HCPC), or a member of their own country's governing body; and in good standing.
2. The research must be related to pelvic health physiotherapy.
3. Grants **will NOT** be considered for payment of **academic fees**, for example, MSc or PhD modules.
4. The applicant must comply with all the stated POGP research grant terms and conditions as stated within the Research Grant Agreement.
5. The application must include declarations of interest with third parties and connections to the POGP Board of Trustees.
6. Submission of the POGP research grant application does not guarantee that funding will be approved for the project. Appeals are not permitted if the applicant is unsuccessful; however, a new application may be submitted for future awards.
7. POGP research grants are awarded via the POGP Board of Trustees and overseen by the Treasurer. Applicants may be required to provide additional information on request during the process. Failure to do so may impact their application.
8. The POGP research grant application must be submitted in full. Following review, suitable applicants may be required to attend an online interview with research grant assessors. Applicants at interview will be required to present their research aims, objectives and impact in a five-minute timed presentation. A further ten minutes will be allocated for discussion of further questions related to the research.



9. The successful applicant will be informed in writing. The Research Grant Agreement must be signed and returned to the POGP administrator within 21 days of receipt. The monies will be paid on receipt of evidence of expenditure and ethical approval (if required).
10. For retrospective applications, the research grant will be paid on evidence of expenditure. Receipts must be submitted to the Trustees before payment of funds is actioned. This may be for part funding or full funding. All claims from the grant must be made within the agreed timescale outlined at the time the grant was conferred.
11. No additional funding will be made available beyond the amount agreed by the POGP Board of Trustees.
12. The proposed study must be commenced and the first request for payment made within six months of the date of the offer letter, unless otherwise agreed in writing. If the first payment is not requested within the relevant period, the grant will automatically lapse without POGP providing any additional warning or other form of notification to the applicant.
13. It is expected by POGP that the study will be completed, all funds will be claimed, and all terms and conditions complied with within two years of commencement of the study, unless otherwise agreed in writing.
14. Receipt of funding from POGP does not prevent the submission of a future research grant application, but it cannot be for a previously funded project. Details of any previously awarded POGP research grant must be declared, including a brief description of the outputs on its completion (e.g., article, presentation or policy). Any publications arising from the previously funded project should be referenced.



15. Recipients of a POGP research grant are required to:
- write an interim report after one year of the research commencement date including budget update;
 - write a short report to inform the Board of Trustees of the outcomes and dissemination of the completed research or yearly progress;
 - disseminate the outcome of their work to the public, other health professionals and other physiotherapists (as relevant) through peer-reviewed journals, other publications, and conferences;
 - write an article for the POGP journal news section about their project and/or present at the POGP Conference; and
 - acknowledge POGP funding explicitly in all publications and outputs (POGP logo available from info@thepogp.co.uk).
16. Any changes or amendments to the agreed research proposal, proposed timeline or budget must be agreed with the POGP Board of Trustees.
17. The POGP reserves the right to withdraw the grant or demand a refund if it is deemed that the funds were used for purposes other than those stated in the application, or if the research is not completed in the time stated.
18. If the project should be suspended or cancelled for any reason, the applicant must inform the POGP Board of Trustees and may be obliged to return those funds already awarded to them.
19. Applicants agree to comply with standards set out in the Department of Health Research Governance Framework.
20. Applicants agree to POGP holding personal details in accordance with GDPR regulations.



Terms and Conditions (from the Research Grant Agreement)

1. The applicant must provide any relevant declarations of interest with third parties and connections to the POGP Board of Trustees.
2. Grants and awards shall only be used for the purposes agreed by the POGP Board of Trustees.
3. For retrospective applications the research grant will be paid on evidence of expenditure. Receipts must be submitted to the Trustees before payment of funds. This may be for part funding or full funding.
4. No additional funding will be made available beyond the amount agreed by the POGP Board of Trustees.
5. Recipients of a POGP research grant are required to:
 - a. provide an annual progress report including a budget update;
 - b. write a short report to inform the Board of Trustees of the outcomes and dissemination of the completed research or yearly progress;
 - c. disseminate the outcome of their work to the public, other health professionals and other physiotherapists (as relevant) through peer-reviewed journals, other publications, and conferences;
 - d. write an article for the POGP journal news section about their project and/or present at the POGP Conference; and
 - e. acknowledge POGP funding explicitly in all publications and outputs (POGP logo available from info@thepogp.co.uk).
6. Any changes or amendments to the agreed study protocol or predicted timeline must be agreed in writing with the POGP Board of Trustees.



7. The proposed study must be commenced and first request for payment made within six months of the date of the offer letter, unless otherwise agreed in writing. If the first payment is not requested within the relevant period, the grant will automatically lapse without the POGP providing any additional warning or other form of notification to the applicant.
8. It is expected by POGP that the study will be completed, all funds will be claimed and all terms and conditions complied with within two years of commencement of the study, unless otherwise agreed in writing.
9. POGP reserves the right to demand a refund of the grant if it is deemed that the funds were used for purposes other than those stated in the application, or if the research is not completed in the time stated.
10. If the project should be suspended or cancelled for any reason, the applicant must inform the POGP Board of Trustees and may be obliged to return those funds already awarded to them.
11. The applicant agrees to comply with standards set out in the Department of Health Research Governance Framework.
12. The applicant agrees to the POGP holding their personal details in accordance with GDPR regulations.



Mandatory application information (administration checklist)

1. Complete research grant application.
2. Summary of planned research (to include study background and rationale, aims and objectives, study design and sampling, anticipated risks, impact and dissemination (maximum 2 pages A4 to include references and any figures; minimum font size 11; required font Calibri).
3. Curriculum Vitae (brief).
4. Confirmation of stage of ethical approval process e.g., planning, applied for, awarded (REC reference or letter from REC or Sponsor explaining why this not required).
5. Timeline of research (e.g., Gantt chart).
6. Evidence of Public and Patient Involvement and Engagement.
7. Information related to receipt of previous POGP research grant funding. Details of any previous POGP research grant awarded should be included, including a brief description of the outputs on its completion (e.g., article, presentation or policy). Any publications arising from the previous project should be referenced.
8. Presentation of research aims and objectives and impact of research.
9. Details of current financial assistance or awards and if successful (the POGP Board of Trustees expect to be informed of any further grants or financial assistance awarded for the research).
10. A successful applicant must return the signed and dated Research Grant Agreement agreeing to Terms and Conditions within 21 days of being informed that the grant application has been successful.
11. The start of the proposed study and first request for payment must be made within six months of the date of the offer letter, unless otherwise agreed in writing. If the



first payment is not requested within the relevant period, the grant will automatically lapse without the POGP providing any additional warning or other form of notification to the applicant.

12. It is expected by POGP that the study will be completed, all funds will be claimed and all terms and conditions complied with within two years of commencement of the study, unless otherwise agreed in writing.



Guidance notes for assessment of POGP grant applications

Management of research grant applications

1. The POGP administrator will review all applications to ensure they are complete.
2. The research grant applications will be reviewed using the assessment criteria.
3. Shortlisted applicants may be required to attend an interview to present their aims and objectives and impact of their research to pelvic health physiotherapy.
4. Approval for nominated successful applications will be sought from the Board of Trustees.
5. Those not shortlisted will be provided with feedback if requested.
6. Any additional terms and conditions of the awards will be identified.
7. The successful applicant will be informed in writing and asked to complete the Research Grant Agreement including any additional Terms and Conditions.
8. The successful applicant must return the completed Research Grant Agreement within 21 days of being informed.



Management of research grant funding

1. The successful applicant will access the POGP research grant by supplying appropriate receipts and reports to the POGP administration and following its terms and conditions.
2. POGP administration will manage the financial processing of the grant.
3. POGP administration will manage adherence to all terms and conditions agreed within the grant.
4. POGP administration will maintain a database of all successful applicants including project information. This will be maintained for seven years including time for dissemination.