

Application guidelines

These guidelines are for organisations that have been invited to submit a Stage 2 application under the Science & Medicine programme. Please log in to your account on our online application system where you will find a link to submit your Stage 2 application. This link is only made available once you have been invited to apply to Stage 2 of our application process.

If there have been significant changes to your project since the submission of your Stage 1 application, please get in touch with your primary contact for the application (identified in your invitation email) who will be happy to advise you.

These guidelines are regularly updated so please [check our website](#) to make sure you are following the latest version.

Deadlines

Stage 2 applications should reach us by either **1 March** (for a June decision) or **1 September** (for a December decision).

Invitations to Stage 2 remain open for three funding rounds, unless another deadline date has been agreed. Your invitation email will specify the latest round in which you can submit a Stage 2 application.

Content

Your Stage 2 application should contain the following information, as well as any additional details requested in your invitation email.

1. Cover letter

A cover letter addressed to our Chief Executive, Paul Ramsbottom and signed by the Vice-Chancellor, Chief Executive or equivalent of your organisation. This should be no longer than one page.

2. Organisation profile

A short introduction to the organisation, and where applicable the department or group, including any recent or planned expansion if relevant to this project.

3. Project Details

a) Brief summary

The email inviting a Stage 2 application may indicate specific areas or equipment on which your application should focus. If so, this section should focus on these, presented in the context of the wider project. If the project is not based at the organisation's main address, please make clear the location of the project.

b) Aims and outcomes

Describe up to three aims and outcomes for your project, providing specific detail of what will be achieved, and how. At least one of these should reflect the Wolfson Foundation's aims under the relevant programme area below:

Research *

- Expansion of high quality research into new scientific fields or an increased output from

- existing research (including new collaborations)
- Improved quality of research
- Production of scientific work with a clear impact, benefitting either the academic community or the public.

Public engagement with science *

- Increased numbers of visitors (where relevant) and engagement of new audiences
- Improved educational experience and understanding of science
- Improved financial stability of the organisation.

Medical education

- Increased numbers of medical professionals able to undertake a course
- Improved standard of teaching and learning experience leading to high quality medical professionals
- Improved financial stability of the organisation.

An example of how to present your project's aims and outcomes is available at www.wolfson.org.uk/science-outcomes. If your application is successful, you will be asked to report on the project's progress towards these aims. More information on reporting is available at www.wolfson.org.uk/grant-holders/reporting.

c) Project timetable

Give an indication of the timeframe for your project (i.e. when work will start and finish or when purchases will be made and equipment installed). This should take realistic account of the time needed to secure remaining funding, carry out tendering and address materials shortages/supply chain problems. We do not make grants retrospectively so your project must not have been completed at the time that a funding decision is made.

d) Artist's impression of the completed project, if applicable

We suggest you include three or four relevant architect's drawings or floor plans within the main body of your proposal. Longer technical attachments are not usually required but may be sent as a separate appendix.

e) Ownership, lease and planning permission details

If the building is leased, please specify the length of the lease. Please detail whether planning permission/consents are required and if so when they were obtained. Unless otherwise agreed, planning permission should be in place before submitting your Stage 2 application.

If we have agreed exceptionally to consider an application before these are in place, you should include a brief note explaining any pre-planning processes or consultations that you have been through and the current timetable for securing the necessary permissions/consents. You do not need to refer to the exception agreed as we will confirm this as part of the review process.

4. Finance

Note:

Please do not request a specific amount or make a 'funding ask' in your application. This is because we want to understand the whole project to help us assess where we might be able to support you.

An example of how to present your project's financial information is available at

a) Total project cost and breakdown

The breakdown of costs should list the cost of each element/stage, with VAT indicated separately. Only irrecoverable VAT costs should be provided. If the precise figure(s) for irrecoverable VAT are yet to be confirmed, please give a best estimate of what might be irrecoverable with a short explanatory note. For phased projects, the cost of each phase should be given, as well as the total project cost. Please give specific figures for all costs and do not round them. Your budget can include an allowance for contingency and inflation; if so, please make clear how you calculated these.

We ask you to provide a full cost breakdown so that we can understand the total cost of the project to the organisation. However, if your application is successful, funding can only be claimed against eligible costs. Our grants do not cover overheads, administrative costs and VAT.

b) Funding options

Highlight elements of the project to which a grant might be allocated, including their cost, e.g. specific rooms or areas, fixtures or fittings, or equipment. Irrecoverable VAT should be shown separately. While we do not ask you to request a specific amount, we may link an award to one of these areas. Even where the project is fully underwritten, please use this section to identify one or more spaces or items that the Foundation's support might be linked to.

c) Fundraising summary

List the amount and source of funds already received and/or pledged, and the plan for raising the balance. For phased projects, present the funds raised towards each phase. If funds are not restricted to a particular phase this should be indicated. Please also include of the dates of any forthcoming funding decisions). Unless otherwise agreed, we only consider applications when at least 25% of the necessary funds have been raised.

d) Running and maintenance costs

Please describe any increase in staffing, operational (e.g. energy use, data storage) and maintenance costs which the project is likely to require, and how these costs will be met – making clear the split between institutional underwriting, research grants, commercial income and philanthropy.

You can also use this section to describe how any environmental considerations have been factored into the project design, and how any negative impacts will be minimised or offset.

e) Tender process

Give a short summary of the tender process that has been / will be used. We expect that projects are put out to competitive tender.

5. Appendices

Research

- An appendix (no more than 12 pages) describing the science for which the building or equipment is requested, including both past achievements and future directions. You should avoid repeating text or graphics that are in sections 1-4 as the whole proposal will be seen by reviewers and panel members.
- Up to 10 one-page CVs of the Principal Investigators/main users of the facility (including references to key publications).

Public engagement with science

An appendix (no more than 6 pages) describing:

- Details of the scientific subject that will be presented and how it will be interpreted for the public
- Details of the collections that will occupy the new or refurbished spaces (if applicable)
- Latest annual visitor numbers (if applicable) or, for new initiatives, an estimate and short justification, as well as anticipated growth in visitors once the project is completed
- Images and plans of the museum/attraction.

Medical education

An appendix (no more than 6 pages) describing:

- How the building or equipment requested would be beneficial for the medical courses being taught
- An outline of the specialist and continuing professional development courses available and the numbers of medical professionals participating
- Details of links with hospitals and other healthcare organisations
- Up to six one-page CVs of key teaching staff.

Format

Applications should be **no longer than six pages** (excluding cover letter and any appendices). Please do not insert additional title pages, section dividers, tables of contents, back covers, etc which take the document beyond six pages.

Technical or further information may be attached as appendices, for example, images or building plans. We appreciate appendices being as concise as possible.

Applications must be standalone documents (i.e. not reliant on information previously provided or contained in other documents such as annual reports or websites).

Please avoid using hyperlinks as far as possible because our panel members view proposals in software that does not support 'clicking through' to external sites. Your application should contain all relevant information without linking to other webpages.

Submission

Applications should be uploaded via our online application system. The submission should comprise

- A PDF which combines the covering letter and main application, including the thematic appendix (ie numbered items 1–5 above).
- Any appendices which we have requested as separate attachments

Applications that do not meet these guidelines may not be accepted.

Review process

Your application will be assessed by independent expert (or 'peer') review before being considered by our [specialist panel](#) who make recommendations to the [trustees](#). We will also undertake a separate financial review of your organisation.

Nominated reviewer (optional)

You may nominate an independent reviewer. This person should be independent of your organisation and not receive funding or benefit directly from the project. They should: have some knowledge of the project; be aware of the application to the Wolfson Foundation; be able to provide a helpful perspective on the project and its merits, working in the relevant sector or discipline. Please provide their name, address, phone number and email address via the online application system. Their details should not be included in the application itself.

If you are unsure whether someone is appropriate to nominate (e.g. if you think there could be a conflict of interest) please get in touch and we will be happy to advise you.

You do not have to nominate a reviewer, and your Stage 2 application will not be disadvantaged if you choose not to, as we send all applications to our own independent reviewers

Feedback

Your application will also be considered by independent reviewers chosen by the Foundation. During the review process we may ask you to supply further information or respond to questions. We may get in contact at any point during the process but, if any questions have been raised by our independent experts, we will normally communicate these to you in April (for a June decision) or October (for a December decision). We may also be in touch to ask for an update on e.g. pending funding decisions or the planning permission process. Further information on our review process is available at www.wolfson.org.uk/funding/application-guidance/review-process.

Frequently asked questions in our review process

Your Stage 2 application will typically be reviewed by three to six external reviewers, before being considered by our Science and Medicine Panel and our Board of trustees.

Below are some points that are frequently raised by reviewers or panel members. If these are relevant to your project, you should make sure that your application addresses these points clearly, but we do not recommend that you use these as document headings.

Research Infrastructure projects

- Applications for clinical research connected to a university and an NHS Trust should have the formal approval of the relevant university.
- Please make sure to provide a brief comparison of the *recent* track record of research outputs with the expected future outputs. It is important to give a clear answer to the question 'What will change as a result of this project?'
- If the facility you are asking us to fund will be open to researchers from outside your organisation, please explain how access will be prioritised and managed, and how users (internal/external; academic/commercial) will be charged.
- Please describe how the facility you are applying for will fit within wider departmental/institutional line management and governance arrangements. If relevant, include details of any steering group or advisory committee which will guide the facility's work.
- If relevant, please make sure to describe the pathway by which basic science will lead to translational impacts.
- What similar facilities already exist elsewhere in the UK, and what alternatives to the proposed new facility have been considered, such as shared access?
- How quickly will the proposed facility reach maximum capacity, and is there room for future growth?
- How have environmental considerations been factored into the project design? How will any negative impacts be minimised or offset?
- How will integrating different teams/disciplines 'under one roof' enable you to increase the quantity/quality of your research outputs?
- If applicable, is there a succession plan for when the current lead investigators retire?
- If you are anticipating a wide and varied range of research activities, please give some indication of the immediate priorities for, say, the first one to three years.

Public Engagement with Science projects

- What research has been carried out to underpin projected visitor increases, and to test approaches to involving new audiences? Are tailored approaches to involving diverse audiences planned?
- How will the project be evaluated?
- Has the project's impact on secondary activities (ticketing, retail, school visits, catering, security, etc) been factored in?
- Are the collections used to support research by internal or external researchers? If so, how might the project affect access?
- Does the project involve the creation of new interpretation material or digital assets? If so, who will be responsible for ongoing maintenance/updating?
- How have environmental considerations been factored into the project design? How will any negative impacts be minimised or offset?