

SPECIAL PROJECTS

We provide the following guidance on the application questions for a Special Project.

This information is provided so applicants can begin to prepare their applications ahead of the online grants management system opening in late March.

Please note applications must be submitted via our grants management system grants.huofamilyfoundation.org. We will not accept applications by any other means.

The key dates regarding completing and submitting your application are:

- **24 March 2025** – grant system opens for applications grants.huofamilyfoundation.org
- **23 May 2025 by 23.59 (UK time), 18.59 (Eastern), 15.59 (Pacific)** – deadline for submission of applications

PLEASE NOTE WE WILL CONSIDER ONLY ONE SPECIAL PROJECT PROPOSAL FROM EACH LEAD INSTITUTION. THE LEAD INSTITUTION IS THE COLLEGE, UNIVERSITY OR RESEARCH INSTITUTE WHERE THE LEAD APPLICANT IS LOCATED.

SECTION 1 - APPLICATION SUMMARY

Application title – please provide the title of your project.

Proposed start date – please provide the proposed start date of your project

Proposed duration - what is the duration of your project, in months.

Checklist for submission

- Please confirm that the application form has been fully completed
- Please confirm that the proposal is within the scientific remit.
- Please confirm that the proposed work will take place at colleges, universities and research institutes in the UK or the US only. The college, university or research institute should have charitable status or a nonprofit status such as 501(c)(3).
- Please confirm that the salaries of all applicants are covered by their respective employing organisation(s) or other sources of funding for the duration of the proposed award.

SECTION 2 - RESEARCH PROPOSAL SUMMARY

Research Summary - please provide a summary of your proposed research, including key goals, for an expert audience [maximum of 250 words].

Novelty and importance of your research questions - please detail the novelty and the importance of your proposed work [maximum of 250 words].

You are applying with co-applicants and would recruit staff to work on the proposed project. Please provide a narrative on the team composition and roles, how the project will be led and managed, and how you will develop the staff who will be appointed [maximum of 500 words].

How did you hear about the call for proposals? – please tell us how you heard about the funding opportunities at the Huo Family Foundation. For example, from the HFF website, from an email from HFF, from a LinkedIn post, from a colleague, etc.

Related applications - has a similar application been submitted to and/or funded by another funding organisation? Is this application related to another application submitted to the Huo Family Foundation?

SECTION 3 - APPLICANTS

The guidance in blue is for when using the HFF online grants portal:

On the 'Participants' tab you may invite co-applicants, sponsors and mentors (depending on the grant scheme), Research/Finance Office/Departmental Administrator(s), as well as senior sign-off.

The Lead Applicant and any co-applicants will have editing rights on all areas of the form.

The Lead Applicant may invite one person only to the role of 'Research/Finance Office/Departmental Administrator (Edit Access)' to assist with the completion of the application (for example completing the budget table). Please be aware that this designated person will have the ability to edit all areas of the form.

The Lead Applicant may invite one other individual to the role of 'Research/Finance Office/Departmental Administrator (Read only)' for read-only access.

You must invite one individual as 'Senior Sign-off'. Your application must be endorsed and approved by this senior figure in your organisation before submission. This can be the Head of Department/School/Faculty, the Administrative Head of the Department/School/Faculty, the Head of the Finance or Research Office, etc. This individual will have read-only access to the application.

All invited participants must complete their contribution to the application by clicking on the 'Finish Contribution' button at the bottom of the summary page.

When all invited participants have completed their contribution, the 'Submit application' button will appear on this page.

Primary Applicant / Co-applicant details

Title Name Surname Email Address Organisation

Position - what is your role?

CV upload – this should include a short narrative including skills and experience, top 5 to 10 publications, existing grants, other relevant items like IP (maximum of 2 pages per CV). Please use standard Arial 11- or 12-point type for the text. The text must be single-spaced, with 2.5 cm/ 1 inch or larger margins on all sides.

[Please note there is no need for a letter of support from head of department/dean.]

SECTION 4 - RESEARCH PROPOSAL

Research proposal – please upload a pdf of your research proposal. The upload should not exceed 10 pages and include the following:

- research aims and questions
- background and work such as preliminary data or earlier studies which have led up to the project
- environment in which the research will be conducted
- your approach, methods and how you will address challenges expected outcomes
- key stages in your research proposal such as milestones

All figures, tables, graphs, diagrams, pictures, etc., included in your research proposal count toward the ten-page limit for the proposal.

Collaborations can be described in the ten-page research proposal - do not include individual collaborative letters. (If recommended for funding we may check collaboration status at that stage)

Use standard Arial 11- or 12-point type for the text, and no smaller than 9 to 10-point type for figures, legends, tables, and diagrams. The text must be single-spaced, with 2.5 cm/ 1 inch or larger margins on all sides.

The reference list/bibliography does NOT count toward the ten-page maximum research proposal and should be appended at the end of the research proposal pdf. Where there are more than 3 authors, please use the format of: the first three authors "et al.", title of paper and full reference.

SECTION 5 - PROJECT GOVERNANCE, MANAGEMENT & ETHICS

Data management and sharing - how will you manage and share data collected or acquired through the proposed research? Please provide a data management plan. If identifiable or potentially identifiable data is to be collected from human participants or human biological material, please outline how you will comply with all relevant legislation, including data protection and the duty of confidentiality [maximum of 1,250 words].

Research involving human participation - will the project involve the use of human subjects or their personal information? If yes, please provide the name of any required approving body and whether approval is already in place. Please describe the study design, justify the number and diversity of the participants involved, as well as any procedures and interventions. Please include power calculations and the proposed statistical analysis [maximum of 500 words].

Human tissues, or biological samples - does your proposed research involve the use of human tissues, or biological samples? If yes, please provide the name of any required approving body and whether approval is already in place. Justify the use of human tissue or biological samples specifying the nature and quantity of the material to be used and its source [maximum of 300 words].

Public and Community Involvement, Engagement and Participation (PCIEP) - how have you involved and engaged young people and other relevant stakeholders in developing this proposal? What ongoing involvement will they have in the research? [maximum of 200 words]

Ethics and responsible research and innovation - what are the implications and issues relating to the proposed work? Please demonstrate that you have identified and evaluated the relevant ethical or other relevant considerations such as the effects and potential impacts on society and how you will manage these [maximum of 300 words].

SECTION 6 - FINANCE

Finance – in this section, you will be required to provide Information relating to the costs of your proposed project.

All costs must be entered in GBP. For applications originally costed in USD, please convert costs using £1.00=\$1.30.

Please note, if your application is successful, the award will be made in your country's currency.

The budget headings are as follows:

Direct costs:

- Staff (including on-costs/fringe)
- Materials and consumables
- Equipment and access charges
- Travel and subsistence
- Other (e.g. subject costs, data analysis, processing and storage, public engagement, public/community Involvement, etc)

Indirect costs (US-based work only):

- For US-based work, up to 12.5% of the total grant budget can be indirect costs
- For UK-based work, the total grant amount should be based on direct costs only, given HFF funding (awarded on basis of open competition with external expert peer-review) will be eligible for UK government charity research (QR) support.

The grant system will provide a table prepopulated with items under each budget heading. You will be able to add and remove rows as required.

| Budget heading | | Year 1 | Year 2 | Year 3 | Year 4 | Total |
|------------------------------------|------|--------|--------|--------|--------|-------|
| Staff | | | | | | |
| Post 1 | Cost | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Staff Total | | Cost | £0.00 | £0.00 | £0.00 | £0.00 |
| Materials and consumables | | | | | | |
| Item 1 | Cost | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Materials and consumables Total | | Cost | £0.00 | £0.00 | £0.00 | £0.00 |
| Equipment and access charges | | | | | | |
| Item 1 | Cost | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Equipment and access charges Total | | Cost | £0.00 | £0.00 | £0.00 | £0.00 |
| Travel and subsistence | | | | | | |
| Item 1 | Cost | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Travel and subsistence Total | | Cost | £0.00 | £0.00 | £0.00 | £0.00 |

| | | | | | | |
|-------------|-------|-------|-------|-------|-------|-------|
| | Other | | | | | |
| Item 1 | Cost | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Other Total | Cost | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Grand Total | Cost | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

Justification of costs - please briefly justify all requested costs [maximum of 500 words].

Value sought – please add in the total value of funding sought?

SECTION 7 - REVIEWER SUGGESTIONS

Reviewer suggestions - you can let us know here if there are any reviewers that you suggest are particularly suitable to comment on your application, or those that you consider we should not approach (please provide a brief factual reason).