**Scoping Review Grant Proposal Form 2023**

**Note this form is based on the *Preferred reporting items for systematic review and meta-analysis extension for scoping reviews* (PRISMA-ScR) (Tricco et al 2018). Please read the call for proposals before completing this form, as it includes more information about the PRISMA-ScR.**

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| **SUMMARY DETAILS PAGE** |
| 1. **Title of proposed review** (maximum 20 words) |
| 1. **Lead applicant** (title / name / institution) |
| 1. **Co-applicant(s)** (title / name / institution) |
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| 1. **Name of host institution** (for contractual purposes) |
| 1. **Proposed start date and duration of review** (refer to call for proposal document) |
| 1. **Total amount of funding sought (up to £20,000)** |
| 1. **Plain English summary** (250 words maximum)   Note: you can find guidance on writing plain English summaries on NIHR’s website: <https://www.nihr.ac.uk/documents/plain-english-summaries/27363>. The RDS North East and North Cumbria PPI panel also has produced some guidance: [https://www.youtube.com/watch?v=w\_MttgRQs4E](https://eu-west-1.protection.sophos.com/?d=youtube.com&u=aHR0cHM6Ly93d3cueW91dHViZS5jb20vd2F0Y2g_dj13X010dGdSUXM0RQ==&i=NjA5MzllMmU0OTljZjI0ODM5M2UxYTcz&t=MUU0WTNiZE00cU1lTUZqSm9WMVhjYTIvYnlSR3JvK3JyL3M0K1BqdU1ZZz0=&h=b34264c1c0a448dca29a0ebbba5b0c94). If your application is successful this summary will be published on the RCOT website.  Word count total: |
| 1. **Describe how you will take account of the views of people who access services, and/or their families or carers, and perspectives of people from diverse backgrounds with multiple and intersecting identities (Agner 2020, Hammell 2013), in the review.** (350 words maximum)   Word count total: |
| 1. **Describe the aim and objectives of the scoping review.** (500 words maximum)   Word count total: |
| 1. **Specify the characteristics of the sources of evidence to be used in the scoping review as eligibility criteria (for example: years considered, language, and publication status), and provide a rationale.** (500 words maximum)   Word count total: |
| 1. **Describe the information sources you plan to use.** (350 words maximum)   Word count total: |
| 1. **Present a draft search strategy, including planned limits, so that it could be repeated. If language limits are set, please provide the rational for this and/or outline the approaches that could be taken to consider literature published in other languages and from low and middle income countries.** |
| 1. **Describe the screening and eligibility processes to be used to select sources of evidence.** (500 words maximum)   Word count total: |
| 1. **Describe the methods of charting data for included sources of evidence and any processes for obtaining and confirming data from investigators.** (500 words maximum)   Word count total: |
| 1. **List and define all variables for which data will be sought and any pre-planned data assumptions and simplifications.** (500 words maximum)   Word count total: |
| 1. **IF RELEVANT: Describe any planned methods for critical appraisal of included sources of evidence, the rationale for doing this, and whether it will be included in a data synthesis.** (500 words maximum)   Word count total: |
| 1. **Describe how you will handle and summarise sources of evidence.** (500 words maximum) |
| 1. **Describe your dissemination plans including, but not limited to, peer-reviewed journal article submissions and conference presentations, and how you plan to disseminate your findings.** (350 words maximum)   Word count total: |
| 1. **Timeline for the proposed research. This should not exceed 12 months and must begin before October 2023.** |
| 1. **References** (List all references cited within the proposal form. For reference style see ‘*Referencing for RCOT publications’* at:[**https://www.rcot.co.uk/practice-resources/library-resources/information-skills**](https://www.rcot.co.uk/practice-resources/library-resources/information-skills)) |
| 1. **Outline the support from the host institution plus any collaborating partners or public contributors (who are not co-applicants) for the duration of the review.** (350 words maximum)   Word count total: |
| 1. **Funding requested** (include costs incurred by all contributors whose details are given within the proposal, with the exception of doctoral supervisors.   Costs may include relevant conference attendance up to a maximum of £500.  Note: as a charity RCOT does not expect to meet host institution overhead costs associated with full economic costing, and this should be reflected in the financial statement below. |
| Staff time costs (salary and grade) |
| Consumables |
| Public and patient involvement costs, where relevant (NB costs related to staff management of public and patient contributors to the study (as distinct from participants) should be included under staff time cost) |
| **Please note any other sources of funding or sponsorship and if they have had any role in developing the proposal.** |

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| **Lead applicant details** | |
| Title: | BAOT professional membership no: |
| Surname: | Forename(s): |
| Orcid number: | |
| Current appointment | |
| Job title: | Department: |
| Institution/Organisation: | |
| Telephone: | Email: |
| Date of commencement: | |
| Is this a permanent post? | If not, provide termination date: |
| 1. **Relevant professional qualifications, degrees, diplomas etc** | |
| 1. **Higher degrees** (give details of level and title, and briefly describe research undertaken as part of the degree) | |
| 1. **Publications** (include peer-reviewed and other journals, book chapters, online/social media publications etc published within the last 10 years. Do not attach articles.) | |
| 1. **Experience of conducting scoping reviews including, where appropriate, the supportive expertise available in the team to support the execution of the review.** (350 words maximum)   Word count total: | |
| 1. **Contribution to review.** (350 words maximum)   Word count total: | |

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| **Co-applicant** (please complete sections 29-34 for each co-applicant, inserting additional sheets as required) | |
| Title: | BAOT membership no: |
| Surname: | Forename/s: |
| Current appointment | |
| Job title: | Department: |
| Institution/Organisation: | |
| Telephone: | Email: |
| Date of commencement: | |
| Is this a permanent post? | If not, provide termination date: |
| 1. **Relevant professional qualifications, degrees, diplomas etc** (include details of awarding body and dates) | |
| 1. **Higher Degrees** (give details of level and title, and briefly describe research undertaken as part of the degree) | |
| 1. **Publications** (peer reviewed or other journals, book chapters etc published within the last 10 years) | |
| 1. **Experience of conducting scoping reviews** (350 words maximum)   Word count total: | |
| 1. **Contribution to the review** (250 words maximum)   Word count total: | |

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| **Public co-applicant** (please complete sections 35-38 for each public co-applicant, inserting additional sheets as required) | |
| Title: | |
| Surname: | Forename/s: |
| **Relevant experience** Please describe any relevant work (paid or unpaid), knowledge and experience of other patient and public involvement activities, knowledge and experience of any previous research, or experience of conditions, interventions or services related to the research. | |
| **Relevant skills, qualifications and training** | |
| 1. **Contribution to the project** (250 words maximum)   Word count total: | |

**Application continues overleaf.**

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| 1. **Signatures** (electronic signatures are acceptable. This page may be submitted in PDF format.) | | |
| **Lead applicant**  I shall be actively engaged in the review and will take responsibility for its undertaking and completion in accordance with the activity detailed in this review proposal. I understand that the proposal will be reviewed by external experts and by members of the Royal College of Occupational Therapists’ Research Foundation Advisory Group. I also understand my application, if successful, will be retained until award audit requirements have been met and then for one year following publication of the summary report on the RCOT website. If unsuccessful, my application will be retained for 18 months following the outcome. | | |
| **Name:** | Signature: | Date: |
| **Co-applicants**  I shall be actively engaged with the review as indicated in this review proposal. | | |
| **Name:** | **Signature:** | **Date:** |
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| 1. **Diversity monitoring questions -** Answering this section is voluntary.   At RCOT we are committed to creating an inclusive environment in which everyone can thrive.  We are asking diversity monitoring questions because we want to be able to identify and remove barriers to full inclusion in the Research Foundation. This data can also help us measure our success in making our policies and procedures fully inclusive and fair.  The data you share will not be used in deciding who receives grant funding. It will not be shared with reviewers or members of the Research Foundation Advisory Group while they are deciding whether to fund the application. The information is protected under Data Protection legislation and importantly, we never disclose your personal data without your permission. | | | | | |
| **Age** (please put an **x** in the box next to your answer) | | | | | |
| 18-24 |  |  | | | |
| 25-34 |  |  | | | |
| 35-44 |  |  | | | |
| 45-54 |  |  | | | |
| 55-64 |  |  | | | |
| 65-74 |  |  | | | |
| 75 and over |  |  | | | |
| **Gender** (please put an **x** in the box next to your answer) | | | | | |
| Male | |  |  | | |
| Female | |  |  | | |
| Prefer to self-describe | |  |  | | |
| Prefer not to say | |  |  | | |
| **Sexual orientation** (please put an **x** in the box next to your answer) | | | | | |
| Heterosexual/Straight | |  |  | | |
| Bi Sexual Man | |  |  | | |
| Bi Sexual Woman | |  |  | | |
| Gay Man | |  |  | | |
| Gay Woman/Lesbian | |  |  | | |
| Prefer to self describe | |  |  | | |
| Prefer not to say | |  |  | | |
| **Trans status** Do you consider yourself to be a trans person? (please put an **x** in the box next to your answer)  (Trans is an umbrella term to describe people whose gender is not the same as the sex they were assigned at birth. *Stonewall)* | | | | | |
| Yes | |  |  | | |
| No | |  |  | | |
| Prefer not to say | |  |  | | |
| **Disability/Long term health condition** Do you consider yourself to have a disability or long-term health condition? (please put an **x** in the box next to your answer) | | | | | |
| Yes | |  |  | | |
| No | |  |  | | |
| **If yes:**  What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write it here: | | | | | |
| **Religion** (please put an **x** in the box next to your answer) | | | | | |
| No religion | | |  |  | |
| Christian (including Church of England, Catholic, Protestant, and all other Christian denominations) | | |  |  | |
| Buddhist | | |  |  | |
| Hindu | | |  |  | |
| Jewish | | |  |  | |
| Muslim | | |  |  | |
| Sikh | | |  |  | |
| Any other religion | | |  | If ‘other religion’, please state what it is here: | |
| **Race/Ethnicity** (please put an **x** in the box next to your answer) | | | | | |
| White - English, Welsh, Scottish, Northern Irish or British | | | |  |  |
| White - Irish | | | |  |  |
| White - Gypsy or Irish Traveller | | | |  |  |
| White - Any other White background | | | |  |  |
| Mixed or Multiple ethnic groups - White and Black Caribbean | | | |  |  |
| Mixed or Multiple ethnic groups - White and Black African | | | |  |  |
| Mixed or Multiple ethnic groups - White and Asian | | | |  |  |
| Mixed or Multiple ethnic groups - Any other Mixed or Multiple ethnic background | | | |  |  |
| Asian or Asian British - Indian | | | |  |  |
| Asian or Asian British - Pakistani | | | |  |  |
| Asian or Asian British - Bangladeshi | | | |  |  |
| Asian or Asian British - Chinese | | | |  |  |
| Asian or Asian British – Any other Asian background | | | |  |  |
| Black, African, Caribbean or Black British - African | | | |  |  |
| Black, African, Caribbean or Black - British Caribbean | | | |  |  |
| Black, African, Caribbean or Black British - Any other Black, African, or Caribbean background | | | |  |  |
| Other ethnic group - Arab | | | |  |  |
| Any other ethnic group | | | |  |  |

**References:**

Agner, J (2020) The Issue Is – Moving from cultural competence to cultural humility in occupational therapy: A paradigm shift. *American Journal of Occupational Therapy, 74(4).*

Hammell K (2013) Occupation, well-being, and culture: Theory and cultural humility. *Canadian Journal of Occupational Therapy 80(4).*

Tricco AC, Lillie E, Zarin W, O'Brien KK, Colquhoun H…Straus S (2018) PRISMA extension for scoping reviews (PRISMA-ScR): checklist and explanation. *Annals of Internal Medicine, 169(7)*, 467-473. [doi:10.7326/M18-0850.](http://annals.org/aim/fullarticle/2700389/prisma-extension-scoping-reviews-prisma-scr-checklist-explanation)