# Synthesising the Evidence Grant Proposal Form 2025

Note this form is based on the *Preferred reporting items for systematic review and meta-analysis protocols* (PRISMA-P) (Moher et al 2015). Please read the Submission information and FAQs documents before completing this form, as they have more information about the PRISMA-P and applying. For information about how we use your data and your privacy rights, please see our [Privacy Notice](https://www.rcot.co.uk/privacy-notice).

|  |  |
| --- | --- |
| **SUMMARY DETAILS PAGE** | |
| 1. **Title of proposed review** (maximum 20 words) | |
| 1. **Lead applicant** (title / name / institution) | |
| 1. **Co-applicant(s)** (title / name / institution) | |
|  | |
|  | |
|  | |
|  | |
|  | |
| 1. **Name of host institution** (for contractual purposes) | |
| 1. **Proposed start date and duration of review** (refer to the Submission information and FAQs documents) | |
| 1. **Total amount of funding sought** | |
| 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. **Rationale for being a research priority area** – outline the local and national policy context and practice drivers for the topic and how the proposed research addresses one or more of the top 10 research priorities for occupational therapy in the UK. **Please see** <https://www.rcot.co.uk/top-10> (350 words maximum)   Word count total: | |
| 1. **Describe how you have involved people who access services, and/or their families or carers, taking account of the perspectives of people from diverse backgrounds with multiple and intersecting identities (Agner 2020, Hammell 2013), in the determination of the topic and how they will be involved in the review.** (350 words maximum)   Word count total: | |
| 1. **Describe the rationale and objectives of the systematic review (with reference to participants, interventions, comparators and outcomes [PICO]).** (500 words maximum)   Word count total: | |
| 1. **Is this an update to an already published systematic review?** Please choose one. | Yes / No |
| 1. **If you are applying to amend/update an existing systematic review, please describe the amendments you are proposing (e.g. modification of search terms or study selection process).** (500 words maximum)   Word count total: | |
| 1. **Please describe how important amendments to the protocol will be documented.** (100 words maximum)   Word count total: | |
| 1. **Describe the eligibility criteria of the review, including the study and report characteristics to be used as criteria.** (500 words maximum)   Word count total: | |
| 1. **Describe the information sources you plan to use and any coverage dates.** (350 words maximum)   Word count total: | |
| 1. **Present a draft search strategy for at least one electronic database, 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 mechanism(s) that will be used to manage records and data throughout the review.** (500 words maximum)   Word count total: | |
| 1. **State the process that will be used for selecting studies through each phase of the review.** (500 words maximum)   Word count total: | |
| 1. **Describe the method for extracting data from reports 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 (such as PICO items) and any pre-planned data assumptions and simplifications.** (500 words maximum)   Word count total: | |
| 1. **List and define all outcomes for which data will be sought, including prioritisation of main and additional comes. Please include a rationale for your decisions.** (500 words maximum)   Word count total: | |
| 1. **Describe planned methods for assessing risk of bias of individual studies, including whether this will be done at the outcome or study level, or both. Additionally, state how this information will be used in data synthesis.** (500 words maximum)   Word count total: | |
| 1. **Describe the criteria under which study data will be quantitatively and/or qualitatively synthesized, if appropriate, including planned summary measures, methods of handling data and methods for combining data from studies. Please also describe any additional analyses planned. If synthesis is not appropriate, describe the type of summary planned.** (750 words maximum)   Word count total: | |
| 1. **Specify any planned assessment of meta-bias(es).** (500 words maximum)   Word count total: | |
| 1. **Describe how the strength of the body of evidence will be assessed (e.g. GRADE, CER-QUAL)** (500 words maximum)   Word count total: | |
| 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 to the public and any public contributors** (350 words maximum)   Word count total: | |
| 1. **Timeline for the proposed research. This should not exceed 12 months.** | |
| 1. **References** (List all references cited within the proposal form. For reference style see ‘Referencing guide for RCOT publications’ at[: https://www.rcot.co.uk/library/make-most-your-search](:%20https:/www.rcot.co.uk/library/make-most-your-search)**)** | |
| 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 we do not meet university overhead costs associated with full economic costing, and these should not be included in your costs below. | |
| Staff time costs (salary and grade) | |
| Consumables | |
| Public involvement and engagement costs (NB costs related to staff management of public involvement and engagement contributors to the study as distinct from participants should be included under staff time cost) | |
| **Total costs:** | |
| **Please note any other sources of funding or sponsorship and if they have had any role in developing the protocol.** | |

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

|  |  |
| --- | --- |
| **Co-applicant** (please complete section 32 for each co-applicant, inserting additional tables as required) | |
| Title: | BAOT membership no (if applicable): |
| Surname: | Forename/s: |
| Job title: | Department: |
| Institution/Organisation: | |
| Telephone: | Email: |
| Date of commencement: | |
| Is this a permanent post? | If not, provide termination date: |
| Relevant professional qualifications, degrees, diplomas etc(include details of awarding body and dates) | |
| Higher Degrees (give details of level and title, and briefly describe research undertaken as part of the degree) | |
| Date doctorate was awarded: | |
| Publications (peer reviewed or other journals, book chapters etc published within the last five years) | |
| Experience of conducting systematic reviews(350 words maximum)  Word count total: | |
| Contribution to the review(250 words maximum)  Word count total: | |

|  |  |
| --- | --- |
| **Public/Lived experience co-applicant** (please complete section 33 for each public co-applicant, inserting additional tables as required) | |
| Title: | |
| Surname: | Forename/s: |
| Relevant experience: please describe any relevant work (paid or unpaid), knowledge and experience of other public involvement and engagement activities, knowledge and experience of any previous research, or experience of conditions, interventions or services related to the research. | |
| Relevant skills, qualifications and training | |
| Contribution to the project (250 words maximum)  Word count total: | |

**Application continues overleaf.**

|  |  |  |
| --- | --- | --- |
| 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 an external expert and by members of the Royal College of Occupational Therapists Research and Innovation Fund 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: |
| **I confirm that this application has been peer reviewed prior to submission** (please clearly select one): | Yes / No | |
| **Co-applicants**  I shall be actively engaged with the review as indicated in this review proposal. | | |
| **Name:** | **Signature:** | **Date:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Research Supervisor** (for doctoral student applicants)  I support this application. | | |
| **Name:** | **Signature:** | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 and Innovation Fund. 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 and Innovation Fund Panel 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) | | | | | |
| Woman (including Trans woman) | |  |  | | |
| Man (including Trans man) | |  |  | | |
| Non-binary | |  |  | | |
| Prefer to self-describe | |  |  | | |
| Prefer not to say | |  |  | | |
| **Sexual orientation** (please put an **x** in the box next to your answer) | | | | | |
| Heterosexual/Straight | |  |  | | |
| Bisexual | |  |  | | |
| Gay | |  |  | | |
| Lesbian | |  |  | | |
| Prefer to self describe | |  |  | | |
| Prefer not to say | |  |  | | |
| **Trans status** Is your gender identity the same as the gender you were assigned at birth? (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 have lived experience of a disability and/or long-term health conditions? (please put an **x** in the box next to your answer) | | | | | |
| Yes | |  |  | | |
| No | |  |  | | |
| Prefer not to say | |  |  | | |
| **If yes:**  If you are happy to disclose, can you, explain (give examples of) what impacts (if any) these lived experiences have on your practice? | | | | | |
| **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 | | | |  |  |
|  | | | |  |  |
| **Caring responsibilities** Do you have any caring responsibilities for a child/children and/or another adult/s?(please put an **x** in the box next to your answer) | | | |  |  |
| Yes | | | |  |  |
| No | | | |  |  |
| Prefer not say | | | |  |  |
| If ‘yes’, please select all that apply by putting an x in the box next to your answer:  If you share care responsibilities equally then please answer as the primary carer. | | | |  |  |
| Primary carer of a child or children (under 18 years) | | | |  |  |
| Primary carer of a child or children who is disabled or has a health condition or illness, or temporary care needs (under 18 years) | | | |  |  |
| Primary carer or assistant for a disabled adult or adults (18 years and over) | | | |  |  |
| Primary carer or assistant for an older person or people (65 years and over) | | | |  |  |
| Secondary carer (another person carries out main caring role) | | | |  |  |
| Prefer not to say | | | |  |  |

**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).*

Moher D, Shamseer L, Clarke M, Ghersi D, Liberati A, Petticrew M,…the PRISMA-P Group (2015) Preferred reporting items for systematic review and meta-analysis protocols (PRISMA-P) 2015 statement. *Systematic Reviews, 4(1).* Available at:<https://systematicreviewsjournal.biomedcentral.com/articles/10.1186/2046-4053-4-1>