

29 January 2010

Dear Professor Lamb,

**09/80/04 Community physical activity programme for people with mild to moderate dementia (DAPA - Dementia And Physical Activity)**

Following the HTA Commissioning Board meeting on 7<sup>th</sup> January 2010. I am pleased to inform you that the board has asked me to invite you to submit a full proposal.

A frequent observation of Commissioning Board members is that applicants do not address the commissioning brief. I therefore urge you to refer to the commissioning brief as you formulate your full proposal to ensure that you specifically address the research question(s) posed. A copy of the relevant brief is attached.

The board considers how well projects fulfil the following criteria when assessing proposals. The criteria include:

- How well the proposal addresses the issues outlined in the commissioning brief;
- The quality of the methodology and science presented;
- The extent to which the group has the necessary skill mix and/or experience to complete the project;
- There is evidence of the necessary project management and infra-structure to enable delivery of the project;
- How well the estimated recruitment rates are explained and justified;
- The costs of the research represent good value for money.

In addition to any individual comments provided, the board would like you to consider the following comments when preparing your full proposal:

- *The board felt that there was insufficient information about patient and public involvement.*
- *The board would like further consideration to be given as to whether it is economically feasible for the exercise intervention to be delivered over 6 months.*

In the meantime, there are a number of actions and issues to consider when preparing your full proposal:

If you need any clarification of the above comments, please send your queries to me via [email: htacmsg@soton.ac.uk](mailto:htacmsg@soton.ac.uk).

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- **Project timings**

Please plan to start your project on the 1st of a month and give a realistic start date to allow for staff recruitment etc., bearing in mind that full proposals will be considered by the HTA Commissioning Board in July 2010 and a resubmission or revision may be required subsequently.

- **NHS Costs**

Applicants should note that it is in their interests to undertake a thorough, realistic and accurate costing of their proposal. The HTA programme expects that the costs identified should not differ between outline and full proposal stage. Any differences must be clearly explained and fully justified. The Commissioning Board will pay close scrutiny to any increases.

To help you, I enclose the following documents:

- A copy of 'EL (97)77: Non-Commercial Externally Funded

*R&D in the NHS: Guidance for NHS Researchers' and HSG(97)32 Responsibilities for meeting Patient Care Costs associated with Research and Development in the NHS*

- A copy of 'Attributing revenue costs of externally funded non-commercial research in the NHS'.
- NHS Costs Help Sheet – hints for applicants submitting primary research full proposals.

**Please read these enclosures carefully before completing the electronic form**

For more advice on NHS costs and funding, contact Ms Trudi Simmons ([email: trudi.simmons@dh.gsi.gov.uk](mailto:trudi.simmons@dh.gsi.gov.uk))

- Please supply a flow diagram illustrating the study design and the flow of participants. The HTA Commissioning Board values the inclusion of such a diagram to explain the design of your proposed study. Applicants proposing a RCT should refer to the CONSORT statement and website for guidance (<http://www.consort-statement.org>).

**Submitting your full proposal**

The HTA programme requires you to submit your application form and detailed project description in time to reach our offices by 26 March 2010. Please note that we cannot grant any time extensions beyond this deadline. The application and guidance notes can be found at <http://www.hta.ac.uk/funding/standardcalls/howtoapply.shtml>

Full proposals must be submitted electronically and as hard copies.

- Submit your application electronically, using the Submit button on the last page of the web form.
- Two paper copies of your proposal, one of which must contain all appropriate original signatures should be sent to us at the address below.

The HTA Commissioning Team, NETSCC  
Alpha House, Enterprise Road,  
Chilworth Science Park,

Chilworth, Southampton

SO16 7NS

**Please note that the signed paper copies should be received by the office no later than a maximum of 1 week after the deadline.** The paper copies must be identical to the electronic application, as no further changes can be made after the deadline.

Further assistance in completing your application can be found in our Frequently Asked Questions (FAQs) available online at:

<http://www.hta.ac.uk/funding/troubleshooting/index.html>, or see our detailed guidance notes. For further guidance please contact the team on the email address or telephone number above.

Finally, also enclosed is a checklist, which we would be grateful if you would complete and send in with your full application.

Yours sincerely

Programme Manager