**Longitudinal Population Studies (LPS) outline application template**

Outline applications should be structured using the headings listed below.

**1. Title of the Longitudinal Population Study (LPS)**

**2. Principal Investigator**

Name, affiliation, contact details

**3. Co-Investigators and environment**

Name individual co-investigators and collaborators and outline the role they will play in the study. Explain how the study team are well qualified to carry out the proposed activity. Describe the environment in which the research will take place or the infrastructure that will be developed or maintained.

**4. LPS summary**

Summarise the proposed LPS, including the study population, sample size, age range, gender, ethnicity and geographical location.

**5. Type of request**

What type of funding is being requested – is it for a new LPS or for continued funding of an existing LPS?

**6. Strategic need and importance**

Explain the strategic need for this LPS and the research questions it will address, highlighting:

* The unique need for this LPS and the scientific niche that it will occupy. If there are similar LPS nationally or internationally you should explain the added value of this proposal.
* Specific research questions that could be addressed by the LPS over the next 5-10 years and their strategic importance.
* Why these scientific questions could not be answered using existing national or international LPS and data sources.

For existing LPS:

* Justify how continued support will add value and enable new research that couldn’t be done using the existing resource, or other existing national/international LPS or data sources.
* If a new data sweep is planned, justify why the proposed timing is important in scientific terms.
* Show follow-up rates and attrition clearly from initiation to the most recent data collection. If data are collected through multiple methods (e.g. mail/internet questionnaire, hands-on clinic assessment, record linkage) show coverage and attrition for each of these separately.

**7. Impact (existing LPS only)**

To demonstrate the impact of an existing LPS, provide:

* The three to five most important outputs over the previous funding period (normally 5 years); these could include scientific, policy or capacity-building-related impact
* Publications, including the proportion generated outside of the lead institution(s).
* Details of LPS assets, i.e. biosamples and data (including linkages with routine data); these may be included in an annex or as a reference to a website if these are clearly documented.

**8. Proposed work**

Outline the experimental plan, giving sufficient methodological information to show that the aims are feasible. Including, as relevant:

* + Study design and methodology, including the number and type of participants (with a justification), inclusion criteria and sample size calculations.
  + Details of the recruitment method, expected length of follow up and the follow up schedule.
  + Data and biological samples to be collected with broad details, e.g. via questionnaire, record linkage or clinic assessment, and methods for biosample collection.
  + Anticipated duration of follow-up.
  + Resources or facilities to be developed, used or maintained.
* Include details of any plans to collaborate with other existing LPS.
  + Management arrangements.
  + Transition plan, if the LPS is moving from collection to curation, including issues such as attrition and consent.

**9. Best practice in maintaining LPS infrastructure (Security, Discoverability, Access, Curation and Sharing)**

[UKRI data principles](https://www.ukri.org/manage-your-award/publishing-your-research-findings/making-your-research-data-open/) and [MRC data policy](https://www.ukri.org/publications/mrc-data-sharing-policy/) state that research data be held securely but made widely available to bona fide members of the research community to support secondary data analysis so that the use of existing data is maximised. MRC will monitor this at the outline application stage and follow-up funded LPS.

For the outline application, there are different requirements depending on whether you are requesting funding for a new LPS or an existing LPS. Please refer to the information below to determine what should be provided in the application.

For new LPS:

* Describe how the data will be discovered
  + Indicate in precise terms how the LPS will be “discovered” and accessed by other scientists.
* Describe the proposed principles of the governance arrangements and processes for access, curation and sharing of data and/or samples, clarifying how these comply with UKRI policy.
* Explain who will make decisions on access, and what the criteria and conditions would be.
* Set out the time frame from data/sample generation to new data and samples being made available to the wider research community.
* Explain the proposed data preservation strategy and standards.

For existing LPS:

* Provide a url for the study website and describe the principles of the governance arrangements and processes for access, curation and sharing of data and/or samples, clarifying how these comply with UKRI policy.
* Indicate in precise terms how the LPS is “discovered” and accessed by other scientists.
* Explain who makes decisions on access, and what the criteria and conditions are.
* Set out the time frame from data/sample generation to new data and samples being made available to the wider research community.
* Explain the data preservation strategy and standards.
* Describe the national and international reach of the resource, including:
  + Which organisations/ types of organisation are using the data, for example universities and the private sector?
  + The geographical location of these organisations
* Include the following table about data usage over the last 5 years, counting the current year as year ‘0’. This is to help MRC to assess the potential added value from funding this renewal.

Please copy the table below into your application and populate this as appropriate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Metric to be provided** | Previous 5 years from (*add date*) | | | | |
|  | **-4** | **-3** | **-2** | **-1** | **0** |
| Number of applications to access existing LPS data |  |  |  |  |  |
| Number of applications approved |  |  |  |  |  |
| Median time and range (in days) for access committee decisions\* |  |  |  |  |  |
| Median time and range (in days) for releasing the  data\* |  |  |  |  |  |
| Where appropriate, the number of applications to use depletable biological samples |  |  |  |  |  |
| Number of approvals for the use of depletable samples |  |  |  |  |  |
| Median time and range (in days) between  submission of application and transfer of samples\* |  |  |  |  |  |
| Number of applications to add new data to the resource |  |  |  |  |  |
| Number of the above applications that were approved |  |  |  |  |  |

\*The timing of requests should start when a formal approach is made.

Please ensure that all the approved studies are posted on the LPS website so that

data requests and research projects are not unknowingly duplicated.

**10. Future Strategy & Sustainability**

* What is the expected lifespan of the LPS and how many further data/sample collections are anticipated beyond the funding term requested?
* Explain the strategic approach for the longer-term future of the project beyond the present funding sought.
* Explain what requests for associate research are anticipated in the next 5-year period and beyond and what are the priorities?
* When is it projected that on-going support for the LPS will be for routine data linkage and maintenance costs only?

**11. Resources Requested**

Include details of:

* The estimated total cost and duration of the proposal.
* The resources that are needed, including the estimated cost for each of the difference elements, such as new data and sample collection, storage, data management, etc.
* Whether other funders are contributing to the LPS costs. If so, who are they, what element of the study does their contribution fund and over what time period?