

Guidance for NOTA Research Grant Application Form 2025-26

Contents

Section 1 - Applicant And Project Details	2
Section 2 – Project Details.....	3
Section 3 – Budget.....	5
Section 4 – Ethical Approval.....	6
Section 5 – Co-Investigators or Collaborators	6
Additional Documentation	7
Application Process	7
Successful Applicants	7
The Research Committee’s Activity	8

Section 1 - Applicant And Project Details

- 1.a The Principal Investigator (PI) is the person who will be the named recipient of the grant and will take responsibility for the project. Even if multiple people are involved in the application, one person must be nominated as the PI.

It is generally expected that the PI will have obtained approval from their institution or line manager to apply for the grant and carry out the research. If this does not apply (e.g. a lone worker in private practice), please make this clear.

If the applicant is a PhD, other doctoral, or Masters candidate, this must be clearly stated. Student awards come from a separate fund and are capped at £3,000. However, student applications are typically expected to be smaller (e.g. between £500 and £2,000). Students must also confirm whether the funding request specifically supports their Doctoral or Masters project.

Each application will be considered on its own merits. However, applications to support Doctoral or Masters project costs are generally less likely to be successful. The student's primary supervisor must sign a statement of support and provide a letter confirming their endorsement. Note that funding **cannot** be used for tuition or qualification fees—only for research-related activities.

While not required, it is strongly recommended that one or more practitioners be involved in the project. These individuals should be named, and their workplace or location provided. If the project will take place partly or entirely within a practitioner's workplace, please describe the nature of that involvement.

- 1.b Funding can only be awarded to current NOTA members or those who intend to join. If an applicant who is not yet a member is selected for funding, the funds will not be released until membership is confirmed.

Please include your NOTA membership number. If you are not yet a member, confirm that you have submitted an application for membership.

Note 1: Members of the Research Committee are not eligible to apply for funding through the NOTA Research Grant Scheme. However, this does not prevent a student under their supervision from applying.

Note 2: Successful student applicants will be invited to serve as a student representative on the Research Committee during the year following their project proposal.

- 1.d The proposed research must align with the theme(s) specified in the NOTA Research Grant Scheme Call, which are also listed at the top of the application form.

If multiple themes are listed, please clearly state which one(s) your research addresses. While the project may cover more than one theme, no preference will be given to applications addressing multiple themes.

- 1.e The total funding available is £10,000. The maximum award per project is normally £7,000, but this may increase to £10,000 if no student grants are made.

Applicants may also request part-funding. If so, please indicate whether additional funding has been requested or received from other sources. The Research Committee may award partial funding even if the full amount requested cannot be provided. Applicants are encouraged to state whether partial funding would still be useful for their project.

- 1.f Principal Investigators are strongly encouraged to present their research at a NOTA Conference. Please indicate whether you plan to do this and which year you expect to be ready.

Section 2 – Project Details

- 2.a.b If the project has already started, please provide the start date and explain why additional funding is now needed. If the project has not yet begun, state the proposed start date.

Keep in mind that it may take up to six months from the release of the Funding Call for applications to be reviewed, decisions made, and grants released.

Applicants should factor this delay into their planning, especially if the project requires funding from the outset.

- 2.c In this section, explain the rationale behind your project. What is its main purpose? What research gap does it aim to fill, and why is this a valuable piece of work?

You should also describe why this project is particularly suited for NOTA funding. Make sure to show how the project aligns with NOTA's charitable objectives (see the "About – NOTA" section and NOTA's Strategic Plan for reference).

- 2.d Here, provide a clear description of the research question(s) at the core of your study.

You may include:

- The aims of the project
- The hypotheses you intend to test
- The research questions you want to explore

You only need to include one of these types of information, depending on the nature of your project. However, if you'd like to elaborate further on any of these, such detail is welcome.

- 2.e This section should outline **how** the research will be carried out. The application form includes some prompts, but please ensure you provide clear details on the following:

- **Participants:** Describe who will take part in the study, how many participants are needed (with a justification, such as a power calculation), and how they will be recruited.
- **Study Design:** State the type of study (e.g., cross-sectional survey, experiment, interview study) and whether it will use an exploratory, comparative, mixed-method, or repeated-measures design.

If relevant, explain how the study will control for factors such as selection

bias, order effects (in multi-test situations), or practice effects (in repeated assessments).

- **Measures Used:** If your research involves tools like questionnaires, tests, or equipment, provide their names and a brief justification for each.

For qualitative studies, describe your planned analysis approach and, if possible, include your interview schedule with a brief justification.

- **Procedure:** Detail how, where, and when the study will be conducted.

Include ethical considerations such as:

- How confidentiality and anonymity will be maintained
- How consent will be obtained

Describe how data will be collected, stored, and recorded. Ensure that your approach complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confirm that data handling will meet these legal requirements.

- **Analysis:** Outline your data analysis plan. State whether the research will be quantitative, qualitative, or mixed-method, and specify the techniques you will use (e.g., Grounded Theory, ANOVA, Factor Analysis).

2.f Briefly explain what you expect your research to reveal, and how the findings might influence practice, policy, and/or theory in the field of sexual abuse.

2.g Describe the anticipated impact of your research. Explain how it will benefit NOTA members and/or how it directly supports NOTA's objectives for the current research theme (listed at the top of the application form).

Section 3 – Budget

3.a In this section, applicants must explain **how the funds will be used**. For example, include:

- Number of hours of paid work (and salary grade)
- Cost of equipment
- Travel expenses

Be as specific as possible, as additional funding **will not** be granted later for unexpected costs. Every item listed must be clearly justified based on the needs of the project.

It is recommended that you attach a **formal costing plan** or equivalent.

Note: The grant **cannot** be used for:

- Conference attendance
- Writing up the research for publication
- General reporting activities
- Educational qualification fees

- 3.b Applicants are encouraged to provide information about **any other sources of funding** the project may rely on—whether already secured or still pending.

If possible, include a **full itemised budget** for the entire project. Clearly indicate which parts will be supported by NOTA funding.

As mentioned previously, if full funding is not possible, applicants should state whether **part-funding** from NOTA would still be useful.

Section 4 – Ethical Approval

- 4.a Applicants should indicate whether the project has received ethical approval.
- 4.b Applicants must provide the name of the Ethics Committee which approved the study and attach a copy of the approval letter.
- 4.c If applicants have not yet, or do not intend to seek ethical approval applicants must provide an explanation. Please note that all research projects including human participants require ethical approval from an accredited committee, such as an NHS Research Ethics Committee (IRAS), HMPPS (NRC), and/or a University Ethics Committee (though this may be at departmental level).

Section 5 – Co-Investigators or Collaborators

Applicants should provide the names and contact details of all those who are involved in carrying out the project as an active investigator or collaborator. If there are more

than four proposed co-investigators or collaborators then applicants may continue on an extra sheet.

Additional Documentation

- Applicants must attach a brief CV for the Principal Investigator.
- If the Principal Investigator has an academic supervisor for the project, applicants should enclose a supporting letter from the supervisor.

Application Process

Applications must be completed on the via the link located on the [NOTA Research Grant](#) page. Applications plus a CV of the principal investigator (CVs of other investigators are welcome too, but the CV of the PI is essential) plus any relevant documents, such as letters detailing ethical approval, should be attached to the application by no later than midnight 30th November 2025. Applicants should expect to receive a formal confirmation of receipt via email by no later than 5th December 2025. If no such confirmation is received, applicants should contact the NOTA office at notaoffice@nota.co.uk in the first instance.

Successful Applicants

For successful applications, two short formal reports will be required.

- A brief progress report (no more than two pages) should be submitted to notaoffice@nota.co.uk six months after receiving the funds. The format can be chosen by the applicant, but it must clearly show the progress made so far.
- A final report must be submitted (no more than two pages) to notaoffice@nota.co.uk and should cover the results, impact, and how the funds were used.

If there are delays or problems with the research, applicants should contact the NOTA Office. The Chair of the Research Committee will confirm whether a later report can be accepted. Applicants are also expected to confirm that they have either submitted or are preparing a submission for a NOTA Conference — either at the six-month mark or by the end of the project.

The Research Committee's Activity

All applications will be reviewed by two members of the Research Committee—one researcher and one practitioner—using a standard scoring form. This review process usually takes six to eight weeks after the submission deadline.

Committee members must declare any conflicts of interest (e.g. if they supervise a student who has applied). In such cases, they will not take part in the decision-making. If there is a significant difference in the reviewers' scores, the Chair of the Research Committee will act as a third reviewer.

Applicants will be notified of the outcome, with feedback, around eight weeks after the submission deadline. If an application is considered fundable but would benefit from improvements to increase the research's validity or reliability, the committee may request revisions. In some cases, they may offer partial funding instead of full funding. Successful applicants will need to provide relevant work bank account details so the funds can be released. This will be arranged through the NOTA Office.

If an applicant is not yet a member of NOTA, they must wait until their membership is confirmed before any funds can be released.

Queries regarding application should be directed to the NOTA Office at notaoffice@nota.co.uk, and will be forwarded to the Chair of the NOTA Research Committee.