## Appendix A: *Intent to Submit Form*

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| Intent to Submit - Oliver Bird Fund *Text in italics is for guidance only and may be deleted.* |

***Submit to:******outlines@nuffieldfoundation.org***

***Please submit by 17:00 10 January 2019***

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| **Main focus of your project:**  *(Please select one only, unless your project genuinely cuts across more than one programme area.)* | | | | Programme 1 – Secondary Analysis  Programme 2 – Local Data Integration  Programme 3 – Responsive Mode Application  Combined Application  *(See section 2.3 of the Oliver Bird Fund* [*Guide for applicants*](http://www.nuffieldfoundation.org/how-apply)*.)* | | |
| **Name of Principal Investigator (PI)**  **(including title):** | | | | *Please nominate one PI only.*  *(See section 3 of the Oliver Bird Fund* [*Guide for applicants*](http://www.nuffieldfoundation.org/how-apply)*.)* | | |
| **PI’s position / job title:** | | | |  | | |
| **PI’s email address:** | | | | *(This should be the PI’s direct email address.)* | | |
| **Organisation name and address:** | | | |  | | |
| **Co-investigators:** *(Please add details below if applicable. You may add or delete rows as necessary. We recognise the research team may change between Intent to Submit and submission of an Outline Application.)* | | | | | | |
| **Title** | **Name** | **Email address** | **Organisation** | | **Department** | **Position/**  **job title** |
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| **Project title:** | | *(This should be short and descriptive, and may be changed when submitting an outline application)* | | | | |
| **Project summary:** *Please provide a short, preliminary summary of your project in no more than 200 words. We recognise the exact nature of your project may change between Intent to Submit and submission of an Outline Application.* | | | | | | |
| **Your personal data**  We will only use your data for the purposes and in the ways set out below. For more details of our principles when dealing with personal data, see our [Privacy Policy](http://www.nuffieldfoundation.org/privacy-policy).    **What we do with your data**  We will use the data submitted on this form to process and make a decision on your application. As part of this review process, we may share your personal data with individuals outside the Foundation. This will always be on a confidential basis and we will ensure that your data is kept secure. We may also share your data with our partner organisation, Versus Arthritis, for the purpose of assessing your application.    If we decide to award a grant we will use the personal data submitted as part of your application for our grant management processes. These may include sharing progress and other reports with Versus Arthritis and with the advisory group for the programme. We will include the name of the principal and co-investigators (if applicable) in lists of our grant holders and in summaries of funded projects published online and in hard copy. In addition to data processing for grant management, we will also use your data in ongoing monitoring and evaluation of our grant activities and impact assessment work.    **Retention of your data**  The data on the grants we award form part of the historical records of the Foundation. As an organisation with a strong interest in impact and trends over the long term, we need to retain our application and grant records on a similarly long-term basis. However, if we decide not to award you a grant, the details of your application will be anonymised after six years. | | | | | | |
| **Declaration/Signature**  I declare that this application form has been completed by **[NAME]**, and with the knowledge and agreement of all co-investigators and other staff named on this application. I have read the *Guide for applicants* and believe that this application meets the eligibility criteria for funding.  **Name:**  **Date Completed:** | | | | | | |