



## Primephysio Foundation Guidance notes for Category I

Please read these guidance notes as you complete the Category I application form.

1. **Project / Proposal Name / Title**
2. **Project / Proposal Leader**
3. **Summary of costs involved** - Please give a summary of the costs involved, with a total for the amount applied for
4. **Project / proposal description / definition** – a short summary with all the defined goals listed
5. **Background** – please explain the rationale and all the thought processes leading to this application
6. **Planning** – this section should include the practical planning that has gone into this proposal / project using a mind map or a flowchart can help the clarity of this section , (feel free to attach an additional document if required).
7. **Objectives / learning outcomes** – where possible give details of the project learning outcomes.
8. **Scope** – what is covered and what is not covered by the project e.g. strength and limitation (if applicable)
9. **Benefit- Impact on Physiotherapy Profession and public.**
10. **Timescales** – start and end date as well as estimated timescale for each stage e.g. start date of data collection.
11. **Review methodology and frequency** – list here the stages at which progress can be reviewed and indicate a benchmark for measuring success
12. Please provide a detailed breakdown of the costs involved.
13. **Alternative sources of funding** – give details of other funding you applied for even if you have not had a response yet.
14. **Sponsors / conflicts of interest.** Details of any companies involved directly or indirectly in this project.
15. **Your organisation's strategy:** If applicable, how does this project / proposal fit in with your organisation's strategy?
16. **Reporting on your project / proposal:** Please provide a detailed report on the progress of this project at regular intervals.
17. **Dissemination plans-** Please state how you plan to do this (publications, conferences, etc) and the likely costs involved. You must also send Primephysio Foundation a short Power Point presentation (max 12 slides) to be displayed at Primephysio webpage.
18. **Additional comments in support of your project** – Provide as much information as possible
19. **Supporting documents** - List here the supporting documents enclosed