**Annex 5 Frequently asked questions**

**How many projects are going to be funded in total?**

The programme plan is to deliver around 40 projects across the UK. The precise number and type of project may evolve over the course of the five years, but roughly we believe:

* 20 small research projects
* 6 large research projects
* 14 pilot projects

In the 1st Call, funding was awarded to 21 projects. DRILL has now opened 2nd Call. There are a lot more good ideas and high quality applications than DRILL can fund. Funding is limited and therefore highly competitive.

**How much control do the DRILL partners have over who gets the money? Who will be making the decisions about who gets the money?**

The DRILL partners are not part of the grant assessment process and therefore do not have a say in which individual projects are funded. They do not sit on the Central Research Committee (CRC) and the National Advisory Groups (NAGs). The DRILL Programme Team may sift applications prior to them going to the NAGs. We may also carry out a moderation process prior to the UK pool of applications going to the CRC.

The final decision on which applications to fund will be made by the CRC. Where there is a conflict of interest this will be managed in the appropriate way.

**What is meant by the main contact?**

The partners need to identify who will be named as the main contact on the application form. This can be any one of the partnership. The main contact will be the person we will communicate with, and who will communicate with us, on behalf of all partners. The main contact will be responsible and complete financial, monitoring and progress reports for specific deadlines for DRILL.

The main contact will need to be from an organisation which has experience of financial governance and be a viable organisation.

We will need evidence of the organisation’s legal entity i.e. Companies House Registration, Charities Commission No. or other statutory registration.

Some funders refer to this role as the “Lead Partner”. But please note that the organisation that is in this role is not expected to lead on all aspects of the project.

**Do all DRILL projects have to be partnership projects?**

It is not a requirement of a DRILL project to be a partnership. It is a requirement that the project is led by disabled people. Often this will be best done by a Disabled People’s Organisation (DPO) or a Disabled People’s User Led Organisation (DPULO). However, we will consider other arrangements that can clearly demonstrate:

* the project is led by disabled people
* genuine coproduction
* research methods which are robust and which will produce sound evidence

If there are no DPOs involved, we will look very carefully to check that the above are clearly demonstrated.

**Can DRILL fund a service where the need has already been proven?**

In Section 3, Page 16 you will see how we have defined research and pilot projects. It may be possible for DRILL to fund a pilot project to test out a particularly strong new idea where the evidence of need is robust and already proven from other research. In Section 4, Page 27 you will find information on the 7 criteria of DRILL projects which we require all applicants to address.

**How can I get an application form?**

We ask all applicants to use the online process. You can access the application form through the DRILL website [drilluk.org.uk](http://www.drilluk.org.uk/). From the [Funding](http://www.drilluk.org.uk/disability-research-on-independent-living-learning-drill/funding/) page, click on ‘Apply using the DRILL online portal’ at the top. You’ll be asked to register. You can access an application form there.

**Can you provide information about applying to DRILL in alternative formats?**

The DRILL guidance and application form is available in Easy Read. Other formats are available on request. We ask all applicants to use the online process if possible. Please contact your DRILL Programme Officer for other formats if required.

**Can we submit more than one application?**

You can be a partner in more than one DRILL application. However, as a main contact you can only hold one successful application with DRILL at any one time. Different departments within large public bodies and educational institutions can be the main contact in successful DRILL applications in their own right and not on behalf of the whole organisation.

**Part 6 of the application form asks for ‘other documents’. Is this still a requirement if the grant is to be held and administered by a university?**

All applications must include these documents in order to be considered for a grant. This is to ensure requirements regarding governance and good financial management are met.

**The guidance states ‘reasonable’ overhead costs can be included. Can you let me know what this might mean in terms of a percentage for the overall funding?**

DRILL asks that you calculate your project overheads using a full cost recovery model that you can justify as being essential to the success of your project and demonstrates value for money.

The overheads which will be funded by DRILL will be based on standard EU approved Full Time Equivalent Cost Recovery Method. For Example:

**Number of salary funded hours x hourly cost rate = Overhead Recovery**

This equates to approximately 20% of the salary amount funded and excludes consultancy fees.

Any additional cost which is deemed necessary to ensure the delivery of the project should be treated as direct costs on a separate budget line for consideration.

**How can I get involved in DRILL as an individual researcher?**

You do not have to be part of an organisation to apply, but you will need a partner organisation capable of handling the financial and reporting requirements of a grant. DRILL cannot directly fund an individual or a group of individuals. We therefore recommend that you get involved in a partnership. You can ‘advertise’ for potential partners on the DRILL website by sending up to 100 words to your DRILL Programme Officer. Please outline your research question / project idea, the geographic area you intend to work within and the kind of partner(s) you are looking for. We will then post this as a news item on the DRILL website.

**What happens if we don’t have an ethics committee available to us through our partnership?**

Universities and other research institutions have ethics committees. If one of your partners is an academic researcher, your project proposal must go through that university’s ethics process. If you don’t have an ethics committee available to you through your partnership, DRILL has its own ethics committee that you will be required to use.

**How can we find a research group we might be able to partner with on a potential project?**

DRILL cannot play ‘matchmaker’. However, as much as capacity allows, we will try to put organisations in touch with each other where there is a shared interest in research and partnering. We can give general advice if you are looking for research partners. You can ‘advertise’ for potential partners on the DRILL website by sending up to 100 words to your DRILL Programme Officer. Please outline your research question / project idea, the geographic area you intend to work within and the kind of partner(s) you are looking for. We will then post this as a news item on the DRILL website. You can also contact your DRILL Programme Officer for information on other networks, organisations or researchers who may be useful to you on a national or local level.

**What are DRILL rules on intellectual property**

DRILL grant holder will ensure that DRILL has the right to make use of all intellectual property, free of charge, for the purpose of online dissemination, archiving, display, etc. This applies to any and all content arising from DRILL funded projects. Intellectual property rights otherwise lie with the project partnership, and are shared amongst all project partners unless otherwise stated by the project partnership.

Reports on research or pilot projects funded by DRILL and published by DRILL will be licenced under a Creative Commons Attribution Share-Alike 4.0 licence. Details of the Creative Commons licences can be found on the Creative Commons Foundation website: <https://creativecommons.org/>.

This licence means the research can be widely shared, quoted and re-used, so long as the original researchers, Big Lottery Fund and DRILL are attributed, and anyone can quote, share and re-use the derivative work.

**Can we publish the findings of DRILL research in peer-reviewed journal articles?**

Researchers may want to publish their research in peer-reviewed journals. DRILL does not have a budget to pay for open-access publishing charges, so researchers are expected, wherever possible, to publish in journals with ‘green’ open access schemes, and required to publish pre-prints on their personal websites, their partners’ websites, and on the DRILL website and publications whenever possible.

DRILL recognises that there is a potential tension between publishing in academic journals and disseminating information widely and accessibly. Whilst we appreciate that academics and DRILL both have certain requirements in relation to the publication of research, DRILL’s coproduction principles include accessibility, equalising power relationships and the real impact of research in improving independent living for disabled people.

Researchers are able to use data from DRILL for the purpose of publication, teaching and additional research, with appropriate references, acknowledgements and authorship listed. Participants in a coproduced research project who make a substantial contribution, for instance, to the planning of the project, or to the data analysis or to the policy recommendations, should be listed as co-authors of that paper.

**We would like to apply for funds to produce some software. What kind of licence do we need?**

Any software produced through a DRILL funded project must be released under a permissive and open source licence, such as MIT, GPL or Apache. The choice of licence is at the discretion of developers, depending on the needs of the project and the licencing requirements of any existing code or libraries being used in the software.

**What is data archiving? How do we store our data in an archive at the end of the project?**

All data produced during the lifetime of a DRILL grant must be made available for reuse. Award holders need to apply to deposit the research data into the [UK Data Service.](https://www.ukdataservice.ac.uk/deposit-data) If accepted, data should be deposited within three months of the end of the grant.

Data archiving involves moving data (e.g. anonymised interview transcripts or survey data) to a storage facility for long-term retention. This data is still important because it can be used by researchers, individuals or community groups. There is a growing trend towards sharing data, and DRILL recognises publicly-funded research data as a valuable, long-term resource for future reuse. Sharing data can:

* provide rich resources for influencing policy
* facilitate research beyond the scope of the original research
* encourage scientific enquiry
* avoid duplication of data collection

Planning how you will manage your research data should begin early on in the research process. Some research data is more sensitive than others, and it is the responsibility of research teams to consider all issues related to confidentiality, ethics, security and copyright when planning the research.

Further guidance on data archiving is provided by the [UK Data Service.](https://www.ukdataservice.ac.uk/deposit-data)

**Can we apply for a ‘combo’ research and pilot project and if so what do we apply under?**

Yes. You should apply as a pilot project. The research included needs to be part of the pilot (such as evidencing outcomes, evaluating effectiveness and the transferability / sustainability of the pilot) not evidence to prove you should do it. If you want research evidence to base a pilot project on, this would be two separate applications; the research project first and then a pilot project.

**Are pilot projects required to have researchers and / or academics involved?**

Any pilot project must be based on coproduced academic research, as well as any other evidence you can find. You don’t have to have a researcher / academic involved in a pilot project but you might want them involved in providing evidence, for example, or, assessing the project’s outcomes, sustainability and value for money.

**Is there anything particular we should be considering for a pilot project application?**

The application process is the same for a research and pilot projects. Pilot projects are not required to have researchers and / or academics involved. However please consider the measurement and evaluation of your impact and its transferability, and how the skills and knowledge will remain with disabled people and its contribution to the overall DRILL legacy.

**Would making our project UK-wide or applying to another nation reduce our chances compared to applying where we are based?**

Applications will be assessed individually and against the key assessment criteria. Decisions will not be made on whether applications cover a particular nation or nations. There are no greater odds involved in a single nation approach compared to a UK-wide approach.

**Our project is focused on a national issue and is not restricted to one geographical location – how do we apply?**

The process is the same for all applications. You should apply through the online portal. Your application will then be allocated to the appropriate National Advisory Group depending on the location of the lead partner. Contact your DRILL Programme Officer if you need further clarification.

**Can a UK-wide organisation put in 4 separate applications for each region in line with regional priorities?**

If branches of your organisation have autonomy (their own governance process, constitution, membership, Board etc.) then you can submit separate nation specific applications. However, as a main contact you can only have one successful application with DRILL at any one time if you are governed on a UK-wide basis.