## Application Form

## Please submit this form [via the TASO website](https://taso.org.uk/research/contribute-to-our-research/invitation-to-tender-evaluation-of-mental-health-and-wellbeing-interventions-with-small-cohorts-ref-taso-36) by midday 2nd July. Please note that hyperlinks to web-based information will not be accepted, and, if included, will not be evaluated.

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| **Lead organisation** |  |
| **Contact name** |  |
| **Contact email** |  |
| **Contact telephone** |  |
| **Where did you hear about this invitation to tender?**  |  |
| **SECTION A: Intervention and project team***Please provide a clear outline of the intervention you are putting forward by completing the basic theory of change template below. If not covered in the template, please also include:** *What are the aims of the intervention, who delivers it and how is it delivered?*
* *Who is the intervention aimed at, and how many students does the intervention reach?*
* *When does/will the intervention run (and does it match the stated the suggested evaluation project timelines): start and end dates, duration, frequency of sessions?*
* *Previous data collected/evaluations conducted and an overview of findings*

*[500 words max]**Please also provide details of the project team who would be involved in this evaluation. We are looking for brief biographies, rather than lengthy CVs. Describe their proposed project roles and how their skills and experience are relevant to delivering the work:** *An outline of why you would like to participate in the project*
* *Experience of delivering and/or evaluating transition or post-entry HE interventions / programmes (or related interventions and similar target audiences)*
* *Collecting, preparing, and securely sharing data*
* *The team’s experience of gaining ethical approval for research projects*
* *The team’s commitment to ensuring successful project delivery*

***We also ask that the Principal Investigator / Project Lead please complete the*** [***equality, diversity and inclusion monitoring form (linked here).***](https://docs.google.com/forms/d/e/1FAIpQLSdhYGv6b3V5SKb49-O6PpXwag-qaV2ACbxKTIu7sEp88Eq6ag/viewform) ***This is for internal monitoring purposes only and will not impact the tendering decision.*** *[750 words max]* |
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| **Inputs***Resources needed to deliver intervention (e.g., systems and support staff)* | **Activities***A breakdown of the activities that make-up the intervention*  | **Outcomes***Short, intermediate and long-term outcomes of the intervention (e.g., on specific wellbeing outcomes, and/or education outcomes - attainment, continuation etc)* | **Sample and data** * *Who is the intervention targeting?*
* *What is the size of this sample?*
* *What data do you collect as part of the intervention?*
* *Do you have this data from before the intervention was introduced? (e.g., collected wellbeing data through surveys)*
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| **SECTION B: Meeting the project requirements***Please provide an overview of how you would meet the project requirements and deliverables. Please cover:** ***Working with TASO and the independent evaluator***
* ***Securing ethical approval***
* ***Contributing to a data sharing agreement, if appropriate***
* ***A detailed project timeline which outlines your contribution to all the phases******of this evaluation including inception, scoping, data collection, analysis and reporting.***
* ***Facilitating data collection with the evaluator:. Please confirm that***
	+ *You are able to provide support with resourcing data collection, for example providing PhD students to assist with data collection? (It doesn’t matter if not but it is useful for us to know if this is something you can do)*
	+ *Please indicate if and how you capture student mental health and wellbeing data across the institution as common practice.*
	+ ***A key requirement is that HEPs safely, securely and with their consent, share contact details with the evaluator of students who have participated in the intervention and who are happy to be interviewed. Please confirm in your application that this is possible.***

*[1,500 words max]* |
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| **SECTION C: Project budget** *You may apply for funding* ***up to the value of £5,000*** *(excluding VAT) to deliver this project.** *Participation will include:*
	+ *Input into the inception and scoping phases*
	+ *Data collection support and facilitation by, for example, providing PhD students to collect data*
	+ *Collecting and sharing any outcome data as appropriate*
	+ *Contributing to the writing of the interim and final reports*
* *Please provide a breakdown of costs showing how you propose to use the funding provided e.g., by project requirements and phases and team members. A maximum overhead rate of 25% on staff costs will be considered.*
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| **SECTION D: Financial stability** *Financial stability and long-term viability of the organisation is an essential criteria for this application. Please provide:** *Your organisation's last set of accounts*
* *Your organisation's current year budget.*

***You may upload and provide this as a pdf document alongside your completed application form.***  |
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| **SECTION E: Data protection compliance** *TASO ensures that all organisations we work with have the basic data protection requirements in place.**Please respond to the questions in the table below, providing additional detail in the ‘response’ column.*  |
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| **CRITERIA** | **YES** | **NO** | **RESPONSE** |
| Employees/researchers have completed data protection training and do so on a yearly basis |  |  |  |
| Basic security measures are applied such as use of password, access control and antiviruses |  |  |  |
| Do you have any IT certification such as ISO or Cyber Essentials? |  |  |  |
| Do you review your security measures regularly or perform audits? |  |  |  |
| Do you ensure your own data processors are compliant? |  |  |  |
| Have you reported a data breach to the ICO in the last year? (If yes, please tell us how many breaches have been reported in the ‘response’ column) |  |  |  |
| Do you have a DPO? |  |  |  |
| Do you have the appropriate data protection policies? |  |  |  |
| Do you have processes that would enable the performance of individuals’ data protection rights? |  |  |  |

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