



Improving Nutritional Care Grants

Guidance Manual



BAPEN brings together the strengths of its Core Groups to optimise nutritional care

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1. Background

The BAPEN Improving Nutritional Care Grant Scheme is open, through competitive application, to all BAPEN members. The judging panel is chaired by the BAPEN Secretary and the call for applications is open from March to the end of June. Awards will be announced at the BAPEN annual conference.

1.1 Purpose of the awards

The BAPEN Improving Nutritional Care Grant Scheme provides funding for projects that will impact on the improvement of clinical care, management, health and wellbeing of people with nutritional care needs. Applicants must be BAPEN members and from UK-based institutions. Awards will be paid in UK currency (GBP) to UK bank accounts. Please note this cannot be a personal account. Projects should be wholly or primarily focussed on UK populations. Applications with additional impact in other country or population settings and/or which support the development of research skills for the UK-based applicant may also be considered. BAPEN is the owner of all IP for any project that is funded by BAPEN and a BAPEN owned product/service/tool is in any way part of the project.

1.2 Application support and additional information

The scheme provides support to all potential applicants, including queries on eligibility. In addition, BAPEN also provides access to the support from the BAPEN Faculty who can be contacted for advice on a particular project. For support with your application, please contact the BAPEN secretariat. bapen@bapen.org.uk

2. Awards summary and timelines

The timeline for the scheme is as follows:

Online applications open	21st March 2025
Close online applications (at 17:00)	30th June 2025
Submissions under review	July 2025
Judging Panel meet	July 2025
Notify applicants	W/C 4 th August 2025
Earliest possible start date for winners' projects	29 th September 2025
Announce successful projects	BAPEN Annual Conference 11th – 12th November 2025

3. Funding available for the 2025 award round

There are funds to be distributed to a number of different projects up to a value of £5k, £10k and £15k. If you feel your project is larger you may wish to apply for a scoping grant in the first instance followed by further grants in future years. Please see below for more information on the type of projects that will be accepted for review.

4. Eligibility

4.1 Who can apply

The BAPEN Improving Nutritional Care Grant Scheme is only open to BAPEN members¹, working in nutrition care in any capacity that contributes to the advancing of nutritional care of patients and those at risk from malnutrition in the wider community.

The earliest possible start date for projects is **29th September 2025**.

4.2 Types of projects

BAPEN welcomes projects that may lead to:

- improved clinical care, management, health and wellbeing of people suffering from disease related malnutrition
- improve understanding of and outcomes for patients
- the raised awareness or studies that have the potential to translate into improvements in nutritional care and management disease related malnutrition in the UK.

5. Application process

5.1 How to apply

- Download the BAPEN Improving Nutritional Care Grant Guidance Manual (this document), which will guide you through the application process.
- Complete your application using the online form on the education section of the BAPEN website. The completed application must be submitted through the designated online form on the website www.bapen.org.uk
- Applications will only be accepted using the online form format submitted through BAPEN website.
- Supplementary information files (in MS Word, or Excel format) may be included in support of the application. E.g. breakdown of costs, project plan, timeline etc.
- All submissions will be acknowledged. If your application has not been acknowledged, please contact the Secretariat on bapen@bapen.org.uk.

5.2 Guidance notes on how to complete the application form

For detailed guidance on the completion of the application form please consider **each** of the guidance notes carefully. You will find within this section detailed points to consider for each section of the application form:

Project outline

Start date of project (<i>earliest start date is 29th September 2025</i>)	Click here to enter a start date
End date of project	Click here to enter a date.
Duration of project (months)	Click here to enter text.

¹ Applications must be made online only. Only applications from BAPEN members will be accepted. If you are not a BAPEN member, join at: baepen.org.uk and **allow up to two (2) working days** for your application to be processed. Successful applicants must retain their BAPEN membership during the entire period of any project supported by the Small Grants Scheme.

Has the application (or a related one) previously been submitted to BAPEN?

[\(see notes below\)](#)

Yes or No

If yes, please explain how the present application has changed from the previously submitted version

[\(maximum 150 words\)](#)

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Name

Project Leader

Which category of funding do you wish to apply for?

£5K

£10K

£15K

Abstract

Provide a scientific abstract [\(maximum 350 words\)](#)

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Project aims/objectives

List the specific aims/objectives of this project (these can be listed as bullet points) (maximum 200 words) (see notes below)

The aims should be clearly stated although can be listed as bullet points if this is clearer. Whilst aim one (1) should generally contain quantifiable outcome measures, subsequent aims may be more exploratory. All the aims should relate to BAPENs strategic goals regarding knowledge, reach and sustainability. <https://www.bapen.org.uk/about-bapen/our-vision-aims/>.

Project Summary

Provide detailed information about the proposed project, ensuring that you include background; proposed methodology, Importance of project to people effected by disease related malnutrition; how your project links to BAPEN's strategic goals. (see notes below)

Background

This section should be concise and should convey the information simply and clearly. You should describe any relevant work that you have conducted in this area that has led you to this project. The section should end with clear outcomes that should be plausible and testable with the methods proposed. Your study objectives (previous section) should directly address this these outcomes.

In your background section you should include why BAPEN should grant your and why is it important that the project is completed now?

Project design and methodology

Make sure your overall methodology plan is consistent with your stated aims/objectives and is precise and specific. Consider contingency plans should you experience problems with any part of your project. It is also important to present your timelines that are realistic and achievable. Please include your project GANT chart or timeline plan.

Do you need ethics agreement?

Do you need clinical audit registration?

Importance of your project to people effected by disease related malnutrition

Will your project lead to direct benefits for people affected by disease related malnutrition? If so, are there specific groups of this population who will benefit? Or will your project lead to benefits for the wider general population?

BAPEN Strategic Goals

How does your project support BAPEN's strategic goals? This section may be difficult to complete as the impact of your project may only become apparent over the long term. However, it is important to describe how you intend the outcomes of your project to support BAPEN in furthering its strategic priorities of *Knowledge, Reach and Sustainability*.

Provide brief details of the dissemination plan for this project (maximum 150 words) (see notes below)

Research is of no value if the findings are not shared with anyone outside the immediate study team (regardless of whether your findings are positive or negative). As healthcare professionals, our usual method of dissemination is through presentations at conferences and publications in academic journals. However, these methods of dissemination, whilst of importance for your own CV, may be of limited value. One of the criteria for acceptance of a Small Grants Scheme is that once complete, you will present your findings & outcomes at the BAPEN annual conference.

Good example:

A project report will be presented during one of the symposia at a future BAPEN annual conference. A report summarising our findings will be submitted to a clinical and we will also present our findings locally at one of the regular meetings of our teams at our hospital/institution. As the results of our study will be of particular interest to patients, we will also work with our colleagues at in the community to identify the means to disseminate our findings.

Poor example:

We hope present at the BAPEN annual conference.

Provide details of your data sharing policy (maximum 150 words) (see notes below)

Most funders now require that you have an established plan for sharing your data with the wider scientific community with as few restrictions as possible. In addition to the transparency that this provides, data sharing increases the value of the data for research and for eventual patient and public benefit. Whilst such data must be shared in a timely manner, it must also be shared responsibly with the utmost regard for confidentiality.

BAPEN would not expect you automatically to submit all data to an open-access repository with no control on subsequent use. However, it would expect you to seriously consider all requests for data access and to have an agreed and transparent policy for deciding on how to respond. Note that it may be reasonable to withhold sharing data until your project is complete (so that you have an opportunity to publish your findings) if the delay is not unreasonable; if you anticipate receiving such requests, then the timelines should be clearly stated.

In some instances, there may be valid reasons why data cannot be shared, e.g., where the data may identify an individual and there is no way to securely anonymise the dataset. If so, this should be stated clearly.

What are your plans for sharing your dataset with others who may want to conduct their own analyses on the data? Have you established a policy for dealing with any such requests that are submitted? If you anticipate many such requests, do you have a plan for monitoring your responses?

Please note that data sharing is not the same as dissemination, which refers to the way in which your *findings* are shared with the wider communities of clinicians, academics and patients as well as with other stakeholders. Data sharing is also not about how you will store your data and protect it whilst in your own institution. Data should always be stored confidentially regardless of whether and when it is shared with other researchers.

Good example (Khoo *et al.* 2015):

Data sharing requests from external sources will be considered by the Steering Group. We will ensure that data-sharing is compliant with institution policy. Relevant data will be made available to others in a timely way, with as few restrictions as possible (some restrictions may be necessary, e.g., to protect IP, respect confidentiality, or honour third party agreements). It may be appropriate to allow a limited period of privileged access to the data for the research team that acquired or created it.

Poor example:

Our institution does not have a data sharing policy.

Funding and budget (see notes below)

This needs to be broken down should be appropriately costed (i.e., it should be neither under- nor over-costed). The budget should represent good value for money and BAPEN does need to be sure that the money will be well spent.

Which institution will administer the grant?	Click here to enter text
What amount of funding are you requesting?	£5K <input type="checkbox"/> £10K <input type="checkbox"/> £15K <input type="checkbox"/>
Has additional funding been sourced for this project?	Yes or No
If yes, please specify the organisation(s) and amounts received	
Name of organisation(s)	Amount of funding received
Insert organisation	Insert the amount received in GBP (£)
Insert organisation	Insert the amount received in GBP (£)
Total (£)	Insert total received in GBP (£)

- A full itemised list of all costs and full financial information should be provided
- A detailed declaration of other sources of funding (names of organisations from which funding has been received and the amount of funding received from other organisations) should be provided
- The proportion of funds applied for from BAPEN should constitute most of the total funds required for this research project, i.e., BAPEN will be the major supporter of the project (>50%)
- Funding may be used to pay for registration fees for reasonably priced courses

Awards **may not** be used to fund:

- BAPEN or other conference attendance fees
- Postgraduate or MD degree fees
- Awards may not be used to fund Honoraria
- Items which fall within the remit of routine NHS clinical care. *Please note that costs which fall under the remit of NHS clinical care, but are not routine, may be allowable. Applicants must provide a full explanation and justification of why the costs do not fall under routine NHS clinical care and why BAPEN should provide funding for NHS clinical care costs. The final decision will be made at the discretion of the BAPEN Executive Committee.*

BAPEN has a right to decline partnership funding if there is a conflict of interest with respect to BAPEN's Vision and Strategy.

5.3 Submission deadline

Applications will close at 17:00 on **Monday 30th June 2025**.

6. Post-award reporting requirements

- Payments will be made to institutions, not to individuals.
- Successful applicants must retain their BAPEN membership during the entire period of project
- Any awards made but not commenced within 12 months may be cancelled and the funds will be retained by or returned to BAPEN, unless an extension has been applied for and granted.
- The payments schedule will be defined by BAPEN in the grant award letter.
- Successful applicants are required to submit an interim report at specified intervals depending on the length of the project.
- Successful applicants are required to present the aims and outcomes of the project at the BAPEN Annual Conference at the earliest opportunity following completion of their project.
- Successful applicants are required to provide a final report, including a detailed financial report with a statement of itemised expenditure which is signed by the Project Leader.
- Successful applicants will return any underspend monies to BAPEN within one month of receiving acceptance of the final report.
- Successful applicants must acknowledge BAPEN in their final report and in all publications related to the funded project. The BAPEN logo and acknowledgement to BAPEN, must also be included in any presentation (oral or poster) related to the funded project.
- Successful applicants are required to register and attend the BAPEN Annual Conference and to be present to give the project presentation.
- BAPEN reserves the right to withdraw funding if it is determined that a project is unable to provide the anticipated results.
- BAPEN reserves the right to withdraw funding if applicants are unable to fulfil the requirements of the grant, including the submission of requested reports within the given deadline.

7. Assessment process

Applications will be reviewed and scored against a set criteria by the a multidisciplinary team from the BAPEN Executive

7.1 Scoring

The assessment of any Small Grant Application is based on four core criteria:

1. **Importance:** how important are the questions, or gaps in knowledge, that are being addressed?
2. **Methodological robustness:** is the proposed study methodologically sound and are plans for analysis articulated clearly?
3. **Justification for resources:** are the funds requested essential for the work, and do the importance and scientific potential justify funding on the scale requested?
4. **Alignment to BAPEN Strategic Goals:** How the project aligns with BAPEN's strategic priorities of Knowledge, Reach & Sustainability.

7.2. Assessment criteria - Each application will be assessed on the criteria specified below:

1. Relates to an important question in nutritional care
2. Relevance of proposed project
3. Impact on improvement of clinical care and management of people effected by disease related malnutrition
4. Usefulness of proposed project
5. Well-written and clear application with a clearly defined appropriate budget
6. Project is deliverable

7.3 Marking scale - The ability of each application is marked on the following scale:

	0	1	2	3	4	5
Important question	The question or aim of the project is missing or is not related to improving nutritional care.	Some attempt at a relevant question or aim but lacks direct relevance to improving nutritional care.	The question/aim is somewhat clear and related to improving nutritional care.	The question/aim is mostly clear and relevant to improving nutritional care.	The question/aim is very clear and has clear potential to improve nutritional care.	The question/aim is excellent and directly addresses a gap in knowledge relating to nutritional care.
Relevant proposal that links to the question	The proposal is missing or is not related to the question/aim.	The proposal attempts to address the question/aim but has significant methodological flaws e.g. incorrect sampling techniques or statistical methods.	The proposal addresses some methodological points but lacks justification of the relevance of the methods.	The proposal mostly links to the question/aim but may have some methodological inaccuracies.	The proposal includes a thorough description of the methodology, that clearly addresses the question / aim.	The proposal is excellent. It includes exceptionally thorough methodology, with justification e.g. for approaches to sampling and statistical methods.
Impact on nutritional care delivery	The proposal does not have the potential to impact care delivery.	The proposal attempts to address the impact on nutritional care delivery, but this is not explicit.	The proposal has some potential to impact nutritional care delivery, but further explanation is needed on the impact.	The proposal clearly states the direct impact on nutritional care delivery.	The proposal provides a very thorough explanation of the impact on nutritional care delivery.	The proposal provides an excellent critical discussion of the impact on nutritional care delivery.
Usefulness of the proposed project	The proposal does not address the usefulness of the project or is not relevant.	The proposal provides very limited information on how the project will be useful in improving nutritional care.	The proposal has some potential to be useful in improving nutrition care, but there may be some gaps in this section.	The proposal will have the potential to be useful in improving nutritional care at a local level.	The proposal will have the potential to be useful in improving nutritional care at a local/regional level.	The proposal demonstrates the potential to be useful in improving nutritional care at a national level.
Appropriate budget	No budget provided	The budget is incomplete and does not reflect the resources required.	The budget is mostly complete but may have multiple inaccuracies on the resources required.	The budget is mostly complete, with limited inaccuracies on the resources required to complete the project.	The budget is thorough and mostly relevant to the project.	The budget is complete and entirely relevant to the project.
Deliverable	GANTT chart missing	GANTT chart provided but does not contain enough information to assess timeframes.	GANTT chart provided, which contains some information on timeframes, but may be missing some stages.	GANTT chart provided, which contains most information on timeframes, with few inaccuracies.	GANTT chart provided. It is thorough and clearly details the key milestones.	GANTT chart is exceptionally thorough. It clearly addresses the objectives and timeframes required to complete every stage of the project.

7.3 Feedback of comments to applicants

Following the panel decision letters to all applicants will be issued with feedback on your application.