

# GambleAware

Invitation to Tender (ITT)

Innovative Applied Research Grants Scheme (IARGS) 2018 Call

## 1. **Introduction**

GambleAware is the leading charity in the UK committed to minimising gambling-related harms. As an independent national charity funded by donations from the gambling industry, GambleAware commissions education, prevention and treatment services and funds research to inform policy and practice. GambleAware aims to reduce harm from gambling and provide effective treatment for those experiencing harm.

GambleAware works closely with the Responsible Gambling Strategy Board (RGSB), the Gambling Commission's independent advisor on research, education and treatment. RGSB is responsible for generating an independent, unbiased evidence-based strategy for research, education and treatment for Great Britain. It published the latest National Responsible Gambling Strategy, 2016-2019 and GambleAware is responsible for fundraising and commissioning to deliver priorities identified in the National Responsible Gambling Strategy, subject to these being compatible with GambleAware's charitable objectives.

Each year, GambleAware's independent Research & Evaluation Committee primarily commission research projects in line with the RGSB's research strategy<sup>1</sup> and engages researchers and professionals from academia, research institutions, charities, and commercial organisations to support the National Responsible Gambling Strategy. However, GambleAware also funds innovative applied research in a bid to bring new ideas, methodologies and interventions to the field of gambling research and harm-minimisation and further support its own aims and charitable purpose. We recognise that the field of gambling research and gambling-related harms research in the UK is small but growing. It is important that we support the growth and development of the field and we aim to do this by ensuring that the research we fund is diverse, covers all disciplines relevant to gambling-related harm, can keep up with the ever-changing landscape of gambling, and that it is recognised for its quality. Funding innovative applied research is a central part of our endeavour.

The innovative applied research grant scheme (IARGS) is an opportunity to engage those currently working in the field of gambling who want to explore new ideas and approaches, as well as researchers, practitioners, professionals and policy-makers who may not be working in the field of gambling but who may have knowledge and expertise in fields that share similarities with gambling and harm-minimisation, such as those in alcohol, drugs and tobacco. Similarly, it is an opportunity to engage those with expertise in working with specific members of the population in relation to risk, resilience and addiction such as psychologists, child and youth experts, mental health professionals; and those with

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<sup>1</sup> For further background information on GambleAware visit our website at <http://about.gambleaware.org/>.

expertise in responsible business and regulated industries (such as business researchers, social responsibility experts).

Central to this scheme is that it provides researchers, practitioners and professionals with the opportunity to bid for funding for innovative applied research that supports GambleAware's mission, vision and values which are:

### **Vision**

Our vision is that fewer people in Britain suffer from gambling-related harms.

### **Mission**

We work to achieve our vision by making it our mission to:

- Broaden public understanding of gambling-related harms, in particular as a public health issue;
- Advance the cause of harm prevention so as to help build resilience, in particular in relation to the young and those most vulnerable to gambling-related harms; and
- Help those who do develop gambling-related harms get the support that they need quickly and effectively.

We aim to deliver our mission by working to become the primary national 'knowledge hub' in relation to gambling-related harms, and more specifically by:

- Investing in research that makes a positive and practical difference to reducing gambling-related harms in Britain;
- Investing in education, prevention and the most effective interventions to reduce gambling-related harms in Britain within the resources available;
- Providing information and advice about the nature of gambling, the risks associated and where to go for help if needed;
- Reaching out to vulnerable groups and communities to reduce the risk of gambling-related harms.

### **Values**

Our values guide our behaviour and shape everything we do. We are committed to:

- Act with integrity – we will always seek to behave with honesty, fairness and decency;
- Be evidence-based – in the absence of evidence we will apply the precautionary principle when appropriate to fulfil our charitable purpose;
- Maximise impact and value for money – we will always seek to work positively and strategically with stakeholders to maximise impact and value for money.

## **2. Focus for 2018 IARGS Call**

Between 2018 and 2020, we wish to commission £2 million of innovative applied research grants that bring forward novel new approaches, evidence and insights that can be applied to policy and used by practitioners and professionals across industry and wider society. We expect projects to last for up to two years and while we welcome proposals from a range of fields and from those from a variety of backgrounds, we have four central themes for this call:

1. The Gaming/Gambling Interface (exploring relationships between online gaming, gambling, the role of technology and the internet)
2. Mental Health, Gambling and Wellbeing (particularly issues relating to resilience and prevention for people of all ages)
3. Corporate Social Responsibility, Sustainability and Responsible Marketing in Gambling (and other business research areas in gambling)
4. Cross-cutting Research in Gambling Studies (such as socio-cultural inequalities in gambling, gender diversity and gambling, social policy and gambling, employment studies in gambling).

We expect proposals to fall into two categories:

- Feasibility studies, scoping studies or preliminary exploratory work – up to £100,000.
- Larger projects – up to £400,000.  
We will however consider proposals larger than £400,000 in circumstances where the case has clearly been made for the extra costs, such as in the case of experimental design.

We will not fund interventions but will support feasibility studies or scoping studies into the development of effective interventions for prevention and treatment, pilot studies and evaluation of pilots, as well as evaluations of interventions.

### **3. Eligibility & Requirements**

This grant scheme is intended to support original and creative projects that will extend what is already known in the field of gambling-related harms and bring new ways of thinking and doing to the fore. The evidence and insights derived from this research need to be applicable to policy and practice and be useful for practitioners and professionals across industry, the third sector and wider society. Responses will be accepted from all locations but must have a focus on Great Britain, however comparative studies are welcome. Those teams located outside of Great Britain must ensure they specify, in their proposal, how they will manage communication during the project.

All projects must have a sound rationale and must highlight innovative thought. GambleAware is open about the methodological approaches to be used; however, they must be clearly and fully explained in the proposal. Proposals must demonstrate fit to GambleAware's charitable objects which can be found here ([insert hyperlink](#)). Interdisciplinary bids are encouraged as well as those from practitioner-researchers and business/policy professionals. However, applications from gambling operators or other organisations that derive an income from commercial gambling whether or not they hold a licence from the Gambling Commission (or international equivalent) must be in partnership with a research organisation, and this organisation will receive the funds for the project.

If projects require an industry partner or support from other organisations, GambleAware will endeavour to facilitate participation and engagement where needed and this should be indicated in the proposal.

All applications must include at least one person with a research background in the research team.

### 3.1. Key Skills & Experience

We are particularly interested in proposals from those with experience of some or all of the following:

- Developing high quality policy-focused research;
- Using innovative research methods and techniques;
- Understanding of and/or experience of regulated industries;
- Stakeholder engagement and participatory approaches;
- Policy to practice translation;
- Applied business research.

## 4. Budget

The total budget for this ITT is £2 million across a two-year period. GambleAware is open to projects that are seeking funds additional to those that have already secured. The research will be funded by way of a grant, so VAT will not be applicable (in any event, the grant amount will be deemed to be inclusive of VAT). Value for money and justification for project costs will be among the key assessment criteria. GambleAware may choose to fund only selected component of a proposal.

As set out in section 2 of this document, we expect projects to not exceed £100,000 for smaller studies and to not exceed £400,000 for larger projects. However, we will consider projects that fall out of these guidelines if the case has clearly been made for the additional costs.

## 5. Tender Process and Proposal requirements

All documents and all correspondence relating to the Response must be written in plain, easy to understand English.

All proposals must contain an Executive Summary of no more than five pages that can stand alone. The fuller, more detailed proposal must not exceed 20 pages, excluding the Executive Summary and annexes. CVs and other supporting documents should be included as annexes. GambleAware reserves the right to reject proposals that exceed 20 pages.

The proposal documentation submitted should include and be presented in the following order:

- a. A declaration of whether or not there are any conflicts or potential conflicts of interests and how these will be managed. GambleAware reserves the right to refuse any application based on such conflicts and/or non-disclosure of conflicts or potential conflicts of interest.
- b. Outline clearly your research project objectives and the innovative nature of the project; (including key research questions it will address, key activities, outputs and timeframes) and how it fits into the four central themes of this call.
- c. An outline of and justification for proposed research methods.
- d. A clear description of how you have taken into account the views and/or experiences of people or groups that will benefit from your proposed project in the project design.
- e. A plan for how you intend to engage and gather insights from a range of stakeholders, including industry and those who have lived experience of gambling-related harm during implementation.

- f. A clear plan for obtaining ethical approval from an independent ethics review panel which is independent of the research team (to comply with the relevant research council or professional body for your sector) and ensure compliance with data protection legislation. If you do not have access to an ethical approval process, please highlight what measures you do have in place and indicate if you would need additional support with this.
- g. A summary of literature and existing evidence base that will be drawn on.
- h. A summary of any propriety intellectual property which will be used to carry out the research, and where applicable a summary of any proprietary software, analytic tools and techniques which may not be assigned to GambleAware and justification as to why not.
- i. A declaration that you agree to comply with GambleAware's data reuse and sharing policy outlined below (Where applicable, a summary of data that may not be deposited and justification for non-compliance).
- j. A clear plan for data sharing that is in line with open science principles of transparency and replication - including making code, syntax and anonymised data fully available to others.
- k. An overview of all team members, their proposed roles and responsibilities on the project, and a CV or brief biography for each person (CVs should not exceed six pages, but you may provide a link to your website).
- l. If your proposal includes a team spanning multiple organisations, please provide a description of how you envisage the team working together; how often it will meet, and who will be the lead contact.
- m. An overview of how quality will be assured throughout the project.
- n. A statement on how complaints will be handled (internal or external).
- o. Concrete examples from previous research projects that can help demonstrate the applicant(s) have the necessary skills and experience to carry out the research
- p. A risk assessment showing how you propose to manage identified risks.
- q. Contact details for two referees (relevant to your proposal where possible).
- r. A full description of indicative costs, including number of days required for each task (including any cost associated with data sharing), day rates for different members of the research team and days per team member and other anticipated expenses.

### 5.1 Eligible costs

Applicants will not be entitled to claim from GambleAware any cost or expenses that may be incurred in preparing this proposal irrespective of whether or not the proposal is successful.

Applicants may budget for all direct costs. The research will be funded by way of a grant, and VAT will not be applicable in accordance with HMRC guidelines (<https://www.gov.uk/hmrc-internal-manuals/vat-supply-and-consideration/vatsc51800>). GambleAware's auditors can provide further advice to suppliers unfamiliar with the applicable VAT rules. In the event the supplier decides the research project is not out of scope for VAT, the grant amount will be deemed to be inclusive of VAT.

### 5.2 Bid review and evaluation process

On receipt of the proposals, a GambleAware selected bid review group will perform an evaluation of the proposals, with a view to selecting one or more organisations to perform the research. The bid review group will be made up of a selection of domestic and

international experts. Members of this group will not be permitted to submit a bid for any phase of the programme of work.

Taking into account recommendations from the bid review group, decisions on the awarding of funds are made by GambleAware's Research and Evaluation Committee. The minutes of the Research and Evaluation Committee are published on GambleAware's website and therefore made public. Members of the Research and Evaluation Committee are not permitted to submit bids for any of GambleAware's commissioned research and evaluation work.

GambleAware reserves the right to seek clarification or documents in respect of an applicant's Response; to disqualify any applicant that does not submit a compliant Response in accordance with the instructions in this ITT; to disqualify any applicant that is guilty of serious misrepresentation in relation to its Response; to disqualify any applicant who directly or indirectly canvasses any employee of GambleAware concerning the award; and to exclude any applicants from the tender process who have been found to be in breach of confidentiality or intellectual property rights and may pursue any remedy or take any other action for breach as it considers appropriate.

GambleAware may also choose not to award any contract as a result of the current procurement process. Applicants may be required to attend a meeting to discuss any aspect of proposals.

GambleAware reserves the right to reject any proposals:

- Received after the deadline; and/or
- Which do not comply with the conditions and requirements set out in this ITT including the page limit.

### 5.3 Evaluation criteria

In addition to adherence to language, the provision of an executive summary and associated page limits, we will be assessing the extent to which:

- Any conflicts or potential conflict could compromise the legitimacy of the research.
- The proposed research project fits with the goal and objectives of the IARGs and brings new ways of thinking and doing to the fore.
- The proposed research methods fit with the desired outcomes.
- The views of people with lived experience of gambling-related harm have been taken into account in the design of the intervention
- The applicant demonstrates commitment and ability to engage with a range of stakeholders including industry (within governance procedures that prevent any undue industry influence), and those who have lived experience of gambling-related harm to ensure their insights are utilised during implementation.
- The applicant demonstrates a commitment and ability to obtain ethical approval from an independent ethics review panel which is independent of the research team (to comply with the relevant research council or professional body for their industry) and ensure compliance with data protection legislation. If they do not have access to an ethical approval process, they have indicated this clearly.
- The applicant demonstrates an understanding of the literature and existing evidence base that will be drawn on.
- The applicant shows commitment to comply with GambleAware's data reuse and sharing policy

- The applicant presents a clear plan for data sharing that is in line with open science principles of transparency and replication - including making code, syntax and anonymised data fully available to others.
- It is clear who will make up the research team; what their roles and responsibilities are; how the team will work together; how quality will be assured; how often they will meet; how conflicts and/or differences of opinion will be managed; and how complaints will be handled
- The applicant demonstrates, using real life examples, that they have the necessary skills and experience to carry out the research.
- The budget reflects the activities laid out.
- The applicant demonstrates understanding of risks and strategies to manage risk.

## **6. Timetable & Deadline for Proposals**

Proposals must be submitted by no later than 17.00hrs GMT on Monday 17<sup>th</sup> December 2018 to the following e-mail address: [commissioning@gambleaware.org](mailto:commissioning@gambleaware.org).

You may submit, by no later than 12 noon hrs GMT on Friday 7<sup>th</sup> December 2018 any queries that you have relating to this ITT. Please submit such queries by email to [commissioning@gambleaware.org](mailto:commissioning@gambleaware.org). We will endeavour to respond to queries within five working days. We will also be holding a number of engagement events where interested parties will be given the opportunity to ask questions and find out more on the IARGs 2018 call. Details of these events will be available here (insert link to website or document).

Once the call for proposals has closed, a selected panel will perform an evaluation of proposals and provide recommendations to the GambleAware Research & Evaluation Committee to make the final decision. Applicants may be required to attend a meeting to discuss any aspect of proposals (this may be in person or online/teleconference).

GambleAware reserves the right to extend any deadline. Any extension granted will apply to all applicants.

Bidders will receive feedback on their proposal, which will summarise the overall view of the panel regarding the proposals. However, quantitative scoring or ranking against criteria will not be provided.

## **7. Implementation Arrangements**

### **7.1 Contractual arrangements**

By issuing this ITT, GambleAware is not bound in any way to enter into any contractual or other arrangement with you or any other party.

The successful applicant will be required to enter into a legally binding agreement with GambleAware. The successful applicant must carry out its own due diligence enquiries and rely only on its own enquiries and judgment in relation to this ITT, including the preparation of its Response.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of GambleAware (or any other person) to enter into a contractual arrangement.

## 7.2 Oversight and management

GambleAware will set up a steering group to support the management of this grants scheme. This will better ensure appropriate linkages are made and continuity maintained. This steering group will also provide academic and professional support to the research teams and quality assurance.

## 7.3 Reporting and expected outputs

Progress reports should be submitted at the agreed intervals. On completion, we expect the following to be submitted for use by other researchers and professionals:

1. Final report that contains:
  - A clear and concise Executive Summary
  - A review of literature and existing evidence
  - Methodology
  - Scope and limitations of the research (including challenges faced)
  - Clear and full presentation of data and key findings
  - Set of key recommendations for policy, practice and/ or further research
  - All data and documentation (code, user guides etc) generated by the exercise
  - Any practical guidance on lessons learned
2. A PowerPoint presentation which sets out the project in simple terms and can be used to engage a wider audience.

All final reports will be subject to peer review by GambleAware's Independent Research Review Panel of international experts, using best practice in peer review, and with comment from the Responsible Gambling Strategy Board and Gambling Commission. Researchers will be expected to respond to all comments and revise reports appropriately.

## 7.4 Publication

The purpose of GambleAware research is to inform policy and practice and so we publish reports and plain language summaries as soon as they are finalised on our website. This is so the findings are immediately available, not just to other researchers but also business, charitable and public-sector bodies and the public in general.

We encourage the widespread dissemination of the results of research by research teams, including in academic journals. Bids should set out how they will communicate and obtain impact from their research.

GambleAware follows Research Council policy on open access publication. This requires that where researchers publish in academic journals, they must do so with in open access, either via the Gold (immediate access) or Green route (embargoed for limited period of 6 to 12 months, depending on the discipline). The Gold route is strongly preferred.

GambleAware will fund open access publication costs where a fee is charged. This cost should not be included in Responses but submitted to GambleAware at the point an article is accepted for publication.



Email the following details to [natalie@gambleaware.org](mailto:natalie@gambleaware.org):

- Your current employing institution
- Title of the paper
- GambleAware grant
- Journal title
- Proposed date of publication
- Cost of the open access fee.

## **8. Other Key Considerations**

### Data collection, reuse and sharing

GambleAware follows UK Research Council policy regarding data reuse. Research data is a public good, which should be available to all for full exploitation. GambleAware commissioned research generates a range of datasets of potential value. While such datasets can contain commercial or sensitive data, data reuse practice enables data sharing even in this context.

Researchers are required to make available for reuse, primary data collected or generated during research or derived from existing sources, in a timely way, with as few restrictions as possible, be compliant with ethics, privacy and intellectual property rules. Non-deposit of research data is an exception which must be justified. Specifically, researchers must:

- Ensure no suitable data is available for reuse before creating new data.
- Make openly available research data, free of charge, as open data, safeguarded data or controlled data, with these different levels of security depending on the sensitivity and confidentiality of the data.
- Take account of legal, ethical and commercial constraints on release of research data, and plan at the initiation and through the research cycle how these will be managed, with the aim of maximising data reuse. This includes, where appropriate, obtaining informed consent for data sharing, anonymising data, and seeking data-sharing approval as part of ethical review.
- Provide sufficient metadata to ensure research data are discoverable and independently understood without recourse to the creator, and for the creators of the data to be cited.
- Make data which supports published research outputs findable and accessible at the same time as published outputs as far as possible. Publications should state how underlying research materials, including data, samples or models, can be accessed.
- Deposit data for reuse with a responsible digital repository, which meets Research Council requirements, and which provides data assets in a way which are findable, accessible, interoperable and reusable. GambleAware may, in certain circumstances, specify the data repository with which the data should be deposited.
- Ensure intellectual property contributions of researchers in the creation of data are recognized through citation and abiding by the terms and conditions under which data is accessed. Researchers may apply to have a limited period of privileged use of the data to enable them to publish their results (usually no more than 12 months from the end of the project).