## 

**Guidelines for Writing and Submitting Project Award Application Reports**

**Calls for Project Reports Open: 28th March 2024**

**Entries Close: 23:59 on 28th June 2024**

There are three CMHP project awards offered each year:

* Foundation trainee pharmacist award (projects undertaken during foundation training)

[View full details on the website here.](https://www.cmhp.org.uk/education-research/awards-from-the-cmhp/pre-registration-pharmacist-award/)

* Pharmacy Technician award (mental health pharmacy related projects carried out during pre-registration training course or in the first 5 years of working as a registered pharmacy technician in any healthcare setting)

[View full details on the website here.](https://www.cmhp.org.uk/education-research/awards-from-the-cmhp/pharmacy-technician-research-award/)

* Undergraduate pharmacist award (projects undertaken during undergraduate studies)

[View full details on the website here.](https://www.cmhp.org.uk/education-research/awards-from-the-cmhp/undergraduate-pharmacist-research-award/)

Full report requirements and application details are described in the CMHP website links under each award above. A few important highlights are provided below.

Please pay attention to the requirements when constructing your report and take care to complete all sections.

For your application to be considered, reports must be provided with a covering letter that states all the following in order:

* The full title of your project
* Your
  + full name
  + home or work address (that will be valid after 1st September)
  + correspondence email address (that will be valid and you will be regularly using after 1st September)
  + telephone/mobile number
* The address(es) of the establishment(s) where the project was undertaken/where the data were collected
* The name, address and email address of the supervisor or tutor for the project and all other co-applicants as appropriate.
* A statement confirming that you undertook the work yourself without assistance other than that of a supervisor or tutor.
* A statement acknowledging that you are willing to present your project as a poster at the [CMHP Annual Conference](https://www.cmhp.org.uk/conference/).
* A signed and dated declaration from your supervisor or tutor that the report submitted is of publication standard and quality.

We recommend you use the report structure and sub-headings described below and we ask that the overall 1500 word count is not exceeded – this includes the 350 word count for the abstract.

The abstract and report should follow the IMRAD format (Introduction, Method, Results and Discussion). You should also reference your report accordingly using Vancouver style referencing.

The abstract should summarise the study, so it is comprehensible by an external reader. It should identify key findings, include actual numerical data from findings (if appropriate) and draws insightful implications of the research.

This year, we are encouraging applicants to be familiar with, consider and identify in your abstracts and subsequent presentations, how one or more of CMHP’s **4 golden threads** are incorporated into your project work. These are:

1. Advocating for equality, diversity and inclusion and actively challenging any barriers faced in achieving inclusive practice of mental health pharmacy.
2. Working to reduce stigma by including the voice of people with lived experience to ensure co-produced practice of mental health pharmacy.
3. Delivering high quality outputs that ensure CMHP is recognised as the “go to” place for expertise in the practice of mental health pharmacy.
4. Recognising the impact of climate change as a health emergency and ensure sustainability is considered within the practice of mental health pharmacy.

**Submitting Your Abstract**

Please submit your application by email to [[cmhpconference@northernnetworking.co.uk](mailto:cmhpconference@northernnetworking.co.uk)](mailto:cmhpconference@northernnetworking.co.uk)by the deadline of **28th June 2024.**

**After Submission & Review Process**

The judging panel will review and mark the reports anonymously. Applicants will be made aware of any awards made by 2nd September after which they will be asked to register to attend conference (expenses paid) and present a poster of their project if they wish.

If you have any queries regarding the abstract submission process/guidance or otherwise require further assistance, please contact [cmhpconference@northernnetworking.co.uk](mailto:cmhpconference@northernnetworking.co.uk)