

Process for Submitting NIHR Grant Applications (more than £200,000) through UH Bristol

Chief Investigator (CI)

- Identifies funding stream
- Works up protocol/application with assistance from Research Design Service (or other methodological unit)
- Uses [tools](#) available on the research website to determine what costs should be included and estimate the feasibility of the study within the budget



Chief Investigator or R&I Grants Manager

Will arrange to meet with:

- R&I Accountant (Trust Finance)
- Divisional Finance Manager of host Division (or representative)
- Divisional Finance Manager of Diagnostics and Therapies if there is any support department involvement (or representative)
- Representative of R&I

This meeting must be booked for at least two weeks prior to application submission date

For some RfPB applications this may be a virtual meeting. Outline applications (HTA or PGfAR) do not require signatures but best practice is to follow this process, except where NHS costs are minimal, e.g. mostly university. ***But a meeting will be needed prior to full application.***



Meeting

- CI circulates beforehand outline of identified costs, copy of finance section of application form and any external costing information (e.g. University FEC, costs from other sites)
- Those attending meeting will review:
 - Feasibility (CI, Divisional and R&I representatives)
 - Costs (All)
 - Costs attributed to appropriate cost categories i.e. Research, Support, Excess Treatment (All)
 - Capacity issues which may require additional funding to resolve (DFMs)



R&I Accountant

- Following meeting will create framework for costs and cost study
- Will circulate costing to all attending meeting for comment
- Will be notified of any necessary changes and make any amendments
- Amendments will be notified to all attending meeting



Chief Investigator

- Once costings are finalised, will complete finance sections of application
- Checks content section of application form with R&I
- Submits full application online
- Signs a hardcopy and passes to R&I
- R&I pass to R&I Accountant



R&I Accountant

- Checks that Finance section of application form conforms to that agreed prior to online submission
- If satisfied passes to Director of Finance or deputy for signature
- Retains a copy for Finance and returns original to R&D Department



R&I

- Takes a copy for records if necessary
- Sends signature pages to NIHR