

Above and Beyond Research Funding Committee

A. Remit

Above and Beyond have generously allocated monies for research in University Hospitals Bristol (UH Bristol). These monies are administered by Above and Beyond and UHBristol Research Funding Committee, chaired by the Director of Research. The Research Funding Committee funds selected research projects up to a maximum of £20,000 per project and a maximum of 2 years in duration. The Committee meets twice a year to review proposals competitively and award funding according to the quality of the proposals (assessed against criteria outlined below), and subject to the availability of funds.

B. Eligibility

Funds will only be made available to staff with full or honorary appointments at UH Bristol. University employees who do not currently hold an honorary contract are eligible to apply if a UHBristol employee is a named co-applicant on the grant, and the work benefits UHBristol patients. The relevant approvals (honorary contract or letter of access) will need to be in place if the grant is successful. Please contact funding@uhbristol.nhs.uk if you are unsure whether you are eligible. *The research undertaken must be of relevance to UHBristol patients.* Applications are particularly welcomed from non-medical, including allied health professional (AHP) staff.

C. Objectives

The Above and Beyond Research Funding Committee has the following major objectives:

- 1) To ensure that all research which is funded has the potential of a clear benefit to patients at UHBristol.
- 2) To ensure only work of high quality is funded.
- 3) To award funding to “pump-prime” new projects, with an emphasis on translational and applied health services research, so that research workers may subsequently apply to external grant giving bodies for support to continue the work
- 4) To recognise the need to support the development of all Trust researchers, which includes the following professional groups: medical, nursing, midwifery, allied health professionals, clinical scientists and pharmacists.
- 5) To ensure funds are made available to help promote and provide training of all Trust researchers in research methodologies and thus increase the research base of the Trust.

- 6) In order to obtain the widest use of limited funds available, the Committee's emphasis is towards awarding modest grants encouraging a steady turn round of finances for new projects and new research workers rather than the continuous programmes of departments or individuals. It is not the policy of the Committee to fund costly and/or long-term research projects.

D. Core Assessment Criteria

Applications will be assessed on the following criteria:

- 1) Will the proposed project pump-prime and directly lead onto further grant applications to external funding bodies, with an emphasis on translational or applied health services research?
- 2) Does the proposal fit with the objective of ultimately benefiting patients at UHBristol?
- 3) Are the aims and objectives and methodology clearly outlined and are they achievable with the resources identified/available?
- 4) Has appropriate statistical methodology and any preliminary analysis been presented?
- 5) Does the proposal promote research training?
- 6) Has appropriate consideration been given to patient public involvement?

E. Project Reporting and Performance Management

All grants awarded under this scheme will be performance managed via the Research and Innovation (R&I) Department and if progress is not satisfactory, then the funding maybe curtailed or withdrawn. Progress will be monitored by an initial meeting with the R&I Grants Manager, and updates should be given on a six-monthly basis, or as requested. Larger grant applications using the results of data generated from work funded by this Pump Priming Scheme should be submitted via the most appropriate institution, but any NIHR grants should be submitted via UH Bristol.

F. Conditions of award

As a charity, Above & Beyond is under an obligation to ensure that all grants are used effectively and that the useful results of research projects that it funds are applied for patient benefit. For this reason we have a number of terms and conditions which you are required to meet by accepting our grant.

- 1) Each successful applicant will agree with the R&I Grants Manager a project plan (Gantt chart) and timelines for their work.
- 2) If approval by the HRA (Research Ethics Committee and Trust R&D) is required, please build in sufficient time into the project plan to allow for this.
- 3) The Principal Investigator will meet with the R&I Grants Manager before the study commences, to agree with the key milestones and timelines for their work, and to clarify any issues regarding conduct or financial management of the study etc.
- 4) Principal Investigators confirm their agreement to the terms and conditions of Above and Beyond Grants awarded through the Research Funding Committee.
- 5) Grants should start within 6 months of notification; unless an extension has been applied for and agreed. If the grant has not started within 12 months funding will be withdrawn.
- 6) On award of funding, instructions for payment will be given at the end of the award letter. This will be by direct internal transfer, or invoicing for university-held grants.
- 7) Invoices must be for actual, costs incurred and give a full breakdown of costs, quoting the reference number of the grant, which is given on the award letter.
- 8) An original invoice must be produced for all equipment expenditure by the Trust.
- 9) If the member of staff who requested the equipment, leaves UHBristol, the equipment remains the property of UHBristol. At the end of the useful life of the equipment, particularly IT equipment, you should contact the R&I office discuss the possibilities for re-cycling.
- 10) All medical and electrical equipment must be checked by UHBristol's MEMO department before it is deployed in the Trust.
- 11) The final payment will only be released once the R&I Grants Manager is satisfied that sufficient progress has been made.
- 12) A Start Certificate must be submitted within 1 month of the date of commencement of the study, before funding will be released; this will be sent to you following agreement of timescales.
- 13) Six-monthly and Final Reports will be required during the life of the study and reminders will be sent by R&I, as well as ad hoc meetings to discuss progress and help resolve any issues.

- 14) The study will be followed up for 1 year after completion of the research in order to report to the Research Funding Committee and Above and Beyond Trustees on what has been achieved.
- 15) Any potential changes must be approved in advance by the Chair of the Research Funding Committee, for example:
 - a) extra costs arising from unavoidable delay in recruitment of patients; delay in appointing research staff.,.
 - b) delayed start date more than 6 months after the date of this award letter (funding will be withdrawn automatically for any studies starting more than 1 year after the date of this award letter, without prior approval of a revised start date)
 - c) no-cost extensions
 - d) staffing changes, for example if the PI leaves or is no longer able to complete the study. A new PI may take over the study if discussed and approved in advance with the chair. The committee reserves the right to appoint a new PI to continue a study if the original PI leaves or is unable to continue as PI.
- 16) Extracts of successful applications and project reports will be published on the UHBristol website, unless PIs advise Research & Innovation of a valid reason not to publish (e.g. commercially sensitive studies).
- 17) Applicants are required to seek advice from Research and Innovation at UH Bristol to protect and exploit Intellectual Property where relevant.
- 18) The Research Funding Committee would expect to be told of any royalty payments from funded projects and to receive a share of the proceeds in proportion to the funding provided which will be used to support further charitable activities. Any communication in this matter should be made through the R&I department.
- 19) Further grant applications other than to NIHR generated as a result of this award may be submitted through either the Trust or relevant university following discussion with the R&I Grants Manager, but any NIHR grant applications must be submitted through UHBristol.
- 20) Any publications arising from work supported by Above and Beyond funding should acknowledge that: "This work was funded (in part) by a grant from Above & Beyond, Bristol."

G. Procedure

Applications for grants from the Above and Beyond Research Funding Committee should be made via the application form available to download from the Research and Innovation website (<http://www.uhbristol.nhs.uk/research-innovation/information-for-researchers/research-funding-and-applying-for-grants/local-and-national-funding-opportunities/local-funding>), and submitted by the closing date by email attachment to: funding@uhbristolnhs.uk

Further information and grant application forms may be obtained from Research and Innovation, Level 3 Education Centre, Upper Maudlin Street, Bristol BS2 8AE Tel. 0117 3420233 / 3420228. Email: Funding@UHBristol.nhs.uk

H. Ethical Approval and Sponsorship for clinical research

Researchers are reminded that all research involving human subjects must have the approval of an appropriate Research Ethics Committee, and all clinical research requires a sponsor, which can be either the Trust or University. Further guidance is given on the R&I website:

<http://www.uhbristol.nhs.uk/research-innovation/information-for-researchers/>

I. Animal Experiments

The Above and Beyond Research Funding Committee will consider applications for research involving animals, but the work must be clearly translational in nature and of ultimate benefit to patients. It is the responsibility of the research worker to demonstrate that all Home Office licences have been obtained prior to the work commencing.

J. Use of Radioactive Substances

Proposals to carry out research involving administering radiopharmaceuticals (radioactive medicinal products) to patient or volunteers must be submitted to the Administration of Radioactive Substances Advisory Committee (ARSAC) at the Department of Health for approval. Advice on framing the application may be obtained from Liz Pitcher, Tel. 0117 342 6140 or via Trust e-mail: liz.pitcher@uhbristol.nhs.uk. The use of all other radioactive substances for medical research purposes must be discussed with the above named. Research projects involving x-radiation should be discussed with Ms Pitcher (see above) prior to submission to the Research Ethics Committee.

K. VAT

Research workers are reminded that the supply of medical and scientific equipment, when purchased from charitable or voluntarily subscribed funds, may be exempt from VAT. The

exemption only applies when the equipment has been donated to a designated hospital or research institution and is solely for use in medical research, diagnosis or treatment.

L. Decision Making Process and Timescales

Deadline for applications is given on the application form.

All applications will be reviewed by the UHBristol Research Funding Committee, and applicants notified within two weeks of the meeting.

If you wish to discuss your application, please contact: Elinor Griffiths (0117) 3420585 or email: Funding@UHBristol.nhs.uk.

Summary of timeline

Closing date for submission of applications	See R&I website
Outcome notification	Within two weeks of the Research Funding Committee meeting
Deadline for commencement of study (unless approval obtained in advance from Chair of Research Funding Committee)	Within 6 months of the date of this award letter
Start Certificate due	Within one month of the start of the study
Interim Report due (for studies longer than 6 months in duration)	6 months after the start of the study
Final Report Due	1 month after completion of the research.
Follow-up	Up to 1 year following completion of the research.

M. Guidance on completing the application form

a) Section A - Summary

Please provide your personal details as requested and a lay summary of the application. Avoid acronyms in the title and summary, and note that a lay summary should be understandable by a non-expert. This section is the first the committee will read, and it consists of people from many different specialities.

b) Section B - Applicants' details

- 1) 2) & 3). Please provide details as requested. Your choice of co-applicant and collaborators should demonstrate that the right skills and experience are present to enable the work to succeed. You are strongly advised to involve them in writing the proposal and in the ongoing project if successful.
- 4) Please provide details of all your publications since 1st January of the year stated. Please include the full reference including all authors, the title, the journal, and the page and publication date. Details of any papers in press should also be provided. Please also provide up to 10 of your best publications prior to the stated year following the same format. We acknowledge that those of you at the beginning of your research careers may not have many publications and take this into account. Inexperienced researchers should therefore include a strong research active co-applicant and collaborators.
- 5) Please provide details of all current and previous research funding, since January 1st of the year stated on the form. Give the name of the funder, type of award (e.g. project grant; fellowship), amount, and specify whether your role was as Chief/Principal Investigator or Co-Applicant

c) Section C - finance

i) Eligible costs

- 1) Staff time including on-costs but not FEC, e.g. for a research nurse/research assistant, or similar, but not salaries for HEI funded staff
- 2) Consumables needed to generate suitable preliminary data to form the basis of one or more future non-NIHR research grant
- 3) Travel for participants
- 4) Equipment costing less than £5000, which then becomes the property of UHBristol. Equipment should be purchased through the charity to obtain VAT exemption.

ii) Ineligible costs

- 1) Equipment purchased for universities
- 2) University Estates & Indirect costs

- 3) Dissemination activities (e.g. time to write up publications or expenses to attend conferences)
- 4) Course fees
- 5) Computer software
- 6) Computer hardware

The salary and consumable budget must not exceed £20,000 (and most will be for less than this).

Please give detailed costs of each item.

For each of the items requested, including staff time, please briefly justify why each is needed (or how staff time will be spent).

d) Section D – project details

1) *Is this study clinical* (relating to the observation and treatment of actual patients) *or non-clinical* (i.e. purely theoretical or laboratory studies)?

2) *Is this study a Clinical Trial of an Investigational Medicinal Product (CTIMP)?*

If required, use the MHRA algorithm to determine whether a study is a CTIMP:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/317952/Algothrim.pdf

If it is a CTIMP, please read Standard Operating Procedure for Management of Investigational Medicinal Products

(http://www.uhbristol.nhs.uk/media/2508184/investigational_medicinal_products_006_uh_bristolr_i_v1.1_20082015.pdf)

3) *Scientific Summary*

Please complete the form with the information required for each section as detailed on the application form. The need for the research should be clearly highlighted, and you should have performed a preliminary literature review giving references (references should not be included in the word count).

You should explain how this funding will enable you to make a viable research grant or contribute to a higher degree.

vi) The Gantt chart should list the timescales and key steps of the pump-priming project (if applicable) and of the grant application.

vii) Most grants need appropriate methodological advice and support in their preparation. The Research Design Service is funded directly by the NIHR specifically to help in preparation of research grants and have experts in statistics, qualitative research and health economics. UH Bristol research is supported by the Research Design Service South West: <http://www.rds-sw.nihr.ac.uk/index.html>.

In the first instance contact: Jenny.Ingram@bristol.ac.uk

It is recommended that applicants engage with this service at an early stage. Your application will not be considered if you have not consulted the Research Design Service (or other methodological unit). The Research Design Service will be represented on the panel awarding the grants.

- viii) Please provide details of the specific funding body you will be applying to. The Research Design Service can also advise on the most appropriate funding stream (contact details above).

Note that progress of successful applicants towards meeting these deadlines will be monitored by the R&I grants manager.

e) Section E - Divisional support

Your application will not be accepted without explicit agreement from your Divisional Finance Manager (or university equivalent). You should obtain accurate costs especially for staff salaries before submitting the application

N. Instructions for accessing funds

UHBristol

- 1) For purchases and salaries paid through UHBristol; these can be re-charged directly using the cost centre provided on the front of the letter, and purchase can be ordered against this directly. Please discuss with your Divisional Finance manager, who should note that the cost centre quoted is for Above and Beyond funds awarded through the Research Funding Committee, and therefore is a different code than other Above and Beyond funds.
- 2) Please note that equipment should be VAT exempt, and in ordering equipment special care should be taken to ensure that the correct branch code is used to ensure the charitable status of the project is claimed. Above and Beyond will issue VAT exemption certificates to suppliers at the time that orders are placed if it is known that the goods are for research projects and fit within HMRC legislation.
- 3) If for some reason you are unable to requisition via the EROS system then details should be sent to Above and Beyond finance team to raise an official order to the supplier and ensure VAT exemptions are claimed.
- 4) If the award is to cover salaries of a UH Bristol employee then you should contact your UH Bristol divisional finance manager or management accountant and provide them with the cost centre for the project. They will then arrange for the costs to be charged to Above and Beyond as part of the monthly recharge.

Universities

- 1) Please ensure that purchases are made through the proper healthcare or University supplies organisations.
- 2) Please ensure that all invoices are sent to Research & Innovation for authorisation; we will then forward to Above and Beyond for payment. *Note invoices sent directly to Above and Beyond will be returned.*
- 3) Please contact your University School finance officer and show them a copy of this letter and the application form.
- 4) If the supplies organisation is not used it is your responsibility to obtain and issue the VAT certificate at the time of order. If a certificate was not issued at the time of order and payment is due or has been made it is your responsibility to obtain a VAT Credit Invoice from the supplier. For information or advice concerning VAT certificates please contact Above and Beyond finance team. Above and Beyond will not cover the cost of VAT incurred through failure to follow the correct process.

- 5) Invoices should quote:

Cost centre and project number (shown on the front of the award letter), and a breakdown of actual costs in arrears (using the headings in the original budget). Failure to quote these will result in the invoice being returned and delay in payment. Invoices should also be accompanied by evidence of expenditure (e.g. transaction listings, recharges, receipts etc.). Customer details:

ABOVE & BEYOND CHARITIES
THE ABBOTS HOUSE
BLACKFRIARS
BRISTOL
UK
BS1 2NZ

Please submit invoices via email to funding@uhbristol.nhs.uk or post to:

Elinor Griffiths
Research Grants & Contracts Manager
Research & Innovation
University Hospitals Bristol NHS Foundation Trust
Level 3, Education and Research Centre
Upper Maudlin Street
Bristol
BS2 8AE