

UH Bristol NIHR Research Capability Funding Call

A. Remit

NIHR Research Capability Funding (RCF) is a research funding stream made available by the National Institute of Health Research (NIHR) to help research-active NHS organisations attract, develop and retain high quality research, clinical and support staff. To that aim, UH Bristol launched an NIHR RCF grant scheme in 2010, which can be used to:

- a) Fund Research Sessions/PAs (for medical and non-medical staff) to allow time to prepare one or more NIHR research grant applications; and/or
- b) Fund the generation of preliminary or underpinning data to support an NIHR application; a “pump-priming” grant

The scheme will only fund studies which will directly generate data for NIHR grant applications, and applications should clearly illustrate the need for the research and its potential impact for the NHS.

The maximum award per grant is £20,000. Grants for research sessions/PAs only should last a maximum of 12 months. For pump-priming grants, the research project should normally last no longer than 12 months, but the total time may be extended up to a maximum of 18 months to include writing the grant (provided the £20,000 limit is not exceeded).

B. Eligibility

Applications are welcomed from any medical or non-medical UH Bristol employee or university academic holding an honorary contract with 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 aim is to develop research ideas into grant applications that will be appropriate for submission through UH Bristol to NIHR funding streams. Collaborative applications are welcomed and in particular those that include university partners or other partners within the wider health community.

C. Objectives

The UHBristol 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 allow staff time to prepare NIHR grant applications by backfilling their clinical sessions and/or funding feasibility or pilot studies that inform a future NIHR grant
- 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 researchers 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) Fit with NIHR priorities and evidence that proposed work will lead to a viable NIHR application.
- 2) Feasibility of proposed work.
- 3) Potential benefit/impact of the proposed work particularly to UHBristol patients and the NHS.
- 4) Appropriateness, and the track record, of the team identified to take forward the plans.
- 5) Fit with the ideas and plans for development with the research activity of your team and wider division.
- 6) Support of your Head of Division/Divisional Manager.
- 7) Value for money.

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. The resulting NIHR grant(s) should be submitted via UH Bristol.

F. Conditions of award

- 1) Each successful applicant will agree with the R&I Grants Manager key milestones and timelines for their work before funding will be released.
- 2) If appropriate, approval by Research Ethics Committee and Trust R&D must be obtained before work commences.
- 3) Grants should start within 6 months of notification, and if the grant has not started within 12 months, funding will be withdrawn.
- 4) 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.
- 5) Invoices must be for actual, evidenced costs only and give a full breakdown of costs, quoting the reference number of the grant.
- 6) The final payment will only be released once the R&I Grants Manager is satisfied that sufficient progress has been made.
- 7) 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.
- 8) Six-monthly and Final Reports will be required during the life of the study.
- 9) The study will be followed up for 1 year after completion of the research.
- 10) Any potential changes must be approved in advance by the Chair of the Research Funding Committee, for example:
 - a) extra costs arising from e.g. unavoidable delay in recruitment, unexpected price increase for equipment etc.
 - 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
- 11) 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).
- 12) Applicants are required to seek advice from Research and Innovation at UH Bristol to protect and exploit Intellectual Property.
- 13) 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 Grants Co-ordinator's office
- 14) Further grant applications to NIHR generated as a result of this award must be submitted through UHBristol unless agreed otherwise with UHBristol Research Director.

15) Any publications arising from work supported by RCF funding should acknowledge that:
“This work was funded (in part) by a grant from UHBristol Research Capability Funding.”

G. Procedure

Applications for RCF grants from the 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@UH Bristol.nhs.uk

H. Ethical Approval and Sponsorship for clinical research

NOTE: This includes physical examinations, tests of no immediate benefit to the particular individual, questionnaires and interviews.

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 UHBristol 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. 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.

L. 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

It is expected that applicants will fit into one of three categories;

- 1) require protected research time/PAs to prepare one or more NIHR research grant applications that will be submitted via UHBristol;
- 2) require a small budget for the salary of a research nurse/research assistant (or similar) and/or consumables to generate suitable preliminary data to form the basis of one or more future NIHR research grant applications; or
- 3) require both protected research time and a small budget to generate preliminary data, for the purposes of generating one or more future NIHR research grant applications.

As applicable, details of research time/PAs and salary including on-costs (please note that university overheads indirect and/or estates costs will NOT be paid) and consumable budgets should be provided. 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. Grants will not fund course fees, software or hardware.

Applications purely for dissemination activities will not be supported (e.g. time to write up publications or expenses to attend conferences). We anticipate that individuals may need 1-2 research sessions/PAs for six months to complete a NIHR Research for Patient Benefit grant application and that a larger NIHR programme or HTA grant may need up to 2 research sessions/PAs for up to 12 months.

Applications for research sessions/PAs only should be for a maximum of 12 months. For pump-priming grants, the research project should normally last no longer than 12 months, but the total time may be extended up to a maximum of 18 months to include writing the grant (provided the £20K limit is not exceeded).

For research time/PAs you must agree with your clinical Division the date when your clinical time will be released or “backfilled” should the application be successful. The proposed start date should therefore be discussed with your Division, and should be within 3 months of notification of your award. Grants that have not started 6 months after notification will have funding withdrawn.

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 or E – 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_uhbristol_i_v1.1_20082015.pdf)

i-v. Applicants should complete EITHER Section D OR Section E depending on whether you are applying for pump-prime funding or research sessions only.

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 NIHR research grant.

- vi) The Gantt chart should list the timescales and key steps of the pump-priming project (if applicable) and of the grant application.
- vii) All NIHR 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 NIHR funding stream you will be applying to. Information on the NIHR funding streams can be found on their website www.nihr.ac.uk

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 F - 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.

M. 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 RCF funds awarded through the Research Funding Committee, and therefore uses Cost Centre 137019-30400.
- 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 UHBristol 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 Cost Centre **137019-30400** for the project.

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.
- 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 funding@uhbristol.nhs.uk.
- 5) Invoices should quote:
Cost centre **137019-30400** 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:

UNIVERSITY HOSPITALS BRISTOL NHS FOUNDATION TRUST
ACCOUNTS PAYABLE
TRUST HQ
MARLBOROUGH STREET
PO BOX 3214
BRISTOL
BS1 9JR

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
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