**Process for Submitting NIHR Grant Applications through
UH Bristol NHS Foundation Trust**

**Chief Investigator (CI)**

* Identifies funding stream & contacts UHBristol Grants Manager
* Works up protocol/application with assistance from Research Design Service or other methodological
 unit
* The Research and Innovation website gives guidance on [applying for funding](http://www.uhbristol.nhs.uk/research-innovation/information-for-researchers/research-funding-and-applying-for-grants/preparing-your-funding-application/) and [costing research in the NHS](http://www.uhbristol.nhs.uk/research-innovation/information-for-researchers/research-funding-and-applying-for-grants/costing-research-in-the-nhs/)
* Obtains advice about Intellectual Property form UHBristol and relevant partner institutions

**Chief Investigator or R&I Grants Manager**

Will arrange to meet with:

1. • R&I Accountant (Trust Finance)
2. • Divisional Finance Manager of host Division (or representative)
3. • Divisional Finance Manager of Diagnostics and Therapies if there is any support department
 involvement (or representative)
4. • Representative of R&I

For applications where the NHS implications are minor or where an application is required in outline only this may be a managed via a virtual meeting. **However, please note a meeting will be required prior to full application.**

***This meeting/virtual introduction must take place at least two weeks prior to application submission date.***

**Finance Meeting (including virtual meeting)**

1. • 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)
2. • Those attending meeting will review:
	1. Feasibility (CI, Divisional and R&I representatives)
	2. Costs (All)
	3. Costs attributed to appropriate cost categories i.e. Research, Support, Excess Treatment (All)
	4. Capacity issues which may require additional funding to resolve (Divisional Finance Managers)

**R&I Accountant**

1. • Following meeting will create framework for costs and cost study
2. • Will circulate costing to all concerned for comment
• Will be notified of any necessary changes and make any amendments
3. • Amendments will be notified to all concerned

**Chief Investigator**

1. • Once costings are finalised, and divisional authorisation obtained, the CI will complete finance sections
 of application
2. • Checks content section of application form with R&I Department
	* 1. • Checks finance section of application form with R&I Accountant & obtains approval to submit
3. • Submits full application online
4. • Signs a hardcopy and passes to R&I Department; or arranges electronic signatures are completed
5. • R&I pass to R&I Accountant
6. **R&I Accountant**
7. • Passes to Director of Finance or deputy for signature
8. • Retains a copy for Finance and returns original to R&I Department

**R&I**

1. • Takes a copy for records if necessary
2. • Sends signature pages to NIHR/ensures relevant electronic signatures have been obtained