

Research Funding Committee Terms and Conditions

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1) Remit

The University Hospitals Bristol and Weston NHS Foundation Trust (UHBW) Research Funding Committee, chaired by the Director of Research, funds selected research projects up to a maximum of £25,000 per project and for 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 and priorities outlined below), subject to the availability of funds.

The funds allocated by the Research Funding Committee will come from a combination of:

- a) Bristol and Weston Hospitals Charity (BWHC, formerly Above and Beyond) which have generously allocated monies for research at UHBW. Once awarded, these monies are administered by BWHC.
- b) Research Capability Funding (RCF) which 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. NIHR RCF allocated to UHBW can be used to fund one or both of the following:
 - i) Research Sessions/PAs (for medical and non-medical staff), usually for a maximum of 12-months, to allow time to prepare one or more NIHR research grant applications
 - ii) The generation of preliminary or underpinning data to support a subsequent NIHR grant application

Decisions on which is the most appropriate source of funding for a specific project will be made by the Committee, once a decision to fund has been made.

2) Eligibility of applicant(s)

Funds will only be made available to staff with full or honorary appointments at UHBW. University employees who do not currently hold an honorary contract are eligible to apply if a UHBW employee is a named co-applicant on the grant, and the work benefits UHBW patients. The relevant approvals (honorary contract or letter of access) will need to be in place if the grant is successful. Please contact Research.Grants@uhbw.nhs.uk if you are unsure whether you are eligible. The research undertaken must be of relevance to UHBW patients. Applications are particularly welcomed from non-medical, including allied health professional (AHP) staff, as are those that include university partners or other partners within the wider health community.

3) Objectives

- a) All awards for funding must meet the following major objectives:
- b) Potential benefit/impact of the proposed work to the NHS and particularly to UHBW patients.
- c) To ensure only work that is feasible and of high quality is funded.
- d) To award funding to “pump-prime” larger longer term funding/projects, with a clear emphasis on applied health services or translational research. The UHBW Research Funding Committee will prioritise funding to projects that lead on to grant applications to the NIHR (see below).
- e) 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.
- f) 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.

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

4) Core Assessment Criteria and Priorities for Funding

a) Assessment Criteria

Applications will be assessed on the following criteria:

- iii) The proposal is of high scientific quality.
- iv) The proposal fits with the objective of benefiting patients at UHBW and the NHS.
- v) Appropriate consideration has been given to patient public involvement.
- vi) The aims and objectives and methodologies are clearly outlined and are achievable with the resources identified/available and the proposed timelines.
- vii) Appropriate statistical methodology has been used and relevant preliminary analysis has been presented.
- viii) The proposal promotes research training.
- ix) Appropriateness, and the track record, of the team identified to take forward the proposal, including supervision of any staff new to research.
- x) Support of the relevant UHBW Head of Division/Divisional Manager or University equivalent.
- xi) Value for money.

b) Priority Order

The following priority order will be used by the UHBW Research Funding Committee when making decisions on the allocation of funds:

- i) The proposed applied health services research project will pump-prime and directly lead on to an NIHR grant application.
- ii) The proposed translational research project is directly related to the work undertaken by the Bristol NIHR Biomedical Research Centre (BRC) and will pump-prime and directly lead onto a grant application to a funding body.
- iii) The proposed applied health services research project will pump-prime and directly lead onto a grant application to a funding body other than the NIHR.
- iv) The proposed translational non-BRC research project will pump-prime and directly lead onto a grant application to a funding body.

5) Costs

a) Eligible costs

i) Salary costs

- Research Sessions/PAs
- Other Staff Salary: Direct staff costs: Basic salary + Oncosts (NI, superannuation etc.) + increments

Please contact your Management Accountant (or university school finance officer) for an accurate cost of salaries

ii) Patient / PPIE Expenses

- Patient / PPI Expenses for research project meetings and appointments, e.g. Travel, subsistence, accommodation.
- Other reimbursement including financial payments and 'Thank You' vouchers.

Please see:

[http://www.uhbristol.nhs.uk/research-innovation/for-researchers/lead-research-and-apply-for- NIHR Payment guidance for researchers and professionals](http://www.uhbristol.nhs.uk/research-innovation/for-researchers/lead-research-and-apply-for-NIHR-Payment-guidance-for-researchers-and-professionals)

[Helping to ensure public involvement informs ethical review: checklist for applicants - Health Research Authority \(hra.nhs.uk\) NIHR Payment guidance for researchers and professionals](http://www.hra.nhs.uk/helping-to-ensure-public-involvement-informs-ethical-review-checklist-for-applicants)

iii) Consumables & running costs

- Laboratory consumables, e.g. Reagents & chemicals, laboratory ware, test kits, assays, PPE
- Small equipment, e.g. electrodes, thermometers, oximeters
- Office consumables, e.g. paper, booklets, batteries

iv) Other items, e.g.

- staff travel for project meetings
- transcription, translation
- data access / database fees,
- facility / clinical room hire
- postage / courier costs

b) Ineligible costs

v) Salary / HR costs

- University full economic costs:
 - Directly Allocated salaries
 - Estates
 - Indirects
- Salary inflation (if a national pay increase is awarded during the grant, please notify the grants team of the additional amount required at that point)
- HR costs (including but not limited to maternity/paternity leave and sickness)

vi) Dissemination costs, e.g.

- Research conference costs
- Publication costs

vii) Equipment

- Large equipment (>£5,000)
- Equipment repairs and maintenance
- Computer equipment

6) Project Reporting and Performance Management

All grants awarded will be performance managed via the Research and Development (R&D) 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&D Grants Manager, and periodic reporting updates must be provided on a six-monthly basis, or as requested. External 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 must be submitted via UHBW.*

7) Conditions of award

The trust has an obligation to ensure that all grants are used effectively and that the results and outputs of all research projects that it funds are used for patient benefit. The following terms and conditions apply for the award holder and organisation accepting the award.

- a) Each successful applicant will agree with the R&D Grants Manager a project plan (Gantt chart) and timelines for their work, including key milestones, and to clarify any issues regarding conduct or financial management of the study etc.
- b) 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 and ensure that there is sufficient support and guidance from within your research team.
- c) Principal Investigators confirm their agreement to these terms and conditions of BWHC and RCF Grants awarded through the Research Funding Committee.
- d) The employing organisation of the PI and/or organisation receiving funds through this award must also accept the terms and conditions by countersigning the award letter.
- e) Grants should start within 6 months of notification, unless agreed otherwise with the UHBW Grants Manager. If the grant has not started within 12 months funding will be withdrawn.
- f) On award of funding, instructions for payment will be given at the end of the award letter. This will be by direct internal transfer within UHBW, or invoicing for university-held grants.
- g) 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.
- h) An original invoice must be produced for all equipment expenditure by the Trust.
- i) If the member of staff who requested the equipment leaves UHBW, the equipment remains the property of UHBW. At the end of the useful life of the equipment, particularly IT equipment, you should contact the R&D office discuss the possibilities for re-cycling.
- j) All medical and electrical equipment must be checked by UHBW's MEMO department before it is deployed in the Trust.
- k) The final payment will only be released once the R&D Grants Manager is satisfied that sufficient progress has been made.
- l) 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.
- m) Six-monthly and Final Reports will be required during the life of the study and reminders will be sent by R&D, as well as ad hoc meetings to discuss progress and help resolve any issues.
- n) The study will be followed up for 1 year after completion of the research in order to report to the Research Funding Committee and BWHC Trustees on what has been achieved.
- o) Any potential changes in the use of funds must be approved in advance by the Chair of the

Research Funding Committee, for example:

- i) Cost and no-cost extensions: for example, arising from unavoidable delay in recruitment of patients; delay in appointing research staff
 - ii) 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)
 - iii) 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.
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- p) Extracts of successful applications and project reports will be published on the UHBW website, unless PIs advise Research and Development of a valid reason not to publish (e.g., commercially sensitive studies).
 - q) Applicants are required to seek advice from Research and Development at UHBW or their organisations tech transfer manager to protect and exploit Intellectual Property where relevant.
 - r) 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&D department.
 - s) Any NIHR grant application arising from the pump-priming work funded by the Research Committee must be submitted through UHBW. Grant applications to other funding bodies may be submitted through either the Trust or a university, whichever is most relevant, following discussion with the R&D Grants Manager.
 - t) Any publications arising from work supported by BWHC and/or NIHR RCF funding should acknowledge that: "This work was funded (in part) by a grant from Bristol and Weston Hospitals Charity, or University Hospitals Bristol and Weston NHS Foundation Trust NIHR Research Capability Funding."
 - u) For staff and students, the employing organisation, or HEI where student is registered, must meet any HR costs including but not limited to maternity/paternity leave and sickness.

8) Procedure

Applications for grants from the Research Funding Committee should be made via the application form and costing template available to download from the Research and Development website (<http://www.uhbristol.nhs.uk/research-innovation/for-researchers/lead-research-and-apply-for-funding/local-funding/>), and submitted by the closing date by email attachment to: Research.Grants@uhbw.nhs.uk.

Further information may be obtained from Research and Development, Level 3 Education Centre, Upper Maudlin Street, Bristol BS2 8AE Tel. 0117 3429883/ 0117 3429897. Email: Research.Grants@uhbw.nhs.uk

9) Regulatory Approval and Sponsorship for clinical research

Researchers are reminded that all research involving human subjects must have the relevant Health Regulatory Authority (HRA) approvals including Research Ethics Committee when appropriate, and that all clinical research requires a sponsor, which can be either the Trust or University. Other internal or external approvals may be necessary, for example MHRA, ARSAC (for radioactive substances), MEMO.

Further guidance is given on the R&D website: <http://www.uhbristol.nhs.uk/research-innovation/for-researchers/before-you-can-start-set-up%2C-approvals-and-governance/>

10) Animal Experiments

The Research Funding Committee will, exceptionally, consider applications for research that involves animals but only where it is clearly part of the translational pathway and is likely to be of direct benefit to patients. It is the responsibility of the research worker to demonstrate that all Home Office licenses have been obtained prior to the work commencing.

11) 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.

Please check with relevant finance department before ordering.

12) Decision Making Process and Timescales

Deadline for applications is given on the application form.

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

If you wish to discuss your application, please email: Research.Grants@uhbw.nhs.uk.

13) Summary of timeline

Closing date for submission of applications	Twice annually: 15 October and 30 April
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 the award letter
Start Certificate due	Within one month of the start of the grant
Interim Report due (for studies longer than 6 months in duration)	Every 6 months after the start of the grant
Final Report Due	1 month after completion of the research.
Follow-up	Up to 1 year following completion of the research.