

Norfolk and Norwich University Hospitals NHS Foundation Trust Research Capability Funding (RCF) 2019-20

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, NNUH launched an NIHR RCF grant scheme, 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 £40,000. Grants for research sessions/PAs and pump-priming grants should last no longer than 12 months.

B. Eligibility

Applications are welcomed from any medical or non-medical NNUH employee or Norwich Research Park (NRP) academic holding an honorary contract with NNUH. NRP employees who do not currently hold an honorary contract are eligible to apply if a NNUH employee is a named co-applicant on the grant, and the work benefits NNUH patients. The relevant approvals will need to be in place if the grant is successful. Please contact emily.woodhouse@nnuh.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 NNUH to NIHR funding streams. Collaborative applications are welcomed and in particular those that include university partners or other partners within the wider Research Park.

C. Objectives

The NNUH Research Capability Funding Panel has the following major objectives:

- 1) To ensure that all research which is funded has the potential of a clear benefit to patients at NNUH.
- 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.
- 5) In order to obtain the widest use of limited funds available, the Panel'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 Panel 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 NNUH 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) Value for money.

A. Project Reporting and Performance Management

All grants awarded under this scheme will be performance managed via the Research and Development (R&D) Department and if progress is not satisfactory, then the funding may be withdrawn. Progress will be monitored through regular reports to the R&D Department on a six-monthly basis, or as requested. The resulting NIHR grant(s) should be submitted via NNUH.

F. Conditions of award

- 1) If appropriate, relevant regulatory approvals must be obtained before work commences.
- 2) Grants should start within 3 months of notification, and if the grant has not started within 12 months, funding will be withdrawn.
- 3) 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 other NRP-held grants.
- 4) Invoices must be for actual, evidenced costs only and give a full breakdown of costs, quoting the reference number of the grant.
- 5) Six-monthly and Final Reports will be required during the life of the study.
- 6) Any potential changes must be approved in advance by the Chair of the RCF Panel, for example:
 - a. extra costs arising from e.g. unavoidable delay in recruitment, unexpected price increase
 - 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
- 7) Extracts of successful applications and project reports might be published on the NNUH website, unless PIs advise R&D of a valid reason not to publish (e.g. commercially sensitive studies).
- 8) Further grant applications to NIHR generated as a result of this award must be submitted through NNUH unless agreed otherwise with NNUH Director of Research Operations.
- 9) Any publications arising from work supported by RCF funding should acknowledge that: "This work was funded (in part) by a grant from NNUH Research Capability Funding."

G. Procedure

Applications for RCF grants should be made via the application form available to download from Trust Docs through the NNUH intranet page, and submitted by the closing date by email attachment to: Jennie.White@nnuh.nhs.uk. Further information may be obtained from Research and Development, Level 3 East Block, Norfolk and Norwich University Hospitals NHS Foundation Trust, Colney Lane, Norwich, NR4 7UY Tel. 01603 289808/289894.

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 other NRP organisation.

I. Decision Making Process and Timescales

Deadline for applications is given on the application form. All applications will be reviewed by the Research Capability Funding Panel, and applicants notified within two weeks of the meeting.

J. 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. The panel consists of people from many different specialities so it is essential that this section is clear.

b) Section B – Co-Applicants’ details

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.

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;
- 2) require a small budget for the salary of a research nurse/research assistant (or similar) 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) should be provided. The salary budget must not exceed £40,000 (and most will be for less than this). Please give detailed costs of each item. Applications for research sessions/PAs should be for a maximum of 12 months. For pump-priming grants, the research project should last no longer than 12 months. 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 (unless otherwise agreed). 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

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

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. You should explain how this funding will enable you to make a viable NIHR research grant.

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

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 (<https://www.rds-oe.nihr.ac.uk/>). Note that progress of successful applicants towards meeting these deadlines will be monitored by the R&D Grants Coordinator.

e) Section F – Grants

Please provide details of all current and previous research funding, in the last 5 years. 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

f) Section G- Finance and Divisional/School Approval

Your application will not be accepted without the following;

- Costs obtained from the Research Office (UEA RIN/NNUH R&D/other NRP equivalent).
- Authorisation from the Research Office of the organisation that would employ the individual if their salary was funded through RCF.
- Explicit agreement from your Clinical Director (NHS)/Head of School (UEA)/other NRP equivalent.

K. Instructions for accessing funds

NNUH

- 1) For salaries paid through NNUH; these can be re-charged directly using the relevant cost centre.

Other NRP Organisations (i.e. UEA, QIB)

- 1) Please contact your University School finance officer and show them a copy of this letter and the application form.
- 2) Please ensure that all invoices are sent for the attention of Research & Development.
- 3) Invoices should quote: "RCF 2019/20", and a breakdown of actual costs in arrears (using the headings in the original budget). Failure to quote these might result in the invoice being returned and delay in payment.

Please submit invoices via email to APIInvoices.NNUH.asp@serco.com or post to:

Research Accountant
Research & Development
PO Box 7810
Corby
NN17 9HF