

University Hospitals Plymouth Charitable Research Fund :
2019 competition

Guidelines on the Application Process

1. Introduction

The Charitable Funds Management Committee invites applications for small research grants to be made from Plymouth Hospitals General Charity funds. These will provide funding for projects to test feasibility and/or obtain results that will enhance the chances of success in obtaining a grant from a national research charity or a public research funder (NIHR grants in particular). The priority is for supporting research with a clear trajectory towards these larger funding applications.

2. Eligibility

At least one of the key research team members must be directly employed by Plymouth Hospitals NHS Trust. The competition is open to applications from all staff, however Allied Health Professionals, nurses, Health Care Scientists & managerial staff are particularly encouraged to apply. Collaborative projects (for example between experienced medical researchers and AHPs, Nurses or HSCs / between UHP clinicians & Plymouth University researchers/ between service improvement management staff & Plymouth University Health Services Research academics) are welcomed.

3. Limits

A total fund of ~ £100 000 is available. Funding requests up to a maximum of £25,000 are encouraged. In exceptional circumstances we may consider applications for larger amounts.

4. The Scope

The Committee recognise that protected research time is difficult for clinicians to realise. A principal intention for this grant is therefore to contribute to salary costs to free personnel to write a protocol, undertake the research and use the feasibility/ pilot work to develop a further proposal towards significant external funding.

The ideal proposal would include a mentorship model, where an experienced researcher mentors or partners a nurse, AHP or clinical fellow: in such cases the research funding might part support the salary of the junior researcher embedded within a clinical directorate. The grant can also cover research costs, consumables, travel expenses and the purchasing of equipment.

5. Support

Researchers are encouraged to seek research methodology advice early in the preparation of their application. Support may be accessed through the Plymouth Research College – a joint venture between University Hospitals Plymouth NHS Trust & the University of Plymouth. Please contact Helen Neilens (hneilens@nhs.net), Trust Research Advisor and & Hannah Allende (h.allende@nhs.net), research facilitator, for information .

6. Costing of project

The application must be costed by the R&D Finance Team prior to submission, therefore please contact Nicola Parsons (nparsons@nhs.net) by the **21st June** to discuss costs. All costs must be accounted for. Applications that do not provide sufficient & appropriate financial detail will not be considered.

7. Application Process

The application deadline is **Friday 19th July 2019 at 5pm.**

All applications must use the appended forms and attached current cvs.

Explicit written support from line manager/ ward manager/ service line lead is essential. This includes support for clinical backfill, should this be required. Additional supporting documents may be attached as appendices i.e. Gantt charts, questionnaires etc.

8. Appraisal Criteria

Proposals will be peer reviewed by a panel representing a broad range of clinical, research & academic perspectives. The review panel will assess project applications against the following criteria:

- **Scientific and health care significance** , taking into account the Trust's strategic priorities . The Trust's 5 year research strategy is available on the R&D pages of the Trust website.
- **Feasibility, including Delivery Plan.** Applications which include details of protected time for individual(s) to deliver, particularly those with explicit support from line manager will score highly in this domain
- **Methodological rigour**
- **Public and patient involvement**
- **Resource utilisation, including detailed costing** . Applications which include match funding from other sources (eg Service Line part funding) will score highly in this domain
- **Follow-on funding plans and dissemination plans**
- **Likelihood that potential funders will be interested in the area**

Each application will be scored by the panel using these criteria and given a priority ranking. To ensure that your project may be fairly assessed please ensure you consider the above criteria fully.

The panel will notify its decisions to applicants within six weeks of the closing date.

9. Grant administration

Salary support funding will be released quarterly, contingent on quarterly progress review by a group including the Director of R&D. For example, where funding is to protect research time in order to develop a protocol, said protocol should be ready for submission within 3 months of receipt of the initial funds.

Capital cost funding will be released when projects are ready to commence recruitment. This should be within 6 months of the grant award. This allows time for all the necessary approvals i.e the Trust and NHS ethics.

10. Duration of Funding

Projects should be completed within a year of commencement. Requests for extensions of time will be considered only in very exceptional circumstances. Significant changes during the course of the project must be authorised by the R&D Office in advance and any protocol amendments submitted to the Research Ethics Committee in the normal way.

11. End of Study Report

The lead researcher is required to submit a brief written report to the R&D Office and the Trust Fund Accountant as soon as possible following completion of the project. The report should include a simple financial statement detailing award expenditure. The end of study report should be no longer than two sheets of A4 and include a summary of the results, conclusions and plans for publication, plus any plans the researcher may have for grant applications to external agencies.

12. Publicity and Publication of Results

Grants awarded each grant cycle will be publicised in Vital Signs and possibly in other internal and external communications.

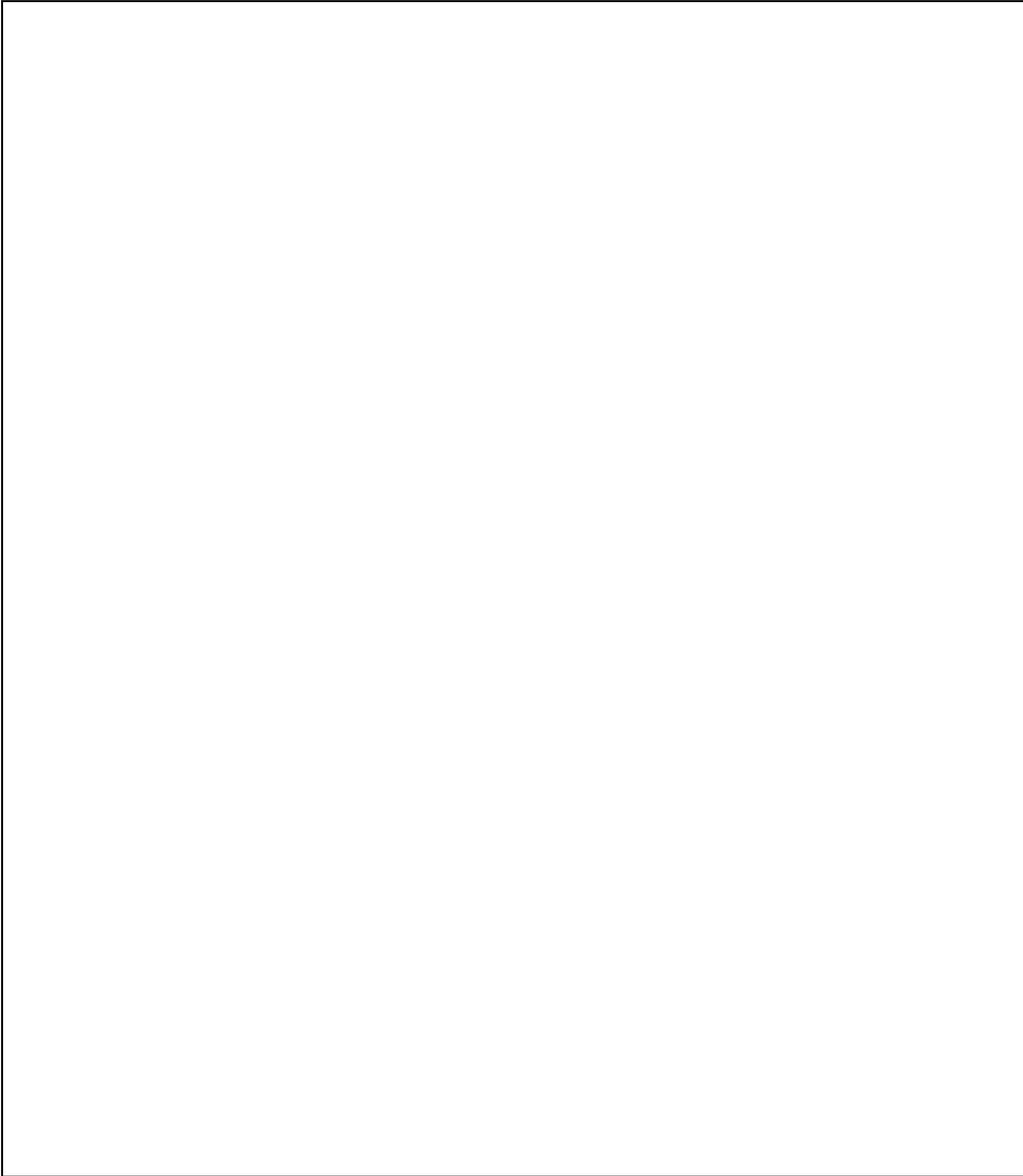
Researchers are encouraged to publish the results of their research in relevant scientific or professional journals as well as through other media, including conferences. An acknowledgement of the source of funding should be made.

For any queries relating to this scheme or for assistance in completing the grant proposal please contact:

Dr Helen Neilens & Hannah Allende, Research Advisors, Research Office,
Plymouth Hospitals NHS Trust, Level 2, MSCP, Bircham Park Offices, 1 Roscoff
Rise, Derriford, Plymouth. PL6 5FP
tel. 01752 (4)39991, email. hneilens@nhs.net; h.allende@nhs.net

Research application to UHP General Charitable Funds 2019		
<i>The length of any of the boxes below can be increased as necessary to fit the text</i>		
Names and posts held by applicant(s) <i>A short CV (max 2 sides A4) for applicant should accompany the application. This should provide details of research experience and track record.</i>		
Title of the Research Project		
Budget requested (Maximum £25K).		
	Details	Amount
Total salary and on-costs (employers NI & pension)	Band or starting salary.	
Essential equipment		
Consumables		
Travel & other costs		
Total		
Which other sources of funding have been approached /considered ?		
(Please supply details):		
In the case of applications for research equipment :		
which research studies will the equipment be employed on &/or on which		

studies may the equipment be used in the future ?	
(If applicable) I confirm my support for this research taking place within my service	
Ward / Line Manager or Clinical Lead	
Name:	
Ward / Service Line	
Signature (or email confirmation):	
Date:	
(if applicable) I confirm that the revenue consequences of this activity/purchase and any other costs not requested in the above budget will be met by the service	
Ward / Line Manager or Clinical Lead	
Name:	
Ward / Service Line	
Signature (or email	
Date:	
LEAD APPLICANT	
Name:	
Directorate:	
Signature (or email	
Date:	
<p style="text-align: center;">Description of the research project (maximum length 2,000 words)</p> <p>Please include:</p> <ul style="list-style-type: none"> Background, the research question(s) and the significance of the research Study design and methodology , including delivery plan Details of Patient & Public Involvement Project timetable including estimated start and end dates Justification for the funding requested Plans for disseminating the research findings Plans for follow-on grant applications (including potential funding source) 	



Please email the completed application form to Helen Neilens in the R&D Department (hneilens@nhs.net) by **Friday 19th July 2019 at 5pm.**