Guidance Notes
NIHR Clinician Scientist Award,
Round 17
March, 2017
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Themed Call</td>
<td>3</td>
</tr>
<tr>
<td>The NIHR Remit</td>
<td>4</td>
</tr>
<tr>
<td>The NIHR Clinician Scientist Award</td>
<td>4</td>
</tr>
<tr>
<td>Eligibility Requirements for the NIHR-CS</td>
<td>5</td>
</tr>
<tr>
<td>Applicants from the Devolved Administrations</td>
<td>5</td>
</tr>
<tr>
<td>Welsh Devolved Administrations Contact Details:</td>
<td>5</td>
</tr>
<tr>
<td>Further Information for Applicants Not Yet Awarded a Doctorate</td>
<td>5</td>
</tr>
<tr>
<td>Scope of NIHR-CS Funding</td>
<td>6</td>
</tr>
<tr>
<td>Clinical Training and Role of the Postgraduate Deans for those Undertaking Specialty Training</td>
<td>6</td>
</tr>
<tr>
<td>Host Institutions</td>
<td>6</td>
</tr>
<tr>
<td>Transfer to a New Host Institution</td>
<td>7</td>
</tr>
<tr>
<td>Annual Review</td>
<td>7</td>
</tr>
<tr>
<td>Clinical Duties</td>
<td>7</td>
</tr>
<tr>
<td>Part-time Working Arrangements</td>
<td>8</td>
</tr>
<tr>
<td>Registering, Completing and Submitting the Application</td>
<td>8</td>
</tr>
<tr>
<td>Completing and Submitting your Application Form</td>
<td>9</td>
</tr>
<tr>
<td>Applicant</td>
<td>9</td>
</tr>
<tr>
<td>Participants</td>
<td>9</td>
</tr>
<tr>
<td>Signatories</td>
<td>9</td>
</tr>
<tr>
<td>Selection Process Timetable</td>
<td>11</td>
</tr>
<tr>
<td>Assessment Criteria</td>
<td>11</td>
</tr>
<tr>
<td>Outcome of the Assessment</td>
<td>11</td>
</tr>
<tr>
<td>Interview Dates</td>
<td>11</td>
</tr>
<tr>
<td>Re-application</td>
<td>12</td>
</tr>
<tr>
<td>NIHR-CS Application and Selection Process</td>
<td>12</td>
</tr>
<tr>
<td>Guidance on Completing the Online Application Form</td>
<td>13</td>
</tr>
<tr>
<td>Contractual Arrangements</td>
<td>47</td>
</tr>
<tr>
<td>Annex A - NIHR Remit Frequently Asked Questions (FAQs)</td>
<td>48</td>
</tr>
<tr>
<td>Annex B – Application Process Flow Diagram</td>
<td>50</td>
</tr>
</tbody>
</table>
**Introduction**

On behalf of the National Institute for Health Research (NIHR), the Trainees Coordinating Centre (NIHR TCC) is launching the 17th round of the NIHR Clinician Scientist award. The NIHR Clinician Scientist award scheme is funded by the Department of Health.

Potential applicants from the devolved countries must consult with their national Research and Development (R&D) office before applying (further information is available in the ‘Eligibility’ section of these notes). Wales is participating; however, Northern Ireland and Scotland are not participating at this level of award in 2017.

The National Clinician Scientist Award was launched in 2001 by a number of research funding organisations with a view to supporting a cadre of research-led clinical academics capable of leading development in their discipline.

This guidance refers only to those awards made by the NIHR. Separate guidance is provided by other funding organisations making awards within the National Scheme.

The NIHR Clinician Scientist award (NIHR-CS) is a post-doctoral research training fellowship of up to 5 years.

**Themed Call**

For this round, the NIHR-CS is participating in NIHR-wide themed calls and the NIHR would particularly welcome applications, which propose research in the following area:

- **Treatment and prevention of obesity**

The NIHR has issued a call for research into evaluation of interventions or services for the prevention and treatment of obesity in adults and children. Issues of particular importance for this call include the prevention of type 2 diabetes and increasing levels of physical activity. Further details about the call are available on the NIHR: [http://www.themedcalls.nihr.ac.uk/](http://www.themedcalls.nihr.ac.uk/)

Please note proposals do not need to fall within a themed call to be considered for an NIHR-CS in round 17 and no preference will be given to applications, which are within a themed call during the assessment process. All proposals must meet the NIHR remit, which is given below.
The NIHR Remit

1) NIHR supports training in clinical and applied health research, including social care research.

2) The proposal must have clear potential for benefitting patients and the public within 5 years of its completion (but recognising the training element of the research).

3) The research can involve: patients; samples or data from patients; people who are not patients; populations; health technology assessment; or health services research.

4) NIHR does not itself fund basic research or work involving animals and/or animal tissue.

5) If the work involves biomarkers:
   - research that tests whether application of new knowledge can improve treatment or patient outcomes, and has obvious potential benefit within 5 years, is within remit. *(This might include application of known biomarkers, or other prognostic factors, to refine and test novel therapeutic strategies.)*
   - research that aims only to elucidate mechanisms underpinning disease, or identify risk factors for disease or prognosis (including search for biomarkers) is out of remit.

6) NIHR is also prepared to support high quality research into ‘medical education’ (defined broadly as education for healthcare providers). Whilst this area of research need not fulfil the criterion of having ‘potential for benefitting patients and the public within 5 years of its completion’, it is expected that the research will have the potential to have practical application.

Further clarification in the form of FAQs about the NIHR remit can be found in Annex A. Applicants must ensure they read this before starting an application.

The NIHR Clinician Scientist Award

1. An NIHR-CS is a post doctorate research training fellowship.

2. NIHR-CSs are not intended as programme or project grants.

3. NIHR-CSs are personal awards designed to buy out an individual’s salary costs, fund a training and development programme and fund the research costs needed to complete an identified research project.

Following completion of the NIHR-CS, the awardee is expected to have successfully completed a robust research programme and be able to show evidence of:

- Completion of the research proposed in the application, which should be within the NIHR remit (described above)
- Securing additional funds as required to complete the proposed research
- Completion of a substantial and wide-ranging training element
- Increased research skills – in existing and new areas
- Independence as a researcher
• Significant publications arising from the award
• Research capacity development of self and others
• Increased management skills
• Established national and international collaborative relationships

Evidence of the above will be sought through annual and final report monitoring.

Eligibility Requirements for the NIHR-CS
Applicants to the NIHR-CS scheme must fulfil the following eligibility criteria:

1. The NIHR-CS is open to medical and dental graduates who are specialty registrars (SpR/Str/GP Registrars) or have consultant status or the equivalent in general practice.

2. Applicants for an NIHR-CS must either have a research doctorate (PhD or MD) in basic science, clinical or health-related research at the time of applying OR have submitted their doctoral thesis (leading to the award of PhD or MD) for examination. Professional or taught doctorates are not accepted as research doctorates. If you have not been awarded you PhD at time of application an official PhD award confirmation letter from the awarding body, needs to be sent to the NIHR TCC by 5pm on Wednesday 30th September 2017.

3. Individuals who have a professional doctorate but not a research doctorate are ineligible to apply for a NIHR-CS.

4. Research and Development budgets are devolved. Potential applicants based in Wales must inform their local R&D office of their intention to submit an application, and seek their advice prior to completing an application for this level of Award.

Applicants from the Devolved Administrations
Potential applicants from Wales must contact the Welsh Government Health and Social Services Research and Development Division to discuss their intentions before completing the application form. Please note that the Welsh Government will support one successful application per call.

Applications will not be accepted unless accompanied by a completed authorisation from the home R&D office. Scotland and Northern Ireland are not participating in this Award.

Welsh Devolved Administrations Contact Details:
Welsh Government
Department for Health and Social Services
Research and Development Division
Cathays Park
Cardiff, CF10 3NQ
Tel: 029 2082 5415, Email: Michael.Bowdery@Wales.GSI.Gov.UK
Website: http://www.healthandcareresearch.gov.wales/

Further Information for Applicants Not Yet Awarded a Doctorate
1. For applicants whose doctorate has not yet been awarded (see above), evidence of submission is required in the form of a declaration by the applicant’s primary doctoral supervisor. As with all application associated declarations, this must be made prior to the application submission deadline.

2. Applicants who have submitted their thesis must have successfully obtained their PhD and provided official evidence of this, in the form of an official award confirmation letter from the
awarding body, to NIHR TCC by 5pm on Wednesday 30th September 2017. We define an obtained PhD as the following:

- Thesis submitted.
- Viva attended (if applicable).
- Corrections accepted.
- Confirmation letter from the awarding body (university etc) that the PhD has been awarded.

You do not need to wait for graduation.

3. If the appropriate notification is not received by NIHR TCC prior to 5pm on Wednesday 30th September 2017 the applicant will automatically lose their eligibility and be withdrawn from the selection process.

Scope of NIHR-CS Funding

Tenure
- NIHR-CS are five years (60 months) in duration
- Applicants should seek and demonstrate in their application a commitment from their host institution to ongoing employment beyond the duration of the Award.
- The NIHR TCC will require assurances from the host research institution that any existing funds freed up by the Award will be recycled to increase research capacity.

Assessment
- Applications will be assessed by the NIHR-CS Review Panel informed by peer review on behalf of the NIHR TCC.

Clinical Training and Role of the Postgraduate Deans for those Undertaking Specialty Training

- The Postgraduate Deans will work locally to facilitate and support clinical training for those on the scheme. They will advise on training for teaching skills, which will be included in the programme.
- Applicants must consult their Postgraduate Dean, Regional Advisor in General Practice, and Royal College as appropriate prior to submitting an application, to find out if the research may be acceptable as training towards the Certificate of Completion of Training (CCT). Enquiries and subsequent applications to the relevant body should be made in consultation with the prospective Head of Department.
- The Postgraduate Dean must confirm that the period and form of research are acceptable and compatible with training towards obtaining a CCT in the applicant’s chosen specialty.
- Residence eligibility requirements – Applicants should discuss these arrangements with the Postgraduate Dean responsible for their clinical specialist training.

Host Institutions
- Applicants need to identify an eligible Host Organisation, which will act as their employer for the duration of the NIHR-CS. Any organisation wishing to host an NIHR-CS must be able to provide the applicant with a contract of employment for the duration of the award and be capable of fulfilling the role of research sponsor as set out in the Research Governance Framework for Health & Care (https://www.gov.uk/government/publications/research-governance-framework-for-health-and-social-care-second-edition). Further guidance on the roles and responsibilities of a research sponsor can be found on the Health Research Authority’s (HRA) website (http://www.hra.nhs.uk/resources/before-you-apply/roles-and-responsibilities/sponsor). Host Organisations can either be a recognised Higher Education Institute (HEI) or any other organisation which provides health or social care services and is based in England or a devolved nation and in receipt of public funding (for example, social enterprises or local authorities).
Applicants with a non-HEI Host Organisation should include details of a partner HEI(s) in the Training and Development section of the application form.

- An NIHR-CS requires that the award holder has a contract of employment with the Host Organisation for the duration of the Award. The Department of Health will enter into a Award contract with the Host Organisation. Government procurement transparency regulations require the publication of all contracts made with the Department of Health to be made available on the Department of Health website. Confidential information including research proposals (the Plain English Summary will be published), detailed finance information, bank details, and departmental staff names (other than the award holder’s name) will be removed from the published versions.
- The Host Institution will be the Applicant’s employer. Applicants are expected to make their own arrangements for acceptance in the nominated host institution.
- Applicants should seek out a host institute that offers good career development and research training opportunities as well as providing the most appropriate environment for the particular research they wish to undertake.
- Applicants are encouraged to demonstrate research experience outside departments in which they are currently working, as exposure to different research settings is considered to be generally beneficial.
- The reason for your choice of host institute should be made clear in your application.
- The NIHR-CS will not fund extensive periods of work overseas nor will funds be paid outside England or Wales.

Transfer to a New Host Institution
- The Award may be portable with the Award holder within English Institutions (unless applications are via Devolved Administrations) but not within the first 12 months of the Award term.
- Transfer to the devolved countries will require agreement by the respective Departments of Health who would be required to fund the remainder of the Award.
- Clear justification for the transfer to the new host institution, in terms of enhanced development of the Award holder’s research career, will be required.
- Permission from the Director of the NIHR TCC to move the Award will be required.
- Such a move carries the expectation that the proposed institution will make an ongoing commitment to the Award holder.

Annual Review
- Award holders will be subject to annual review, in England unless the applicant is from the devolved nations. Applicants from Wales must contact the National Institute for Social Care and Health Research (NISCHR) office in Wales to discuss these arrangements.
- Funding for Years 4 and 5 of the Award will be dependent on a satisfactory review by the NIHR-CS Review Panel after 3 years.
- The agreed term of the Award should provide for the preparation of annual and final reports.
- For candidates who are combining their clinical and research training, this will be in addition to the Annual Review of Competence Progression (ARCP).

Clinical Duties
For those undertaking specialty training:-
- Applicants will need to retain clinical duties appropriate for gaining CCT.
- The extent of the Award holder’s clinical commitment is negotiable depending on the needs of the training and research.
• Applicants are free to choose a model suitable for completing clinical training and their research programme within the duration of an Award with the agreement of their Clinical Director and Academic Mentor/Supervisor.
• Applicants must agree with their Postgraduate Dean the programme for completing their specialist training and, if necessary, agree a revised CCT date.
• Payment of **banding supplements** remains the responsibility of the relevant trust.
• Applicants must provide evidence of a commitment to pay these sums from the trust concerned in the form of a letter of agreement.

*For those who have obtained CCT:*
• It is recognised that applicants who have gained their CCT are likely to need to retain some clinical duties. However, the NIHR-CSs are intended to support those who are committed to a research career.
• Applicants may spend between 1 and 4 sessions a week on NHS clinical sessions within the time funded by an Award.

**Part-time Working Arrangements**

*For those undertaking specialty training:*
• Applicants may combine their research and clinical training on a part-time basis.
• Applicants should note that NIHR-CSs are made for a maximum duration of 5 years whether full time or part-time.
• Except in circumstances where the Award holder is entitled to statutory leave of absence (e.g. maternity or sick leave) no Award will last more than 5 calendar years from its commencement.
• The total duration and quality of part-time training of specialists leading to a CCT cannot be less than that required for full-time specialists.
• Limitation of participation in medical activities must be at least half of the period provided for full-time trainees.

*For those who have obtained their CCT:*
• Applicants should note that NIHR-CSs are made for a maximum duration of 5 years whether full-time or part-time.
• Except in circumstances where the Award holder is entitled to statutory leave of absence (e.g. maternity or sick leave) no Award will last more than 5 calendar years from its commencement.
• Applicants should note that NIHR-CSs are intended to support the progression of an individual’s research career. Whilst recognising the need for some continued clinical sessions, the balance of proposed research and clinical commitment will be taken into account by the Panel when assessing value for money in making an Award.
• It is anticipated that applicants will spend at least 6 sessions a week on research.

**Registering, Completing and Submitting the Application**

**Registering**

All applications must be completed and submitted via the online application system. This can be accessed via: [https://tcci.nihr.ac.uk](https://tcci.nihr.ac.uk)

Before you can start an application you will be required to register on the system. You will be asked to supply a valid email address and complete some basic information. Once this has been submitted you will receive an email confirming your registration and a temporary password. You should follow the instructions in the email to log onto the system.
Once signed into the system you will be able to update various details including your CV (in ‘manage my
details’) and apply for any open applications. To start an application you will need to go to ‘My
Application’ and select ‘New Application’. You should then select the award (NIHR-CS) you wish to apply
for from the list provided.

After answering all the eligibility questions you will be able start completing the online form. Please
make sure you read all available guidance text including this document as well as any online instructions
thoroughly whilst you are completing the form.

The deadline for this application is 1:00pm on 1st June 2017

Completing and Submitting your Application Form

The application and all associated documents must be submitted in English.

Applicant
You will need to complete all of the mandatory sections of the form and enter under the ‘Participants’
section and the ‘Declarations & Signatories’ section the names and contact details of participants and
signatories (see below). Once all other parties have made their contribution, you will be required to
‘Submit’ the application to the signatories for final sign off before the closing date. Please note that you
will need to read and be aware of the roles of participants, sponsors and signatories as described below.

You will only be able to ‘Submit’ the application for final sign off by the signatories when:
- all mandatory sections of the application form are complete
- all participants have agreed to be part of your application
- all signatories have agreed to their role
- the Heads of Departments and Finance Officer have made their contributions

Participants
You are required to supply the names and email addresses (if not already registered on the TCCi
application system) of the individuals who will be undertaking ‘participant’ roles as part of your
application. Everyone named in this section will be acting as a ‘participant’ to your application and will
need to agree to be part of this application. Participants are required to review the declaration for the role
before confirming participation as part of the one-click Confirm process. By confirming participation,
participants are acknowledging their involvement and input into this application and agree to be involved
in it before it is submitted. You must ensure all participants are happy for your application to be
submitted before submitting it on the online system.

Details of the individuals who will be required to approve your application after submission (signatories)
should be entered in the ‘Declarations & Signatories’ section. Please note it is often the case that one or
more of the participants named in this section are also named in the ‘Declaration and Signatories'
section of the form.

Participants must complete their actions on your application prior to submission; signatories
must approve your application after submission. All actions/approvals must be completed by
the application deadline.

Signatories
You are required to supply the names and email addresses (if not already registered on the TCCi
application system) of the individuals who will be ‘signing off’ your application. Once their contact details
have been entered, the signatories will be invited to log into the system and confirm their participation.
Once participation is confirmed, the Finance Officer will be able to access and edit the ‘Finance’ section (this should be completed in conjunction with the applicant) and the Head(s) of Department(s) must complete the relevant question in the ‘Training and Development’ section. These sections can be completed independently whilst the applicant works on the rest of the application. All signatories must have agreed to participate and complete their sections before the applicant is able submit the application for signatory approvals. The final signatory approval will result in full submission of the application and all parties (applicant, participant and signatories) will be notified of this via an automated system generated email. NIHR will not accept any applications unless fully approved by your signatories. This must be done after you have submitted your application but BEFORE the deadline 1pm 1st June 2017.

Participants must complete their actions on your application prior to submission; signatories must approve your application after submission. All actions/approvals must been completed by the application deadline.

Required Signatories (if applicable):

- **Sponsor**: If the award includes a clinical trial then an authorised representative of the organisation that will sponsor the clinical trial outlined in this application must confirm that the organisation supports the application and has, where applicable, confirmed with the CTU named in this application that they support this application and the arrangements for managing the trial.

- **Head of Department or Senior Manager**: In agreeing to participate in this application, the Head of Department of the host organisation in which this award will be based must confirm that they support this application and that, if funded, the research and training will be supported and administered in the named organisation and that the applicant for whom they are responsible will undertake this work.

- **Administrative Authority or Finance Officer**: The Administrative Authority or Finance Officer of the employing host must confirm that they will ensure the accuracy of the financial details of the application and that the host organisation is prepared to carry out this research at the stated costs and to administer the award if made.

Once the applicant is ready (see list of required steps under the ‘applicant’ heading above), they will be able to ‘Submit’ the application for final sign off by the signatories. At this point, the signatories will be prompted to log back in to the system and approve the finalised application. The application will not be complete until all the required signatories have approved the final version. When the last signatory presses the ‘approve’ button, the application will be submitted to the NIHR TCC.

Please see Annex B for a flow diagram of the process described above.

Please note that all of the steps described here need to take place before the deadline of 1pm on 1st June 2017. No exceptions will be made.

Should you require assistance in completing the online form, please contact the NIHR TCC on 0113 346 6260 or by emailing: TCCawards@nihr.ac.uk
Selection Process Timetable
The NIHR-CS Scheme is run as an annual competition.

### NIHR Clinician Scientist Award Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>30(^{th}) March 2017</td>
<td>Competition launch</td>
</tr>
<tr>
<td>1(^{st}) June 2017</td>
<td>Deadline for applications, 1pm</td>
</tr>
<tr>
<td>9(^{th}) and 10(^{th}) October 2017</td>
<td>2017 NIHR-CS Interviews, Leeds</td>
</tr>
<tr>
<td>1(^{st}) Jan, 1(^{st}) Feb, 1(^{st}) Mar 2018,</td>
<td>Starting dates for NIHR-CSs</td>
</tr>
</tbody>
</table>

1\(^{st}\) March 2018 **latest** date to begin Award.

Applicants are asked to keep the interview dates (9\(^{th}\) and 10\(^{th}\) October 2017) available to attend interviews in Leeds.

### Assessment Criteria

Applications are assessed on the following criteria:

- The potential and trajectory of the candidate as a researcher and future research leader.
- The quality of outputs, including publications, from research undertaken to date.
- The impact of research undertaken to date.
- The likelihood that the individual will make a long-term contribution to research development in their chosen field in the UK.
- The likelihood that the individual will make a long-term contribution to research capacity development in their chosen field in the UK.
- The quality, relevance and impact of the proposed research and the likelihood of it securing external funding where appropriate.
- The quality of the proposed training programme.
- The suitability of the proposed academic and institutional support.
- The appropriateness of resources claimed and whether the total funding requested represents good value for the use of public/NIHR funds.

**NIHR TCC strongly recommends that you remain mindful of these assessment criteria when developing your application.**

### Outcome of the Assessment

- NIHR TCC will inform candidates as soon as possible after a final decision has been made on their application.
- Candidates who are interviewed will usually be notified of the decision as soon as possible after funding arrangements have been confirmed.

### Interview Dates

- Interviews are scheduled to take place in Leeds during October 2017 (9\(^{th}\) and 10\(^{th}\) October 2017).
- Costs of return travel from the applicant’s usual place of work to the interview by the most direct and economic route will normally be reimbursed. Applicants from Wales must contact the Welsh Government Health and Social Services Research and Development Division to discuss these arrangements.
Re-application

- Applicants for a NIHR-CS who are unsuccessful may re-apply once to the NIHR clinical Scientist scheme.

NIHR-CS Application and Selection Process

- Applicants require the support of a host HEI and NHS-funded healthcare organisation, which must provide explicit assurance of their intention to work together to afford the applicant with a funded clinical academic position post award. Early discussions with all host organisations are recommended.
- The NIHR TCC can advise you on completing the application form. The NIHR TCC cannot comment, however, on the design and/or methodology of specific research projects. An applicant’s local NIHR Research Design Service may be able to provide advice on developing a suitable research proposal. Please see: [http://www.rds.nihr.ac.uk](http://www.rds.nihr.ac.uk)
- All documents must be submitted in English.
- Awards of NIHR-CSs will be made based on open competition. **Applications should be submitted to the NIHR TCC by 1pm Thursday 1st June 2017.**
- Following the submission deadline, the NIHR TCC will check applications for completeness and eligibility, and distribute eligible applications to the members of the NIHR-CS Review Panel.
- The Panel will assess all eligible applications (see Assessment Criteria). Short listed applications will be sent for external peer review.
- Panel members will meet to discuss all of the applications. Following the meeting, the Panel will make funding recommendations which will be considered for approval by the Department of Health.
- Feedback will be sent to all applicants as soon as possible after the Department of Health funding decisions have been made.
- If applicants are successful in being awarded a NIHR-CS whilst simultaneously holding another NIHR award, they will be asked to decide which award they would like to hold and will be withdrawn from the other.
- The terms of the NIHR-CS and the final funding package will be negotiated by the NIHR TCC in contact with the successful applicant and their host organisation, and a contract will be agreed.
- Research projects undertaken as part of a NIHR-CS may be included on the NIHR portfolio: [http://www.nihr.ac.uk/research-and-impact/nihr-clinical-research-network-portfolio/](http://www.nihr.ac.uk/research-and-impact/nihr-clinical-research-network-portfolio/)
- NIHR-CSs must begin on one of the following dates: 1st January 2018, 1st February 2018, or 1st March 2018. These Awards cannot be deferred.
**Guidance on Completing the Online Application Form**

**SECTION: Research Details**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Title</td>
<td>Enter the full title of the proposed research.</td>
</tr>
<tr>
<td>Research Type</td>
<td>Please select up to 3 responses which best reflect the type of research you are proposing in your application.</td>
</tr>
<tr>
<td>Themed Call</td>
<td>Please indicate if the research you are proposing falls within any of the NIHR wide themed calls. Further details of the themed calls can be found on page 3 of the Guidance Notes.</td>
</tr>
<tr>
<td>Host Organisation</td>
<td>Enter all details of the host organisation. This is the organisation that will administer your award. If the name of your host organisation does not appear in the pre-populated list please email: <a href="mailto:TCCawards@nihr.ac.uk">TCCawards@nihr.ac.uk</a></td>
</tr>
</tbody>
</table>
| Do you wish to hold an award at less than full time? | Please select whether you wish to hold the Award full time (100%) or on a less than full time basis (60 or 80%). Please note that the NIHR-CS is always a 5 year award, regardless of WTE*.  
*Whole Time Equivalent (WTE) = percentage of full-time hours per week.* |
| What percentage of time is anticipated for the following activities within the time funded by the award? | Please provide an estimate of the amount of time within the Award that you will allocate to research, formal training courses, clinical activity and other training. This should total at 100%. |
| Proposed start date, if awarded an NIHR-CS. | Choose a start date from the drop down list; please consider this carefully taking into account any ethical approval requirements. If your proposed research requires ethical approval before your award can begin this may affect your start date. The latest date for take up of an Award is 1st March 2018. Note that the date you choose is the date you will be expected to start an Award if your application is successful. NIHR TCC retains the right to negotiate the start date before a contract is issued. |

**SECTION: Applicant Details**

Please note that your personal details are automatically completed from the information you have provided in the 'Basic Information' section of the 'Manage My Details' page. These can be updated via the TCCi Home Page or by following this link: [https://tcci.nihr.ac.uk/MyAccount/UserDetails.aspx](https://tcci.nihr.ac.uk/MyAccount/UserDetails.aspx)
The NIHR is an ORCID member and encourages all researchers to obtain this persistent digital identifier that distinguishes you from every other researcher. **Lead applicants must include an ORCID iD in their application, without it, your application will not be validated and you will not be able to submit.**

<table>
<thead>
<tr>
<th>Question</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you an applicant from a Devolved Administration?</td>
<td>Potential applicants from Wales must contact their Government office to discuss their intentions before completing the application form (please see the section on Devolved Nations in the guidance notes). Please note that the Welsh Government will support 1 successful application. Applications will not be accepted unless an authorised signatory from the home R&amp;D office has approved the application in the Declarations and Signatories section. Please note that Scotland and Northern Ireland are not participating in the 2017 NIHR-CS programme.</td>
</tr>
<tr>
<td>Professional background</td>
<td>Select the one option which best describes your professional group, either Medically or Dentally Qualified. Select your specialty*.* Including General Dental Practice.</td>
</tr>
<tr>
<td>Correspondence address</td>
<td>If you would like us to use contact details that you have not yet specified, please indicate the preferred details here.</td>
</tr>
<tr>
<td>Current Position(s)</td>
<td>Please enter all the relevant details for your current position(s). Enter the job title of your current position and also specify if you currently hold any other positions. Please enter all the relevant details for your current post.</td>
</tr>
<tr>
<td>Current research commitments</td>
<td>Please provide information on your current research activities and how this application will fit with your current commitments. Max 200 word limit.</td>
</tr>
<tr>
<td>Do you currently hold a NIHR award?</td>
<td>Please specify if you currently hold a NIHR award and indicate what this is from the list available.</td>
</tr>
<tr>
<td>Have you previously held a NIHR award?</td>
<td>Please specify if you have previously held a NIHR award and indicate what this was from the list available.</td>
</tr>
<tr>
<td>Are you currently or have you previously been an Academic Clinical Fellow (ACF)?</td>
<td>Please answer current/previous as appropriate to this question regardless of who funded your ACF and you should answer current/previous as appropriate if you have indicated above that you are currently or have previously been an NIHR ACF. Please note, ACFs have 25% of their time protected for research training and their salary may be funded by NIHR.</td>
</tr>
</tbody>
</table>
**Are you currently or have you previously been a Clinical Lecturer (CL)?**

Please answer current/previous as appropriate to this question regardless of who funded your CL and you should answer current/previous as appropriate if you have indicated above that you are currently or have previously been an NIHR CL. Please note, CLs have 50% of their time protected for research training and their salary may be funded by the NIHR. Please only indicate if you are or have been a medical or dental NIHR Clinical Lecturer.

---

**SECTION: Applicant Curriculum Vitae**

(Please note that the first few questions are automatically completed from the information you have provided in the ‘manage my details’ link that can be found on the TCCi Research Management system homepage.)

**Degrees**

Please give full details including dates of qualifications. Applicants for NIHR-CS must have been awarded a research doctorate (PhD) in health related research at the time of application OR have submitted their doctoral thesis (leading to the award of PhD) for examination. Professional or taught doctorates are not accepted as research doctorates.

**Present and previous positions held**

Please detail your previous posts (most recent first), including start and end dates. Please indicate at what percentage (WTE) in each post you were undertaking research. For example, if you were a Clinical Lecturer and undertook research for 2.5 days a week and clinical work for 2.5 days per week; please enter 50% for that position. If you have worked part time at 60%, and undertook research for half of that time, please enter 30% for that position.

**Recent relevant publications**

List any publications in which you are a named contributor or author. It is not necessarily expected that applicants will have an extensive list of publications at this stage in their career. Please list:

i) Peer-reviewed publications
ii) Other publications
iii) Other research outputs

Do not include abstracts, conference proceedings or articles in preparation. Mark the publication that you consider to be your best with a “1”.

**Research grants held**

Details of all grants obtained in the last seven years should be provided, including personal research training awards or fellowships. Please indicate clearly any co-applicants and provide brief details of the nature and full extent of your involvement (e.g. project design, project management, day to day running, data collection, data analysis, writing papers for publication, etc.).
<table>
<thead>
<tr>
<th>Relevant prizes, awards and other academic distinctions</th>
<th>Please provide details of any awards or distinctions that would be relevant to your application. Please detail what the award/distinction was given for, the date it was awarded and the awarding body.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment breaks</td>
<td>Please provide any information you feel is relevant regarding breaks in your employment record.</td>
</tr>
<tr>
<td>Professional body membership</td>
<td>If you are registered with the regulatory body or council of your profession, please indicate which council you are registered with and the registration number. Enter this information via ‘Basic Information’ in ‘Manage My Details’ on the site welcome screen. For the NIHR-CS this is expected to be either General Medical Council (GMC) or General Dental Council (GDC).</td>
</tr>
<tr>
<td><strong>SECTION: Research Degree</strong></td>
<td></td>
</tr>
<tr>
<td>Are you registered for or undertaking a research doctorate (PhD/MD/DPhil) at the time of making this application?</td>
<td>Please answer these questions regarding your research doctorate. Applicants for NIHR-CS must have been awarded a research doctorate (PhD or MD) in health related research at the time of application OR have submitted their doctoral thesis (leading to the award of PhD or MD) for examination. If you have not yet been awarded your Higher degree you must indicate this and your Primary Supervisor of your research degree must complete and submit the relevant declaration. Professional or taught doctorates are not accepted as research doctorates. If you have not been awarded you PhD at time of application an official PhD award confirmation letter from the awarding body, needs to be sent to NIHR TCC by 5pm on Wednesday 30th September 2017.</td>
</tr>
</tbody>
</table>
| Briefly describe the research undertaken and its impact | Please give details of the research doctorate you have completed or submitted. Describe the research undertaken and if applicable its impact on health or social services or policy. Examples of impact might include:  
  - contribution of research to international, national or local guidelines on practice, diagnosis, treatment or management;  
  - changes to a service (e.g. a referral pathway);  
  - translation of a research finding or development into clinical practice (e.g. a diagnostic tool). |
| **SECTION: Clinical Training** | |
| Have you obtained Certificates of Completion of Training (CCT)? | If you have not yet obtained your CCT, please complete both this section and the sections for Applicants Who Have Completed Clinical Training section. All applicants who are undertaking specialty or general practice training are required to supply the details of their current Postgraduate Dean who will be asked to complete a declaration. |
### Balancing research and clinical commitments

Applicants are free to choose a model suitable for completing clinical training and their research programme within the duration of an Award with the agreement of their Clinical Director and Academic Mentor/Supervisor. Please outline how you propose to undertake clinical training and the proposed research. A copy of the applicants’ Annual Review of Competence Progression (ARCP) should be uploaded.

### SECTION: Clinical Service for Applicants Who Have Completed Clinical Training

If you have obtained your CCT, please complete the following section. You are also asked to complete this section if you will have obtained your CCT prior to taking up the award. Some applicants will therefore be required to fill out both this and the previous section if still undertaking clinical training at the time of application.

- **Balancing research and clinical commitments**
  
  It is recognised that applicants who have gained their CCT are likely to need to retain some clinical duties. However, the NIHR-CS are intended to support those who are committed to a research career. Applicants may spend between 1 - 4 sessions a week on NHS clinical sessions within the time funded by an Award. Please outline how many clinical sessions you propose to undertake and this relates to academic time spent on the research programme.

- **Number of sessions**
  
  Applicants may spend between 1 - 4 sessions a week on NHS clinical sessions within the time funded by an award.

### SECTION: History of Application

Please provide details of any previous submissions of this or a similar application to NIHR or any other funding body. This must include any previous submissions for a NIHR research training award, even if the proposed research has changed. Please detail the title of any previous submission, the funding body and scheme, the outcome and the date this is due if a decision is pending. If the application was unsuccessful please indicate why and detail how this application differs from previous submission(s) and how any feedback received has been used to inform this application.

### SECTION: Patient and Public Involvement

In this section it is important that you describe in as much detail as possible how patients and the public have been involved in the development of the application as well as plans for involvement in the proposed research.

- **Were patients and the public actively involved in**
  
  Select yes or no, if the public were involved select whether they were involved in identifying the research topic/prioritising the research questions and/or preparing the Application.
**identifying the research topic/prioritising the research questions and/or preparing this application?**

For further information about PPI please see the information below:
INVOLVE ([www.invo.org.uk](http://www.invo.org.uk)) describes 'patient and public involvement' as an active partnership between patients, members of the public and researchers in the research process. This can include, for example, involvement in the choice of research topics, assisting in the design, advising on the research project or in carrying out the research.
INVOLVE's definition of the term 'patients and public' includes: patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services. Whilst all of us are actual, former or indeed potential users of health and social care services, there is an important distinction to be made between the perspectives of the public and the perspectives of people who have a professional role in health and social care services and research. ([http://www.invo.org.uk/resource-centre/resource-for-researchers/](http://www.invo.org.uk/resource-centre/resource-for-researchers/))

For a more detailed explanation of involvement, how it links to and differs from engagement and participation in research see what is public involvement in research? ([http://www.invo.org.uk/posttyperesource/what-is-public-involvement-in-research/](http://www.invo.org.uk/posttyperesource/what-is-public-involvement-in-research/))

Information on organisations providing useful resources, advice and support on patient and public involvement in research:
NIHR Research Design Service (RDS) ([www.rds.nihr.ac.uk](http://www.rds.nihr.ac.uk)) provides advice and support to researchers developing research proposals for submission to the NIHR and other national, peer-reviewed funding competitions for health and social care research. This includes resources, advice and support on patient and public involvement in the development of proposals.
INVOLVE ([www.invo.org.uk](http://www.invo.org.uk)) provide advice and a range of resources on patient and public involvement in research.

These include:
- A website [www.peopleinresearch.org](http://www.peopleinresearch.org) provides information for patients and the public about current opportunities for getting involved in research. Researchers and funders can use People in Research to advertise and invite patients and the public to get involved in their research.

The James Lind Alliance (JLA) [www.jla.nihr.ac.uk](http://www.jla.nihr.ac.uk) has a guidebook with step-by-step guidance on involving patients and clinicians in the identification and prioritisation of research topics and questions.
<table>
<thead>
<tr>
<th>If patients and public were not actively involved, please explain why patients and public involvement is not necessary.</th>
<th>Describe why patient and public involvement is not necessary.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of involvement.</td>
<td>Tick the relevant boxes. Please further describe the ways in which you have involved patients and the public and how patient and public involvement has informed and/or influenced the development of the application and how patients and the public have been involved. Where appropriate, provide names of individuals and/or groups, outline the activities they have been involved in and how this involvement has, or has not, influenced or changed this research application.</td>
</tr>
<tr>
<td>Please indicate the ways in which patients and the public will be actively involved in the proposed research.</td>
<td>Please tick all relevant boxes.</td>
</tr>
<tr>
<td>Please give more details, including how patient and public involvement will benefit the research, the reasons for taking this approach and arrangements for training and support.</td>
<td>For each box that you ticked in the table, describe the way in which patients and the public will be involved. Where appropriate, provide names of individuals and/or groups and outline the activities they will be involved in. In addition, what plans are there for providing training and support?</td>
</tr>
</tbody>
</table>
If there are no plans for active involvement, please explain why patient and public involvement is not necessary.

**SECTION: Case for Support Parts 1, 2 and 3**

<table>
<thead>
<tr>
<th>Plain English summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>A plain English summary is a clear explanation of your research. Many reviewers use this summary to inform their review of your funding application. They include clinicians and researchers who do not have specialist knowledge of your field as well as members of the public. If your application for funding is successful, the summary will be used on NIHR and other websites.</td>
</tr>
<tr>
<td>A good quality plain English summary providing an easy to read overview of your whole study will help:</td>
</tr>
<tr>
<td>• those carrying out the review (reviewers and board and panel members) to have a better understanding of your research proposal</td>
</tr>
<tr>
<td>• inform others about your research such as members of the public, health professionals, policy makers and the media</td>
</tr>
<tr>
<td>• the research funders to publicise the research that they fund.</td>
</tr>
<tr>
<td>If your plain English summary is not clear and of a good quality then you may be required to amend your summary prior to final funding approval.</td>
</tr>
<tr>
<td>It is helpful to involve patients / carers / members of the public in developing a plain English summary.</td>
</tr>
<tr>
<td><strong>Word length</strong></td>
</tr>
<tr>
<td>The summary can be up to 750 words but should not be less than 300.</td>
</tr>
<tr>
<td><strong>Content</strong></td>
</tr>
<tr>
<td>When writing your summary consider including the following information where appropriate:</td>
</tr>
<tr>
<td>• aim(s) of the research</td>
</tr>
<tr>
<td>• background to the research</td>
</tr>
<tr>
<td>• design and methods used</td>
</tr>
<tr>
<td>• patient and public involvement</td>
</tr>
</tbody>
</table>
Scientific summary of research

Please provide a structured summary, using no more than 600 words, which outlines the background to the research, the aims of the work, including the question to be addressed by this research, the plan of investigation and a summary of the potential benefits to patients and the NHS.

Please note that this section of the application will be used as an overall summary, and therefore, should be a stand-alone section. Therefore, any abbreviations used elsewhere in the proposal should be defined here.

MeSH terms

Please choose between 1 - 5 terms from the MeSH classification to describe your project. For further information about MeSH terms see: [http://www.nlm.nih.gov/mesh/](http://www.nlm.nih.gov/mesh/)

Relevant expertise and experience

Please use this question to describe your expertise and experience to date and how this makes you suitable for this award. Please include the following:

1. **Research experience.** Please describe any research you have undertaken, including details about the research methods you have used and a statement, which indicates your exact role in the research effort.
2. **Clinical experience.** Please provide details of your clinical experience and its relevance to your application.

Research plan

A structured protocol of your proposed research is required including the background and rationale for undertaking the research. Please include: title; summary; aims (state main hypothesis or research question); background; plan of investigation (including, if applicable, study design, justification of sample size, selection and exclusion criteria, methods of data collection and analysis); time schedule; and key references. Justify why you think the research is important and its relevance to the improvement of health, health care or services including its potential benefit to patients and the public.

A Gantt chart and full list of references should be uploaded separately – see management and governance section for Gantt chart. The list of references should be in PDF or MS Word format and include all references cited in the application. You are also permitted to submit a maximum of 1 page of figures (tables/diagrams/images/illustrations) with your application to support your proposed research; all submitted figures should be referred to within your research plan (e.g. see figure 1; see figure 2). These figures must be restricted to tables/diagrams/images/illustrations; figures that contain only text will not be considered. Each figure should be accompanied by a short descriptive legend; within a single page Word or PDF document (PDF is
preferred). If your Word/PDF document is longer than one page we will only consider the first page. See online instructions for uploading the document.

Please provide a brief outline and justification as to the methodology (e.g. databases/citation indexes searched) and extent of the systematic review/review of the existing evidence underpinning your research question and plan, and how this evidence has informed the research plan.

Applicants undertaking systematic reviews should note the commitment of NIHR to publication on the PROSPERO database. PROSPERO was developed by the NIHR's Centre for Reviews and Dissemination (CRD), and is the first online facility to register systematic reviews for research about health and social care from all around the world. Access is completely free and open to the public. PROSPERO registration is condition of NIHR funding for systematic reviews. For more information see: http://www.crd.york.ac.uk/PROSPERO/

This section is capped at 3500 words plus an extra 1750 if you are undertaking a clinical trial.

If you intend to undertake a clinical trial as part of your award please read the following guidance. You should also read the additional guidance for applicants intending to apply for a personal research training award based around clinical trials. This can be accessed from the NIHR website: http://www.nihr.ac.uk/traineeCTguidance

You must indicate in Management and Governance section of the application form that you are intending to carry out a clinical trial.

Details of Proposed Trial:
Throughout the case for support and the management and governance section please include the following information on your clinical trial where applicable: the title of the trial; the need for a trial (including the problem to be addressed, the principal research questions, the reason why the trial is needed and how will the results be used); trial details (including the proposed design, planned interventions, arrangements for allocating participants to trial groups, methods for protecting against bias, inclusion/exclusion criteria, duration of treatment, proposed outcome measures, planned follow-up measurements, proposed sample size, planned recruitment rate, methods of recruitment, anticipated compliance issues, how many centres will be involved, details of planned analyses, frequency of analyses, economic issues, consumer involvement); and trial management details (including day-to-day management, the Awardee's responsibilities, staff employed on the Award (including CTU input), the roles of named collaborators, the trial statistician, the trial steering committee (and data monitoring committee if appropriate), participating centres and trials methodology training).
If you are undertaking a clinical trial and no CTU will be involved, describe why and what will be used instead, including how the trial will be managed. It is highly recommended that the applicant works with a registered CTU both in developing the application and running the trial.

The HRA has published guidance on the key questions that should be addressed when considering the design of clinical trials. Applicants are recommended to read this guidance before completing an application (http://www.hra.nhs.uk/resources/before-you-apply/clinical-study-design-considerations/). A commentary on this guidance has also been published in Trials (Clark et al. Trials 2014, 17:286).

Applicants should consider the type (e.g. clinical trial of investigational medicinal product (CTIMP); trial of surgical intervention; trial of complex intervention), the scope (single or multi-centre; feasibility / pilot trial (http://www.nets.nihr.ac.uk/glossary?result_1755_result_page=F)); phase of trial (I to IV)), and risk level of the trial (see http://www.mhra.gov.uk/Howweregulate/Medicines/Licensingofmedicines/Clinicaltrials/Submittinganotificationforatrial/index.htm in respect of CTIMPs) and ensure it is commensurate with the level of award and experience of the applicant. For example, we would not normally expect a doctoral level applicant to propose leading a multicentre randomised controlled trial of an investigational medicinal product. Applications, especially at doctoral and early post-doctoral level, will tend to focus on feasibility and pilot trials or may form a distinct add-on to an existing trial (in this case it must be clear the trial is a distinct, standalone piece of work and the role of the applicant must be clear).

Applicants should consider the feasibility of the trial within the scope of the award. NIHR research training fellowships are personal awards and not project or programme grants and therefore awards will not be extended to allow completion of a trial. Therefore, please bear in mind the lead in time for clinical trial set-up vis-à-vis the time available within the course of an award. Run-in time for drug and placebo procurement, manufacture and packaging for CTIMPs and the fact these activities must be completed before regulatory approval can be sought must be taken into account when planning the award schedule and completing the application form. Regulatory, ethical and R&D approval can take several months and appropriate advice on the processes and timelines should be sought from the outset.

It is very important that applicants keep in mind that the proposed research project is a vehicle for training and this needs to be clearly demonstrated as part of the application.

Applications involving a clinical trial must include a supervisor or an individual providing research support who is a recognised trials methodologist. This will often be a trial statistician based in a Clinical Trials Unit (CTU). Applications involving a clinical trial will also require approval by the sponsor (http://www.ct-toolkit.ac.uk/routemap/sponsorship) of the trial and a
representative of a Clinical Trials Unit must also, where appropriate, be included as a participant in the application.

**Costing the Trial**

It is highly recommended that the applicant works with a UKCRC registered Clinical Trials Unit (CTU) ([http://www.ukcrc-ctu.org.uk/](http://www.ukcrc-ctu.org.uk/)) both in developing the application and in running the trial. Applicants should make contact with the appropriate clinical trials unit as early as possible in the application process. Please bear in mind it may not always be possible for a CTU to input to and support every fellowship application that they are asked to consider. Their engagement will be based on the timeliness of the request for support, the nature of the study (for some studies support of the CTU maybe essential, whereas for others it may only be desirable), and the fit of the study with a CTU’s expertise and research agenda. If a particular CTU is unable to provide support the NIHR RDS ([http://www.rds.nihr.ac.uk/](http://www.rds.nihr.ac.uk/)) will be able to advise on alternative units to approach. CTU’s will expect the applicant to engage meaningfully with the CTU if they are going to give support to a fellowship application. In order to help you identify a suitable CTU that is potentially willing to collaborate with you and support your training and development, the UKCRC Registered Clinical Trials Unit Network has a resource finder where you can search for CTUs based on various criteria. You are able to search for CTUs that are interested in supporting fellowship and other research training award applications and also search based on the disease area, study type and methodological expertise of the CTU. The resource finder is available to use at [www.ukcrc-ctu.org.uk/search/custom.asp?id=468](http://www.ukcrc-ctu.org.uk/search/custom.asp?id=468). It is expected that the applicant will be leading the trial with input and support from the CTU and as such CTU costs can be included as part of the application. Costs claimed should be for the additional support from the CTU for the necessary expertise that the trainees cannot provide themselves. For example, part time support from a trial manager, database manager, and statistician are all costs that could potentially be included. The level of support and input from the CTU will likely vary depending on the experience of the applicant and training needs and should be agreed with the CTU before submitting an application. These costs should all be agreed with the CTU and budgeted for in the finance section of the form. Staff costs should be detailed under the ‘other direct costs’ section of the finance form (please see finance guidance notes for more details). Staff costs should include basic salary and on-costs for each member of staff involved and it should be made clear within the justification section what role each member of staff has within the context of the personal award application and the time they will spend on the award. Please note that because NIHR-CS and other research training awards are personal awards and not project or programme grants we can’t fund whole or significant portions of posts other than that of the applicant themselves and their support staff member (where applicable). We would not normally expect the time commitment of any individual costed into the application other than the applicant or member of support staff to exceed 0.3 WTE. In total we wouldn’t normally expect the total WTE of all staff costed into the application to support clinical trial activities to exceed 1 WTE (excluding the applicant and support staff member but including any other shared staff also costed into the application). The level of additional staff input will obviously depend on the type and scope of the trial and the experience of the applicant. Full justification should be provided for all staff costs requested. Overheads (estates and indirect costs) can be included for CTU staff costed into the
application as stated above. The justification section in the finance section should split out the overheads from the salary costs and overheads shouldn’t exceed 40% of the total CTU staff cost.

Any costs must be realistic in order to deliver the trial but must also represent value for money. Applicants can also include non-staff costs for the CTU for example; randomisation service, license fees for clinical data management software and the registration fee for allocation of the International Standard Randomised Controlled Trial Number (ISRCTN) and for inclusion in the international meta-register of clinical trials found at: [http://www.controlled-trials.com](http://www.controlled-trials.com)

NIHR TCC is happy to discuss the proposed costs of a clinical trial with applicants once discussions have taken place with the CTU to advise whether the costs being proposed are reasonable as part of a personal award application.

**Useful Resources**
Further clarification as to what qualifies as a clinical trial can be found at [http://www.ct-toolkit.ac.uk](http://www.ct-toolkit.ac.uk). The Clinical Trials Toolkit provides practical advice to researchers in designing and conducting publicly funded clinical trials in the UK.

We also recommend that you seek guidance on clinical trials from your Local Clinical Research Network: [http://www.crn.nihr.ac.uk/networks/](http://www.crn.nihr.ac.uk/networks/). Researchers wishing to undertake a clinical trial are advised to read the MRC “Good Clinical Practice in Clinical Trials”: [http://www.mrc.ac.uk/documents/pdf/good-clinical-practice-in-clinical-trials/](http://www.mrc.ac.uk/documents/pdf/good-clinical-practice-in-clinical-trials/)

Further resources and suggested reading for applicants considering undertaking a clinical trial can be found on the NIHR Evaluation, Trials and Studies Coordinating Centre website ([http://www.nets.nihr.ac.uk/resources/trials-coordination](http://www.nets.nihr.ac.uk/resources/trials-coordination)).

<table>
<thead>
<tr>
<th>Attachments</th>
<th>A list of references cited in your application must be attached, please note your reference attachment must not exceed 5 pages. You are permitted to submit a maximum of 1 page of figures (tables/diagrams/images/illustrations) with your application to support your proposed research; all submitted figures should be referred to within your research plan (e.g. see figure 1). These figures must be restricted to tables/diagrams/images/illustrations; figures that contain only text will not be considered. Each figure should be accompanied by a short descriptive legend; <strong>within a single page MS Word or PDF document (PDF is preferred)</strong>. If your Word/PDF document is longer than one page we will only consider the first page. See online instructions for uploading the document.</th>
</tr>
</thead>
</table>

| Main challenges with your proposed research and training and development plan | Please summarise the main challenges and contingency plans with your:  
- Proposed Research  
- Training and Development |
| **Dissemination and projected outputs** | Please describe your plans for disseminating the findings of your research. This could include plans to submit papers to peer reviewed journals but it will be particularly important to identify forms of presentation that will maximise impact on practitioners and service managers if appropriate.  

Please describe how the outcomes of this research could be translated into the NHS and wider healthcare community to provide improvements in service delivery, patient health and/or wellbeing. This could include plans to submit papers to peer reviewed journals but it will be particularly important to identify forms of presentation that will maximise impact on practitioners and service managers if appropriate. It is expected that as part of the long-term research and/or implementation strategy all research funded by DH or through the NIHR should be able to demonstrate that it is capable of generating outcomes that are likely to contribute to the benefit of those who use the services of the NHS.  

It is also important that participants in your research are informed of the outcomes. The HRA has published guidance for researchers about notifying participants of study outcomes. This guidance can be accessed via the HRA website: ([http://www.hra.nhs.uk/research-community/end-of-study-and-beyond/](http://www.hra.nhs.uk/research-community/end-of-study-and-beyond/)) |
| **Overview of future plans** | Give a brief description of your future research and career plans. This should focus on where you envisage your research going upon completion of this award and how this will fit in with your long-term research career plans. You should also describe how this award will support your long-term research career plans during and beyond the award. |

**SECTION: Management and Governance**

| **Research timetable** | Please attach an overview of the research plan, which includes specific milestones and deliverables in either MS Word or PDF format. Please note you are only able to upload one image of a table/Gantt chart here. |
| **Research management arrangements** | Please outline the process that will be put in place to ensure that the award is well managed, including:  
- the management structure that will ensure that milestones are achieved in a timely manner  
- a description of how you intend to manage the project  
- the meetings schedule and  
- the financial management of the award |
<p>| <strong>Has any work relevant to this proposal already commenced?</strong> | Select yes or no; if yes, please give details of any relevant work that has already commenced in the preparation of this research and a brief summary of progress to date. |
| Does your proposal include a Clinical Trial? | Please indicate yes or no. This includes feasibility and pilot trials. If you answered yes, please note that a Sponsor is required to complete the ‘Declarations and Signatories’ section of the application form. If you answered no, please indicate if your research proposal is based around the subject of Clinical Trials and / or if you will be receiving training in one or more areas relevant to Clinical Trials as part of this research training award. If you are proposing a research training award based around the subject of clinical trials and/or you are proposing training in one or more areas relevant to clinical trials (but not undertaking a clinical trial or feasibility study), it is highly recommended that you read the additional guidance for applicants which can be accessed via the NIHR website. Applicants proposing to include a clinical trial should also consult this guidance: <a href="http://www.nihr.ac.uk/traineeCTguidance">http://www.nihr.ac.uk/traineeCTguidance</a> |
| Clinical Trials Only is Clinical Trials authorisation required? | Please indicate yes or no. |
| Is a Clinical Trials Unit (CTU) involved with this research proposal? | Please indicate if a CTU is involved in this research proposal. In order to help you identify a suitable CTU that is potentially willing to collaborate with you and support your training and development, the UKCRC Registered Clinical Trials Unit Network has a resource finder where you can search for a CTU based on various criteria. You are able to search for CTUs that are interested in supporting fellowship and other research training award applications and also search based on the disease area, study type and methodological expertise of the CTU. The resource finder is available to use at: <a href="http://www.ukcrc-ctu.org.uk/search/custom.asp?id=468">www.ukcrc-ctu.org.uk/search/custom.asp?id=468</a> |
| If yes, what is the name of the CTU? | Please list the full name of the CTU here. |
| If yes, does the CTU hold a UKCRC registration no.? | Please indicate yes or no. If yes, please provide the CTU registration number. |</p>
<table>
<thead>
<tr>
<th>If yes, please describe how you have worked with a CTU in developing your application and what support they will provide if funding is approved.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please describe the input of the CTU to the proposal and the continuing support they will provide over the course of the Award. Please bear in mind it is very important that the trainee is leading the trial and learning as part of the Award but with support from the CTU. For example it is often the case that the required statistical input is beyond the trainee’s expertise and therefore a significant contribution will be required from a statistician. However it is still important that the applicant has a reasonable understanding of the methods and that there is an opportunity for them to learn more statistics as part of their training programme.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Does the proposed research programme raise any ethical issues?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Much health research activity requires ethical approval as well as research governance approval before it can be started. Applicants should consider approvals at an early stage, and successful applicants will be asked to provide written evidence of approvals as part of monitoring their award. Any research that is part of the training award proposal and requires ethical approval cannot be undertaken until ethical approval has been obtained. If you are unsure of whether your activities require HRA approval, please contact the HRA as soon as possible: (<a href="http://www.hra.nhs.uk/about-the-hra/our-committees/">http://www.hra.nhs.uk/about-the-hra/our-committees/</a>)</td>
</tr>
</tbody>
</table>

**Social Care Research Ethics Committee**
The National Social Care Research Ethics Committee (the Social Care REC) was established in June 2009 to review adult social care research study proposals from researchers based anywhere in England. It is now an HRA Committee which follows their governance and standard operation procedures. The National Social Care REC reviews adult social care research study proposals, intergenerational studies involving adults and children or families and some proposals for social science studies situated in the NHS.

For more information about the Social Care REC, visit: http://www.hra.nhs.uk/resources/before-you-apply/non-nhs-recs/national-social-care-research-ethics-committee/


If you answered yes, discuss how these issues will be addressed. In addition to HRA approval, if further ethical approvals (e.g. university specific ethical approval) are required, please include here how you intend to obtain these. Please also detail how and when you intend to get an ethical review completed. For example, you will need to state whether you require NHS or social care ethical committee approval, and also provide details about how you intend to gain this approval. Please also provide information about the likely timescales involved.

If you answered no, please justify why you consider an ethical review is/will not be required.
<table>
<thead>
<tr>
<th>Have any appropriate regulatory bodies already granted the necessary approvals?</th>
<th>If regulatory body approval is required please outline any approvals that have already been granted and upload evidence of the approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you intending to undertake a systematic review?</td>
<td>Please indicate yes or no. Applicants at post-doctoral level will be expected to demonstrate clearly that their planned research project addresses a question that still needs to be addressed. This may often be done by including, in the application, the results of one or more systematic reviews of relevant literature. When relevant systematic reviews do not exist, the applicant may wish to undertake a systematic review of the literature by (1) pre-specifying patient groups/research methods/interventions and outcomes where relevant (2) undertake a comprehensive electronic literature search (3) assess and collate the eligible data in an objective fashion that may or may not include pooling using meta-analysis.</td>
</tr>
<tr>
<td>SECTION: Intellectual Property and Innovation</td>
<td>It is essential that any Intellectual Property (IP) which may arise from NIHR-funded research is recognised, captured and utilised in the most appropriate way, to ensure that the potential benefits of the research are realised effectively for patients and the taxpayer. The NIHR takes a broad definition of IP which might include: new or improved software; training materials, manuals, checklists, scales, protocols, questionnaires, toolkits, guidelines or similar; service innovations or new service delivery models; research tools such as data analysis techniques, assays, cell lines, antibodies, biomarkers, materials or equipment and devices; as well as patentable inventions such as a new therapeutic product, diagnostic test or medical device. In addition, the proposed research is likely to build on IP generated previously by others or yourselves as applicants. The NIHR needs to understand your starting IP position in order to place that in context with any IP that you may generate over the course of your research, with reference to third parties’ rights which may be found during diligence searches. This knowledge will delineate the ‘rights’ and who might own them. IP may be protected via a number of methods, including copyright, trademarks or patents. Taking this into account, we can assume that much of the research funded by NIHR is likely to generate or modify IP.</td>
</tr>
</tbody>
</table>
More information on Intellectual Property and NIHR contracting can be found at: [http://www.nihr.ac.uk/policy-and-standards/intellectual-property.htm](http://www.nihr.ac.uk/policy-and-standards/intellectual-property.htm)

If you answered No IP will be produced, then, you can disregard the next two questions and go straight to the next section.

<table>
<thead>
<tr>
<th>If yes, please describe what IP will be produced or improved?</th>
</tr>
</thead>
<tbody>
<tr>
<td>We anticipate that most NIHR-funded research will develop new, or improve existing IP (e.g. by modifying or enhancing and existing intervention, developing data analysis techniques, developing new software etc.). In this section, please detail the potential areas of IP development, referring to your research plan and timetable to indicate where and when new or improved IP will arise. Where appropriate, please link this back to any existing (background) IP that you or others hold, or which has been found during an IP search. Please indicate why you think the new (foreground) IP is novel over what is already known/in existence. We understand that at this stage your ideas may be tentative. If funded, you will be given the opportunity to tell us more as your project develops. Please note IP produced may, or may not, have a commercial use, but we would anticipate projects will produce IP that has patient or wider public health benefit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Please describe how any new IP generated through the proposed research will be recognised, captured, managed and utilised, either through dissemination and adoption in the healthcare service or through commercial exploitation.</th>
</tr>
</thead>
</table>
| It is the responsibility of all recipients of NIHR funding to realise the potential benefits from research funded activities. In this section, please indicate the plans for benefit realisation (adoption for patient benefit and/or commercial exploitation) of IP or research outputs. If you already have commercial partners in place (or in view) you should tell us about this here.  

In your application, it is important to demonstrate that you have plans and (if applicable) arrangements in place to manage any new (or existing) IP. NIHR funding requires benefit realisation from all resulting IP of value. This is not restricted to patent and design right/registered design, but includes copyright and know-how encapsulated in software, checklists, scales, protocols, questionnaires, toolkits, guidelines, standard operating procedures or similar that have a market within the healthcare service or public health arena. You should consider how the knowledge and IP generated could be adopted in the NHS and beyond as this may best be achieved through the application of commercial exploitation models.  

If you consider a commercial model is applicable, then you should seek advice from your institution’s IP or Technology Transfer Office (TTO) or equivalent. If applicable, please identify the relevant TTO in this section of the application form, including if possible a named individual and contact details. Advice from a TTO or equivalent should be sought even where a research output is to be made available free of charge, to ensure the IP generated is appropriately protected. If there are likely to be costs associated with the effective development and exploitation of IP, these should be included in your application and an explanation of the required costs provided. It is the responsibility of all recipients of NIHR funding to realise the potential benefits from research funded activities. In this section, please indicate the plans for benefit realisation (adoption for patient benefit and/or commercial exploitation) of IP or research outputs. If you already have commercial partners in place (or in view) you should tell us about this here. |
What are the key current and future barriers to using any new IP/innovation through dissemination and adoption in the healthcare service or through commercial exploitation.

Are there any current barriers (e.g. approvals required) or potential barriers to the IP generated by the proposed research being utilised? Please indicate where and when any regulatory hurdles may arise. Provide an indication of timing and any delays that may occur and whether this is something you or a commercial partner will manage.

<table>
<thead>
<tr>
<th>SECTION: Involvement with NIHR Infrastructure and Other Partner Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Network involvement</strong></td>
</tr>
<tr>
<td>Please describe links to NIHR networks, identifying if appropriate, any benefits identified from working with networks. It is expected that, where appropriate, applicants look to identify training and development opportunities with relevant research network(s). Please indicate which network(s) (<a href="http://www.crn.nihr.ac.uk/networks">www.crn.nihr.ac.uk/networks</a>) you intend to work with and state how far you have progressed this.</td>
</tr>
<tr>
<td><strong>Involvement with other partners</strong></td>
</tr>
<tr>
<td>Please specify what, if any, other NIHR organisations will partner this research and describe their role in the proposed research.</td>
</tr>
<tr>
<td><strong>Will this application be supported by any other funding body?</strong></td>
</tr>
<tr>
<td>Please indicate if this application will be supported by any other funding bodies and give full details (names, funding amount, start and end dates of funding).</td>
</tr>
</tbody>
</table>
## SECTION: Training and Development

| Proposed Training and Development Programme | Please outline the Training and Development Programme:  
Give details of any academic training and development you wish to undertake to support your personal and professional development as a researcher and clinical academic.  
The training should include any specialist skills that may be required to undertake the proposed research and should also address research capacity development.  
It is expected that the training will provide you with a detailed understanding of research governance and the principles that underpin research including: research design; a variety of research methods; statistics; data analysis/interpretation; and presentation of research findings. A timetable and milestones for the proposed training programme should be included.  
A strong Training and Development Programme will not focus entirely on specialist research skills but address the broader skills required for progressions as a researcher. |
| Host Organisation Support | This section must be completed by the head of the department of the academic host organisation.  
This question requires information about the facilities that will be available to support the applicant. This section must be completed by the relevant head of the department of the host organisation and by the relevant head of department of the other lead (NHS or HEI) host.  
If you are to be employed by an HEI you will only need to respond about the facilities at the HEI.  
If you are to be employed by an NHS Organisation, please divide your answer into two clearly marked responses, the first from your academic host and the second from your employing NHS host. |
| Proposed Academic Department(s) | Enter the details of the proposed academic department(s) where the Award will be based. Indicate why this institution has been chosen and why it would be a suitable environment in which to hold the Award. Indicate how the award will help to develop the host department’s overall strategy with respect to strengthening and developing research capacity to support improved health care.  
Whilst awardees are usually based and work within one academic department, it may be desirable to work with a second, depending on the nature of the research. If you would like to add a second academic department, please provide the required information. It is likely you will be asked to justify your choice at interview. Please answer all questions related to your proposed academic department(s). |
| Collaborations | Explain what collaborations you intend to establish to support your research programme and, if applicable, your training and development programme. This may involve short visiting placements (e.g. Overseas Research Visit). The NIHR is particularly keen to enhance the cadre of researchers, equipped to work at the university/NHS/industry interface, translating ideas into new treatments and products from which patients can benefit. Therefore, where appropriate, you should consider any industry collaborations you may wish to establish during the course of your Award. You should include; the training and development the collaboration will provide; the facilities and expertise you will have access to; and how the collaboration will strengthen links between academia, industry and the NHS. |
| SECTION: Research Support |
| Research Support Details | Although we acknowledge that formal supervision may not be appropriate for this level of award, we believe that the applicant will benefit from research support (in previous applications this was referred to as mentorship and should not be confused with ‘support staff’ as referred to in the finance forms below). In this context, the research support role will encompass providing you with support throughout your Award in both your research endeavours and your overall career development (a minimum of 1 and maximum of 3 can be added). It is a two-way process that may be challenging for both parties. For this reason choosing who will provide research support will require a great deal of thought. The individuals who provide research support may or may not be based in your host institution. They should, however, have a clear understanding of the research process, the demands your chosen area of training and development are likely to place on you, and your particular strengths and weaknesses. Research support is referred to in the literature as ‘mentorship’ and there are numerous models to be found that could be employed. Clearly describe how the proposed research support will support your overall development and provide an initial assessment of the time that will be allocated to the research support process. Funding for research support is available for travel and subsistence only and does not support any fees the individuals who provide research support may wish to charge the applicant. The individuals you list as your Research Support are required to complete the Participants’ section of the application form. |
### SECTION: Finance

See pages 34-41.

### SECTION: Department of Health Monitoring Information

Please complete all questions with reference to your research proposal. The research classifications contained in this section are those developed by the UKCRC to classify and analyse health research.

**Gender**

The purpose of this question is to enable us to monitor the relationship between gender and academic career progression and is not made available to the panel. Please select the option that describes how you identify yourself, or select “prefer not to say” if you would rather not disclose this information.

**UKCRC Health Research Categories**

You should choose one health category from the list to classify your proposed research. If your proposed research spans more than one health category you can make a second choice. Further information on classifying research can be obtained from the following website: [http://www.hrcsonline.net](http://www.hrcsonline.net)

**UKCRC Research Activity Codes**

You should choose one research activity from the lists to classify your proposed research. If your proposed research spans more than one research activity you can make a second choice. Do not enter more than 2 research activities. You will see that the main 8 categories are further subdivided. To help you choose the correct subdivision you should use the guidance found at [http://www.hrcsonline.net/](http://www.hrcsonline.net/) in the downloadable Health Research Classification System booklet.

### SECTION: Research Design Service Involvement

Please complete this section describing, if any, the RDS involvement in this application. If you have received advice from your local RDS, we would value your feedback on the services you received from your RDS in order to improve service. Your individual comments will not be attributed to you. Please only select the ‘Devolved (Other)’ option if you are applying from Wales.

**NOTE:** Responses to these questions will not affect the consideration of your application by the programme.
### SECTION: Suggested Reviewers

Please suggest up to 3 (minimum 1) potential referees who have the relevant expertise to provide appropriate peer review for your application.

Please give the details of 1-3 reviewers of national or international standing, not personally known to you, whom you consider able to offer unbiased peer review comments on your application. These must not be people with whom you currently work or with whom you have worked closely in the past (e.g. previous supervisors, Heads of Departments). NIHR TCC may contact the nominees for peer review, or for further advice concerning your application.

### SECTION: Participants (If applicable)

You are required to supply the names and email addresses (if not already registered on the TCCi application system) of the individuals who will be undertaking ‘participant’ roles as part of your application. Everyone named in this section will be acting as a ‘participant’ to your application and will need to agree to be part of this application. Participants are required to review the declaration for the role before confirming participation. By confirming participation, participants are acknowledging their involvement and input into this application and agree to be involved in it before it is submitted. You must ensure all participants are happy for your application to be submitted before submitting it on the online system.

**Participants must confirm their participation on your application before you will be able to press the submit button. They will have no further action to take in the submission process.**

Details of the individuals who will be required to approve your application after submission (signatories), before the application deadline, should be entered in the ‘Declarations & Signatories’ section. Please note it is often the case that one or more of the participants named in this section are also named in the "Declaration and Signatories" section of the form.

**Participants must complete their actions on your application prior to submission; signatories must approve your application after submission. All actions/approvals must be completed by the application deadline (1pm on 1st June 2017).**

<table>
<thead>
<tr>
<th>Devolved Administrations</th>
<th>This signatory is only required if you are applying from Wales. A declaration needs to be completed by an authorised signatory of the research and development function of the devolved country you are applying from.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Supervisor</td>
<td>Your primary PhD supervisor should complete this section if you have not yet been awarded a PhD. Your supervisor will need to declare the information supplied in relation to your research doctorate is a current and accurate reflection of its current status.</td>
</tr>
<tr>
<td>Postgraduate Dean</td>
<td>All applicants who are undertaking specialty or general practice training are required to supply the details of their current Postgraduate Dean who will be asked to complete a declaration.</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Clinical Trials Unit representative</td>
<td>If a Clinical Trials Unit (CTU) is supporting this application a representative of the CTU must be included as a participant.</td>
</tr>
<tr>
<td>Research Support</td>
<td>Please add the name and email address of all supervisor/ research support (previously referred to as 'mentors') detailed in the Research Support section who will be asked to complete a declaration.</td>
</tr>
<tr>
<td>NHS or partner facilities</td>
<td>This section only needs to be completed if there are NHS Service Support or treatment costs incurred in this application.</td>
</tr>
<tr>
<td>Research Contract Officer - Host organisation</td>
<td>Please add the name and email address of your Research Contract Officer of the host institution who will be asked to complete a declaration.</td>
</tr>
</tbody>
</table>

**SECTION: Declarations and Signatories (If applicable)**

You are required to supply the names and email addresses (if not already registered on the TCCi application system) of the individuals who will be ‘signing off’ your application. Once their contact details have been entered below, the signatories will be invited to log into the system and confirm their participation. Once participation is confirmed, the Finance Officer will be able to access and edit the ‘Finance’ section (this should be completed in conjunction with the applicant) and the Head(s) of Department(s) must complete the relevant question in the ‘Training and Development’ section. These sections can be completed independently whilst the applicant works on the rest of the application. All signatories must have agreed to participate and complete their sections before the applicant is able submit the application for signatory approvals. The final signatory approval will result in full submission of the application and all parties (applicant, participant and signatories) will be notified of this via an automated system generated email. **NIHR will not accept any applications unless fully approved by your signatories. This must be done after you have submitted your application but before the deadline of 1pm on 1st June 2017.**

Participants must complete their actions on your application prior to submission; signatories must approve your application after submission. All actions/ approvals must be completed by the application deadline.

**Applicant conflicts of interest**

Please declare any conflicts or potential conflicts of interest that you or your co-applicants may have, including any facts that, should they come to light at a future date, could lead to a perception of bias. Include any relevant personal, non-personal & commercial interest that could be perceived as a conflict of interest, examples include (this list is not all encompassing), secondary employment, consultancy, financial or commercial gain (pensions, shareholdings, directorships, voting rights), honoraria, etc. In a case of commercial sector involvement with the application or the study, please state clearly the relationship to ownership of data, access to data, and membership of project oversight groups.

**Applicant**

This must be the applicant applying for the Award. You will also be required to supply the name and email address for all the people listed below who will be required to complete a declaration and in some cases part of the application form.
| **Sponsor** | If a clinical trial is included in your proposal a representative of the organisation will need to sponsor the clinical trial outlined in the application. Please add the name and email address of your sponsor. They will need to confirm the organisation supports the application and has, where applicable, confirmed with the CTU named in this application that they support this application and the arrangements for managing the trial. |
| **Head of Department or Senior Manager - Host organisation and other lead organisation** | Please add the name and email address of your Head of Department of your employing institution who will be asked to complete a declaration. If you are to be employed by an NHS institution, the Head of Department at your academic host is also required to complete this declaration. |
| **Administrative Authority or Finance Officer - Host organisation** | Please add the name and email address of your Finance Officer of the employing institution who will be asked to complete a declaration. |
This section must be completed by the Applicant in conjunction with the Research Support Office or Finance Office at the host organisation.

The finance section should provide a breakdown of costs associated with undertaking the research as described in the proposal.

<table>
<thead>
<tr>
<th>Cost Type</th>
<th>Higher Education Institutions</th>
<th>NHS Organisations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary costs</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Travel, subsistence and conference fees</td>
<td>80% (Conference related costs, are paid at 100%)</td>
<td>100%</td>
</tr>
<tr>
<td>Equipment</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Consumables</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Patient and public involvement</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Other direct costs</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Patent and legal</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Sub contracts</td>
<td>80%</td>
<td>100%</td>
</tr>
<tr>
<td>Training and development (travel or subsistence should appear in relevant section)</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Indirect Costs</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEI indirect costs</td>
<td>80%</td>
<td>n/a</td>
</tr>
<tr>
<td>Commercial indirect costs</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Other partner organisation indirect costs</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

- The information entered in this section should provide an analysis of the total funds requested to undertake the research proposed and should be based on current prices. These costs will be used to assess value for money.
- It is in the best interest to undertake a thorough, realistic and accurate costing. You must provide a clear and full justification for all costs including NHS costs. You must also ensure that you include all costs including those required to secure good research management.
- Costs must be provided at current prices. An adjustment for inflation will be made annually thereafter at rates set by the Department of Health. Whilst allowances for incremental increases should be included on the form, nationally or locally agreed pay increases should be excluded.
- Years should be calculated starting from the anticipated start date of the proposed fellowship. For example, if your fellowship is expected to start on 01 June 2020 then its second year starts 01 June 2021.
- Further itemisation of costs and methods of calculation may be requested to support the application at a later date.
- Appropriate sub-contracts must be put in place for any element of the research which is to be paid to another organisation.
- CTU costs, including costs for a unit receiving NIHR CTU Support Funding, should be included in your NIHR application in full, please refer to costing a CTU guidance on page 21-22). You will need to provide a breakdown of the services that the unit will be providing as well as the associated costs. You should also clarify arrangements where a unit is already in receipt of funding from other sources, as costs and activity already funded will not also be met via the research contract. Note that units receiving NIHR CTU Support Funding are not included in this requirement as their costs are expected to be funded in full via the NIHR research contract awarded.
- NHS Support Costs are funded via Clinical Research Networks. Researchers should contact their local NHS R&D Department initially and, if they are unable to help directly or if there is no local NHS R&D Department, contact their Local Clinical Research Network. Further details about CRN contacts are available at: http://www.crn.nihr.ac.uk/about-crn/
- All applications are expected to have appropriate NHS, HEI, commercial and other partner organisation input into the finance section of the application form.
- **NIHR Personal awards are not project or programme grants.**

INFORMATION ON DIFFERENT TYPES OF ORGANISATIONS

**Higher Education Institutions (HEIs)**

- Higher Education Institutions (HEIs) should determine the Full Economic Cost (FEC) of their research using the Transparent Approach to Costing (TRAC) methodology. For HEIs, up to 80% of FEC will be paid, provided that TRAC methodology has been used.

**NHS bodies and other providers of NHS services in England**

- For applications where the contractor is a NHS body or provider of NHS services in England, up to 100% of direct costs will be paid.

**Commercial Organisations**

- If you are a commercial organisation/consultancy, please fill in direct costs and commercial indirect costs. Indirect costs should be charged in proportion to the amount of staff effort requested on the funding application form. Up to 100% of costs will be paid.
Other Partner Organisations

- If you are another partner organisation (e.g. charity or NGO), please fill in direct costs and other partner organisations indirect costs. Indirect costs should be charged in proportion to the amount of research staff effort requested on the funding application form. Up to 100% of costs will be paid.

DIRECT COSTS

These are costs that are specific to the research, which will be charged as the amount actually spent and can be supported by an audit record. They should comprise:

Salary Costs

Details of Posts and Salaries. Salaries should be listed at 100%. This section presents an overview of salary costs for the applicant contributing to the research, including normal salary increments. Please list all support and shared staff working on the research. You should outline staff numbers and grades, as well as timescales.

The Applicant

Please state the current and proposed salary point and scale at the start of the fellowship. No additional increments should be included, and immediate promotion to a higher grade as a result of securing a fellowship will not be funded. Please do not include any Clinical Excellence or Discretion/Merit awards or discretionary points. NIHR agrees to fund consultant salaries at a full-time rate equivalent to 10 Programmed Activities per week.

Support staff

The maximum contribution the NIHR will make is based on Spine Point 28 on the JNCHES pay scale as indicated below. Further details can be found at: http://www.ueca.ac.uk/en/empres/paynegs/new-jnches/

i. 1 x 3 years full time post up to Spine Point 28

ii. Total costs for support staff must not exceed the cost of a 3-year full time post up to Spine Point 28

iii. Part time funding pro rata over 4 or 5 years is allowed

Staff costs are strictly limited to one member of support staff (e.g. research assistant or research technician). It is also possible for the applicant to request support for a PhD studentship instead of a member of staff.

Annual Costs of Posts. This section specifies the annual costs of the applicant and support/shared staff contributing to the research. You should now allocate the individual staff member costs to each year of the research, allowing for increments. Use current rates of pay, and build in any known annual increments (again at current rates). You will not be able to claim for increments retrospectively, once your research is underway. Applicant and support staff costs should be broken down into basic salary, national insurance, superannuation and geographical weighting.

Support staff costs should be completed as above, broken down into basic salary, national insurance, superannuation and geographical weighting. Total annual costs for all shared staff contributing to the research must also be entered.

Please note the '% full time on this research' and the 'Year' columns are independent and the % figure is not used to calculate the net staff costs.

For the 'Year' columns, enter the cost of the individual to the research. For example:
- If an individual’s total annual salary costs are £20,000 and they are expected to work 50% of the time on the research, in the ‘% full-time on this research’ column enter 50, then £10,000 in ‘Year 1’, £10,000 plus any increment in ‘Year 2’, £10,000 plus any increments in ‘Year 3’, etc. Annual salary costs may be composite figures including part year incremental increases in salary.

- If an individual is going to work full-time on the research, which lasts 4 years, but only for the last 6 months, enter 100 in the ‘% full-time on this research’ column and 6 in ‘total months on this research’ column, and the cost of their work in the ‘Year 4’ column.

- If an individual’s involvement varies over the course of the research, it may be easier to make a separate line entry each time it changes.

It is important to double check that the %, total months and yearly costs information are consistent with the information presented in ‘Details of Posts and Salaries’ (‘Details of Posts and Salaries’ should show the full current staff costs independent of % FTE etc, whereas the yearly costs in ‘Annual Costs of Posts’ depend on % FTE etc).

Please ensure that you check the column describing the employing organisation for a member of staff as this impacts on the level of funding provided. Staff employed by an Higher Education Institution (HEI) are funded at 80% of cost and staff employed by NHS, commercial or other partner organisation at up to 100% of cost.

Please note that this section also includes ‘Shared Staff Costs’ which may be located under directly allocated costs in some other funders’ applications. These are costs of an institution’s research resources which can be charged to the research on the basis of estimated use, rather than actual costs. These may include: applicants’ costs, unless directly incurred or non-chargeable, IT technicians, laboratory staff, and costs of pooled staff efforts. HEI indirect costs cannot be claimed on these shared staff costs. NIHR TCC reserves the right to question any costs deemed excessive, and will not fund:

i. Contributions for individuals providing research support (previously referred to as ‘mentors’), supervisors and/or other collaborators involved in the research

ii. Administrative or secretarial support

iii. Whole or significant percentages of support posts over and above those permitted by the scheme

iv. Technical or research support staff whose costs are funded through institutional indirect costs (HEIs only)

Further information regarding staff costs for proposals involving a CTU can be found in the case for support part 2 section under the ‘research plan’ question.

Travel, Subsistence and Conference fees. This section includes journey costs, subsistence and conference fees. Where applicable, you will need to include the travel and subsistence costs relating to meetings with mentors. Please note that mentors’ (individuals named as providing research support) expenses will not be funded. Travel and subsistence costs relating to dissemination should also be included here, as should costs relating to overseas travel.

If a cost relates to travel, subsistence or fees for a conference please select ‘conference’. Costs relating to conference attendance will be funded at up to 100% for all employing/host organisation types.
Journey Costs
Enter the total cost of transport for all journeys for destination/purpose. If travel is by car, apply your institution’s mileage rates (however this should not exceed HMRC approved mileage allowance payments, which is 45p per mile for the first 10,000 miles and 25p thereafter).

Travel by the most economic means possible is encouraged. NIHR programmes do not usually fund first class travel.

Subsistence
Subsistence covers accommodation (if necessary) and meals associated with the travel, excluding any alcoholic beverages.

Conference Fees
Where national or international conference fees are included, a statement naming the conference or purpose of travel and the benefit to the research must also be made; failure to adequately justify your attendance at a conference, will mean the programme will not fund this cost.

NIHR will fund a maximum of £6,000 for all conference-related costs.

Equipment. Essential items of equipment plus maintenance and related costs not included as part of estates should be input in this section. These can be lease or purchase costs. The purchase cost of pieces of equipment, valued up to £5,000 excluding VAT, will be considered. Pieces of equipment costing more than £5,000 to purchase will usually need to be leased. Where applicants are leasing equipment with a purchase price of more than £5,000 a comparison of leasing verses purchasing costs must be provided in the ‘Justification of Costs’ section.

Items of equipment valued at £250 or more must be itemised separately; however grouping same type equipment is permitted. Costs of computers are normally restricted to a maximum of £650 per application excluding VAT and a statement of justification must be included, in the relevant ‘Justification of Costs’ section for any purchase above this limit.

Equipment must exclude VAT, but if your organisation is unable to reclaim/recover the VAT on a piece of equipment, you should check box ‘VAT cannot be reclaimed’.

You will need to seek expert advice from the organisation purchasing the equipment regarding its VAT status. If you check the ‘VAT cannot be reclaimed’ box, VAT at 20% will be calculated into the overall cost of that item.

Consumables. This section includes non-reusable items specific to the research. Please itemise and describe the requirements fully (e.g. postage, stationery, photocopying). These items should be research specific, not just general office costs which should be covered by indirect costs.

Patient and Public Involvement. Please itemise and describe fully the costs associated with Patient and Public Involvement. These are likely to include out of pocket expenses, payment for time and any relevant training and support costs. Guidance for making payments to members of the public actively involved in NHS, public health and social care research (2010) can be found at the following addresses:

NIHR Programmes: Payment rates for public involvement (2009) Guidance agreed with the Department of Health on payment and reimbursement rates to members of the public for involvement with NIHR programmes in research commissioning.
Payment for involvement (2010) Guidance aimed at researchers and research managers on issues to consider when costing public involvement activities, including examples of levels of payments made by different organisations and sources of further information.

What you need to know about payment (2012) Guidance aimed at members of the public.

**Other Direct Costs.** These are costs, not identified elsewhere, that are specifically attributed to the research. For example, costs associated with use of research facilities, external consultancy costs, specialist publications, open access publications, computer licensing, recruitment and advertising costs. Please note that for organisations claiming indirect/overhead costs, costs such as recruitment of staff, and general training (e.g. in common IT packages) are costs that should be covered by the indirect costs element of the award being sought and should not appear in this section.

Any costs associated with publication, presentation or dissemination of findings (except related travel and subsistence or consumables costs) should be itemised and included here. Any large costs should be further detailed with a breakdown of constituent parts or a timescale profile of the costs. Meetings to share best practice, training events and events to disseminate research findings must be run at the lowest possible cost with minimal catering. ‘Conferences’ which are described as such are not eligible for funding.

If external consultancy costs are included in this section they must be fully justified in the ‘Justification of Costs’ section. Please specify the hourly rate and the number of hours and note that consultants must not be people who are already employed by the applicant's institution. If they are, any costs should be entered as direct costs in the ‘Details of Posts and Salaries’ and ‘Annual Costs of Posts’ sections.

**Patent and Legal.** The NIHR will consider supporting reasonable costs requested to protect any Intellectual Property which arises from the research project. Any costs will be supported during the period of the research only. Supported costs include, but are not limited to, legal advice, patent and Freedom to Operate searches, patent submission costs and third-party licensing fees. The NIHR will not support any costs incurred prior to or following the research project, including patent maintenance costs. All requests should be fully itemised and justified.

**Sub-Contracts.** A sub-contract is regarded as an external specialist service which cannot be provided by the organisation leading the project or its collaborators. Services include consultancy, design services, or the development and provision of specialist equipment. These costs can be requested for organisations providing these services outside of England, but suitable justification is required.

**Training and Development.** All costs in this section will be funded at up to 100% for HEI, NHS and Commercial/Other Partner organisations. Please itemise and describe fully the costs associated with training and development. Please provide estimates if exact costs are not available at the time of application. Any travel and subsistence associated with training and development including overseas research visits are funded at 80% and should be included in the travel section of the form.

**Leadership training programme, short courses and workshops**
These are costs relating to the applicant's training programme.

**Overseas Research Visits**
Please provide costs for any overseas research visits that the nominee wishes to undertake during the course of the award. NIHR TCC will consider overseas research visits on an individual basis and reserves the right to limit expenditure. Travel and subsistence costs relating to overseas visits should be entered under the relevant headings in the ‘Travel, Subsistence and Conference Fees’ section.
Support post – PhD fees
Where relevant, NIHR will make an estimated maximum contribution of £4,195 per year, based on Research Council UK 2017/18 published PhD fees.

Support post – training and development
NIHR will make a maximum contribution of £3,000 (including any identified travel and subsistence) towards training and development costs for the support post.

INDIRECT COSTS

HEI Indirect Costs

Total HEI indirect costs must be fully justified. HEIs are permitted to claim estate and other indirect costs. These costs are calculated on the basis of TRAC methodology. Proposals from other types of institutions/organisations should leave this section blank.

HEI indirect costs are based on the number of full-time equivalent research staff working on the research and the indirect/estates charges set by an institution. Please note HEI indirect costs cannot be claimed on shared staff costs. Where staff from more than one HEI are working on the research there may be different indirect/estates charges for each one. Please list each of these on a separate line.

The applicant(s) should consult their HEI Finance Departments for the appropriate figures to include in the estate charges and other indirect cost sections

Commercial/Other Partner Organisation Indirect Costs

Commercial/Other Partner Organisations can claim indirect costs which are the costs of resources used by the research that are shared by other activities. Please seek advice from your finance department about the appropriate cost for this section.

Total Commercial/Other Partner Organisation indirect costs must be fully justified.

Indirect Costs

Indirect costs will be charged in proportion to the amount of research staff effort requested on the fellowship. Commercial/Other Partner Organisations should calculate them, using their own cost rates.

They comprise:

- General office and basic laboratory consumables
- Premises costs
- Library services/learning resources
- Typing/secretarial
- Finance, personnel, public relations and departmental services
- Usage costs of major research facilities
- Central and distributed computing
- Charge out rates for shared equipment
- Cost of capital employed

NHS SUPPORT AND TREATMENT COSTS (incl. Excess Treatment Costs/Savings)

The finance section includes a section that asks researchers to provide an estimate of the patient care costs associated with the research (if applicable). An explanation of why these costs are being incurred and the basis on which the estimations have been made should be fully detailed under the relevant ‘Justification of Costs’ section.
The Committee/Panel will take NHS Support and Treatment Costs into account when considering the value for money of the research. It is important that you consider these costs and discuss them with the NHS bodies or providers of NHS services involved in order to avoid any delay in commencing the research.

Please be aware that the Award does NOT include NHS Support and/or Treatment Costs. NHS Support Costs will be funded via the Comprehensive Research Networks. NHS Treatment Costs, including any Excess Treatment Costs/Savings, will be met by the NHS through normal patient care commissioning arrangements.

A representative of the NHS body or provider of NHS services- incurring any NHS Support and Treatment Costs - must sign off the application. Their inclusion in the ‘Participants’ page is intended to ensure that the aforementioned organisation is satisfied that all NHS Support and Treatment Costs in the application are correct and is prepared to meet these costs.

**NHS Support Costs**
These are the additional patient care costs associated with the research, which would end once the R&D activity in question has stopped, even if the patient care service involved continues to be provided. These might cover items such as extra patient tests, extra in-patient days and extra nursing attention. Researchers Applicants should contact their local NHS R&D Department initially and, if they are unable to help directly or if there is no local NHS R&D Department, contact their Local Clinical Research Network (LCRN) for advice on NHS Support Costs. Further details about LCRN contacts are available at: [http://www.crn.nihr.ac.uk/about-crn/](http://www.crn.nihr.ac.uk/about-crn/)

**NHS Treatment Costs**
These are the patient care costs that would continue to be incurred if the patient care service in question continued to be provided after the R&D activity has stopped. In determining NHS Treatment costs you must assume that the patient care service being assessed will continue even though there may be no plans for it to do so. Where patient care is being provided which differs from the normal, standard, treatment for that condition (either an experimental treatment or a service in a different location from where it would normally be given), the difference between the total Treatment Costs and the costs of the “usual standard care” (if any) constitutes Excess Treatment Cost/Saving, but is nonetheless part of the Treatment Cost, not an NHS Support or Research Cost. These costs should be determined in conjunction with your NHS body or provider of NHS services and their commissioners.

Please note if the patient care intervention under investigation is in addition to usual care there is no need to complete the ‘Usual Treatment Costs’ section however this will need to be justified in the relevant ‘Justification of Costs’ section. If the patient care intervention under investigation either wholly or partially replaces usual care, the Usual Treatment Costs’ section must be completed.

For further information, please see:
Attributing the costs of health and social care Research & Development (AcoRD)

**SUMMARY OF COSTS**
- NIHR programmes currently fund HEIs at a maximum of 80% of full economic cost, NHS bodies and other providers of NHS services at 100% and commercial/other partner organisations at 100%.
- If your organisation is claiming less than the maximum percentage allowed, please enter the percentage you wish to claim in the appropriate column.
Please note that whilst these percentages will be used to calculate the maximum grant payable, the programme reserves the right to award a grant for less than this maximum where it is considered appropriate.

JUSTIFICATION OF COSTS

- Please provide a breakdown of research costs associated with undertaking the fellowship and provide justification for the resources requested.
- Please describe how the costs for training and development will benefit the fellow in their professional and research development.
- You should indicate here how this research will potentially benefit the NHS. For example, where appropriate, describe the likely cost savings or benefits in terms of numbers of patients treated, treatment times etc.
- Note that some proposals will have included full cost benefit analysis as part of the design; for others, a broad indication of likely benefits is all that is required. You should describe the value for money of the research itself – ways of recruiting the sample, of administering interventions etc.
- Please provide a breakdown of the NHS costs associated with undertaking the research and provide justification for the resources required. If there are no NHS Support or Excess Treatment Costs associated with the research, you must explain why you think this is the case.
Contractual Arrangements

Financial support under a NIHR Award is subject to a contract between the NIHR and the host organisation.

Once funding for an award has been discussed and agreed, NIHR TCC will confirm the financial arrangements with the host organisation. NIHR TCC will provide the host organisation with a contract setting out the details of these arrangements.

The host organisation will be expected to issue the individual with an employment contract commensurate with their experience and seniority.

Government procurement transparency regulations require publication of details of all contracts made with the Department of Health on the Department of Health Website. Confidential information including research proposals (Plain English Summaries will be published), detailed finance information, bank details, and departmental staff names (other than the award holder’s name) will be removed from the published versions.

Equal Opportunities and Diversity

NIHR and DH have a duty as a public body to promote equality of opportunity. All applicants will be contacted shortly after the closure date by NIHR Equality Monitoring.

Monitoring ensures that all applications to NIHR Programmes are treated equally in terms of gender, ethnicity and/or disability.

The information you share with the monitoring system:

- will be stored separately from your application
- only be used for the purpose of monitoring equal opportunities
- be kept securely and in confidence

NIHR Privacy Policy

The privacy policy sets out how the NIHR uses and securely protects any information that you give us when you use this and other websites, systems and services of organisations that are contracted to the Department of Health to improve the health and wealth of the nation through research.

The NIHR may change this policy from time to time. You may check the latest document content at any time by visiting the privacy policy page of the NIHR website at http://www.nihr.ac.uk/privacy-policy.htm

Guidance and Advice

Please read these Guidance Notes carefully. If you require any further information, advice or guidance please contact:

NIHR Trainees Co-ordinating Centre
Leeds Innovation Centre
103 Clarendon Road
Leeds, LS2 9DF

0113 346 6260
TCCawards@nihr.ac.uk
Annex A - NIHR Remit Frequently Asked Questions (FAQs)

The following FAQs are designed to help applicants decide whether the research they are proposing as part of an Award or other research training application falls within the remit of the NIHR. Please bear in mind that in these applications, the research project proposal does not stand alone, but is part of a package of elements expected to provide an excellent training experience that will allow the successful applicant to take his/her skills and experiences to a still higher level. Therefore, along with the research proposal, NIHR panels will assess the abilities, academic trajectory, existing experience, commitment to a career in health research, ambition and aspirations of the applicant, the standards in the research training environment, and the plans for explicit training in research methods. The research proposal provides a framework for research experience so has to be of high quality, but a good research proposal will not be supported if other elements are weak. If you have queries over whether the research you are proposing as part of a research training application falls within the NIHR remit you are strongly advised to speak to a Programme Manager for the award you applying for before submitting an application.

Do you fund the evaluation of education and/or training schemes? Yes. Proposed studies should be within the overall remit of the NIHR and outcomes measured should be health related, or there should be good evidence for a link between the outcome measured and a health outcome.

Do you fund the development and/or evaluation of decision aids for patients? The development or updating of a decision aid will be considered as part of a larger project or programme.

Do you fund the development of interventions, devices, technologies or services? The development or adaptation of interventions can be considered as part of a larger project or programme of work. We will not fund standalone developmental studies.

Do you fund the development and/or evaluation of outcome measures, questionnaires or surveys (e.g. Patient Reported Experience/Outcome Measures)? The development, adaptation or updating of outcome measures questionnaires or surveys can be considered as part of a larger project or programme of work.

Do you fund the development, evaluation and/or validation of models (e.g. risk factor models, health economic models etc)? Yes – we will consider funding the development of models where there is a case for service need or patient/public benefit. There should also be an evaluation or validation aspect to the study.

Do you fund research requiring observational/applied epidemiological methods? We fund research according to the potential for patient/public benefit rather than according to specific methodologies. We therefore fund research using a wide range of study designs including observational and applied epidemiological methods. Any study that uses observational and applied epidemiological methods should be an evaluation of an intervention itself, or have a clear, credible and articulated trajectory to further research within NIHR remits. An applied epidemiological component can also be considered as part of a larger project or programme of work.

Do you fund research that is relevant to, or takes place outside the NHS? Yes. We fund research aimed at improving health, public health and health related social care in a broad sense; we therefore fund research to meet the needs of health services, the NHS, public health and health related social care. Proposed studies should be within the overall remit of the NIHR and outcomes measured should be health related, or there should be good evidence for a link between the outcome measured and a health outcome.
Do you fund research into workforce? Yes. Proposed studies should be within the overall remit of the NIHR and should concern the impact on health and well-being, whether of patients, the public, or of the workforce itself.
Annex B – Application Process Flow Diagram

Phase 1 Completing application form
- Applicant
  - Add participants & signatories
  - Complete application form
- Participants and signatories
  - Confirm participation and complete relevant sections

Phase 2 Completely submitting an application
- Applicant
  - Submit application for signatory approval
- Signatories
  - Log in and approve application
  - Last signatory to approve fully submits application to NIHR for consideration before deadline

*Rejection of the application by any signatory will return the application to phase 1*