**Oxford health internal research grant APPLICATION process**

**Overview**

The following process has been introduced to help researchers meet their grant submission deadlines and to ensure all relevant information is captured by Oxford Health NHS FT R&D Finance in a timely manner. Supporting grant applications particularly in response to similar call deadlines can lead to delays, therefore so investigators are advised to submit a completed registration form a minimum of **6 weeks before the submission deadline.** If this involves the University you need to allow for 5 workings days within Research Services.

The Investigator should complete the attached form **as soon as possible** and email to R&D Finance;

Bill Wells - [Bill.Wells@oxfordhealth.nhs.uk](mailto:Bill.Wells@oxfordhealth.nhs.uk) - Head of Research and Development finance

Nick Raven - [Nick.Raven@oxfordhealth.nhs.uk](mailto:Nick.Raven@oxfordhealth.nhs.uk) - Research and Development Senior Accountant

Bhavna Patel – [bhavna.patel@oxfordhealth.nhs.uk](mailto:bhavna.patel@oxfordhealth.nhs.uk) – Research and Development Finance

R&D Finance will seek approval from R&D Senior management to develop the costs for the Grant

**Finance Support**

You should contact R&D finance as soon as you have an indication of the resources you will require.

**Attributing the costs of health and social care research (ACoRD)**

Applications need to be submitted in line with the latest ACoRD guidance which allocates costs between Research, service support and Treatment costs. These will need approval by the CRN ACoRD specialist but again please consult with R&D Finance in the first instance

**High Level ACoRD guidance as below:**

* Research Costs which are derived from the core research activities that are being undertaken to answer the research question(s) and will end when the research ends. If an activity is not directly contributing to an NHS patient care service, then it is attributed as a Research Cost.
* NHS Treatment Costs are where an activity is integral to the provision of a treatment regime, whether this is standard or experimental. The associated NHS Treatment Costs may be less, or may be greater, than the cost of standard treatment. If greater, the difference between
* the NHS Treatment Costs and the cost of the standard treatment is referred to as the NHS Excess Treatment Costs.
* If a patient care activity is primarily undertaken to facilitate research or is driven by the NHS duty of care to a patient, e.g. to ensure the safety of a patient participating in research then it is attributed as a NHS Support Cost.

**Full ACoRD guidance**

<https://www.gov.uk/government/news/attributing-the-costs-of-health-social-care-research-development-acord>

**How do we process your data?**

For more details about how we will process your data please see the [Trust HR Privacy Notice](https://www.oxfordhealth.nhs.uk/privacy/worker/)

**Sponsorship**

You will need to provide details of the organisation sponsoring the grant. The sponsor is responsible for the conduct, design and delivery of the study(s) as well as ensuring sufficient funding has been requested within the grant application.

The Sponsor will usually be the Chief Investigator's employing organisation but please discuss your requirements with the R&D governance department or email [research@oxfordhealth.nhs.uk](mailto:research@oxfordhealth.nhs.uk)

**Outcome**

The researcher should adviser R&D Finance of the application outcome as soon as possible. Successful applications may require investigator input into the contracting process prior to funding being received.

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| --- | --- |
| Grant Details | |
| Study Title |  |
| Brief study outline |  |
| Chief Investigator name and substantive employer |  |
| Principal Investigator name |  |
| Contact / Liaison Person (if different from the Investigator) |  |
| Organisation Sponsoring the Study |  |
| Named individual agreeing sponsorship |  |
| Will the study(s) contained within the grant be adopted onto the NIHR Portfolio? |  |
| Does the study require MHRA approval?  http://www.hra.nhs.uk/research-community/the-review-process/mhra-clinical-trial-authorisation/ |  |
| Type of Participants i.e. patient, healthy volunteer, carer |  |
| Number of Participants expected at OHFT site |  |
| Participant age range |  |
| Which Oxford Health Trust Service will this be linked to? |  |
| Who within the Oxford Health is supporting this? |  |
| Will you require the use of the Oxford cognitive health Clinical Research Facility CRF |  |
| Will you require support with participant recruitment? If so, please contact: Research Implementation Manager Claudia.Hurducas@oxfordhealth.nhs.uk |  |
| Key words that describe your study? i.e. Diagnosis |  |
| Where will your study take place? |  |

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| Section 2 - Finance Details | |
| Main funder(s) |  |
| Funding guidance  *If funding guidance is available, please attach when returning this form or insert the hyperlink here* |  |
| Estimated value of funding |  |
| Organisation submitting the bid |  |
| If Oxford Health are submitting the bid, list here the details of other organisations involved |  |
| Expected funding start date (mm/yyyy) |  |
| Grant duration (number of months) |  |
| Grant application submission deadline | Click here to enter a date. |
| When do you need the costs by | Click here to enter a date. |