

NHS Greater Glasgow & Clyde Research Endowment Fund

Application for Research Funding – Guidance Notes

Submissions are invited for funding for research to take place within NHS GG&C Hospitals. Awards will be of an appropriate sum within the limits of the funds made in the categories of: Cancer, Chest, Heart & Stroke, General and Renal medicine.

Conditions of Funding:

- Applications are welcomed from medical, nursing, AHP staff and lab-based scientists. Research projects in all areas will be considered in the application sub-categories below
- No age limit will be imposed on who may be funded via endowments. However, endowment funds are specifically intended to support early stage researchers to establish their own research portfolio. Experienced researchers (e.g. 7 years post Consultant or Research team leads) will not be considered for funding.
- Multiple applications (greater than two) will not be considered.
- Preference will also be shown to research projects which align with the NHS research priority areas and to applications for “pump-priming” or pilot projects which could lead to a successful application for a grant from an outside/eligible funding body.
- The grant will be awarded to the applicant and they will have responsibility for its successful completion.
- Awards will be made in the following categories:
 - **CANCER**
 - **CHEST, HEART & STROKE**
 - **GENERAL**
 - **RENAL**

Applicants must select the category most appropriate to their research area. Any limits on amounts of funding available will be placed on the web site as endowments are prone to market fluctuations.

- A progress report must be submitted to the committee at one year, as well as a final report at the end of the project. Six months after the project end date any unused funds will be returned to the endowment pot for inclusion in the fund total the following year. Any delays

in the execution of the study should be reported to R&I for escalation to the committee if required. R&I will provide guidance on the feasibility of any changes to the project but applicants should be aware that the committee have the right where projects are out with the original specification to discontinue ongoing funding.

- Successful applicants must acknowledge receipt of their letter of notification of funding allocation from the R&I Office.
- Arrangements for use of the award must be made with the Finance Department within six months of the date of the award with Finance being notified of the actual start and completion dates of the project and of any events occurring during the project which could prejudice the completion date.
- No substantive change in the research project may be made without discussing the proposed changes first with the Chair of the NHS GG&C Research Endowments Fund Committee.
- If a project does not start in 6 months, then the applicant must alert the committee chair and ask for a deferment to be sent to the Annual Review meeting
- The NHS GG&C Research Endowments Fund Committee must be acknowledged as the source of funding on any publication relating to the research project.
- Any Intellectual Property Rights resulting from the project cannot be given away without the Board's permission (royalty split). Contact the R&I Office for information.
- The committee will not approve the request for travel costs within the application.

**PLEASE READ CAREFULLY THE ACCOMPANYING
“ADVICE TO APPLICANTS”**

ADVICE TO APPLICANTS

1. The application form **must be signed by you and countersigned by your Clinical Director/Head of Department/Research Mentor/Supervisor, and the Board's Finance Department.** These counter-signatories have many calls on their time and due allowance should be made in contacting them.
2. For Finance sign off, **you must allow sufficient time – at least two working weeks** – for your completed application and finance form to be financially scrutinised, signed off and returned to you for amendment, if required. This should be received by the R&I Office by **Friday 27th September**, to allow time for Finance to cost and approve. Completed applications should be emailed to [Islay Morrison](mailto:islay.morrison@ggc.scot.nhs.uk)
3. Project authorisation/sign off is NOT required by a Sponsor Representative (i.e. Research Co-ordinator) in advance of an endowment application submission.
4. The final completed Forms with finance sign-off, with the appropriate signatures (electronic signatures are accepted), must be submitted to the R&I Office by **Friday 11th October.** Please send the application in word format.

Please email applications to islay.morrison2@ggc.scot.nhs.uk

5. **The Research & Innovation Office will NOT accept late applications or forms with missing signatures.**
6. Assistance in the completion of the application forms is available from: For all finance enquiries please add "ENDOWMENTS" in the subject title of your email submission. R&D.Finance@ggc.scot.nhs.uk
7. You will be notified a week in advance of the award meeting, (TBC) if your application will be considered by the Committee at the Award Meeting. The Award meeting date is yet to be confirmed. We will keep you informed on any alterations to these dates.

<u>Closing Date for Applications: Friday 11th October</u>
