Research Services and Kent Innovation & Enterprise

Setting up an application

Research Services and KIE have access to view and amend applications submitted by a researcher and also have access to input applications on behalf of a researcher.

![Basic Project Information Form](image)

**Project application ID:** This will auto-populate when the application is saved.

**Project category:** This can be changed in necessary.
Ensure to check/complete the ‘Attribution in %’ field.

PI and CoI names: If inputting an application on behalf of a researcher, select the relevant names here.

<table>
<thead>
<tr>
<th>PI first and last name:</th>
<th>Organisation</th>
<th>Attribution in %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaverstock, Clare</td>
<td>Research Services (Vice Chancellor's Section-Research)</td>
<td>100</td>
</tr>
</tbody>
</table>

**Kent Col first and last name:**

**Funder & Scheme:**

If 'Other - to be added' selected, please specify a funder and a scheme:

External Collaborator:

Select any organisation(s) that are working with you on the project effectively as external Co-Investigator(s). If your collaborator does not appear in the drop-down list please give details in the ‘other’ box below and RSAIE will add them for you.

If 'Other - to be added' selected, please specify a collaborator:
If the researcher has selected 'Other – to be added' on any of these fields, send a completed ‘Reference Data Form’ (http://www.kent.ac.uk/researchservices/krimson/information_for_rs_kie.html) to krimson@kent.ac.uk.
The researcher may not know the answers to these questions. If required please complete any blank fields.
Ethics & Governance *

Human participation: *
Does the proposed project involve human participants or analysis of data from which individuals could be identified?
Select yes or no

Research Governance Framework: *
Does the proposed project involve patients / service-users, relatives, carers, staff, tissues, data and / or premises in the NHS or adult social care?
Select yes or no

Human Tissue Act: *
Does the proposed project involve samples or material containing human cells?
Select yes or no

Mental Capacity Act: *
Does the proposed project involve participants who may not have capacity to consent to participation?
Select yes or no

Animal participation: *
Does the proposed project involve animals?
Select yes or no

To view Research Ethics & Governance, please follow this link: http://www.kent.ac.uk/researchservices/res-governfrmwrk/index.html.

Please contact Nicole Palmer, Research Ethics & Governance Officer, should you require further information about legislative and policy requirements in research; research integrity; procedures for reporting allegations of research misconduct; assistance with identifying or mitigating research ethics issues; assistance with applications to NHS RECs or the Social Care REC.
REMEMBER – All documents can viewed and/or attached by navigating to the ‘Documents’ section:

<table>
<thead>
<tr>
<th>Set up application *</th>
<th>RS update</th>
<th>Peer Review</th>
<th>PI approval</th>
<th>Col approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>School approval</td>
<td>RS approval</td>
<td>University approval</td>
<td>Funder decision</td>
<td>Ideas &amp; Themes</td>
</tr>
<tr>
<td>Tasks</td>
<td>Documents</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

If you are inputting the application on behalf of the researcher:

- Save as ‘DRAFT’ if mandatory questions have not been answered.
• Save as ‘OPEN’ if mandatory questions have been answered.
• Save as ‘FOR RS / KIE UPDATE’ if the application is ready for the next stage.

If you are checking / updating an application which has been set up by the researcher:

• Save application in the current status until the application is ready for the next stage.

Click on ‘Save & close’ to update the status.