EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST
RESEARCH & DEVELOPMENT (R&D) DEPARTMENT

INTERNAL PROJECT GRANT SCHEME (IPGS) AWARD 2012

The submission deadline is Friday 19th October 2012

Successful applications will be notified by Monday 3rd December 2012

EKHUFT R&D Department is committed to bringing doctors, nurses, midwives, allied health professionals, biomedical scientists and staff from Higher Education Institutions (HEIs) together to improve human health through excellence in research.

The National Institute of Health Research (NIHR) allocates Research Capability Funding (RCF) to research-active NHS organisations in proportion to the total amount of other NIHR income received, and also on the number of NIHR Senior Investigators associated with the organisation. RCF helps those organisations to act flexibly and strategically to maintain research capacity and capability.

The Trust seeks to use RCF in building and strengthening research capacity in those areas that are of strategic importance to the Trust, and where the outcomes of IPGS supported work lead to substantial and sustainable growth of research through acquisition of external funding from major grant awarding bodies, principally NIHR (e.g. Research for Patient Benefit, RfPB). This is most likely to be achieved through collaboration within the Trust, the local NHS (e.g. Primary Care) and HEIs (e.g. University of Kent, Canterbury Christchurch University, University of Greenwich).

The internal project grant scheme (IPGS) is the main vehicle by which the Trust will distribute RCF in the 2012-13 financial year. Up to £55,000 funding is available, and this may be allocated to one or more projects.

In addition, unallocated monies from the Cardiovascular Research Grant Award are available for projects specifically addressing an area relevant to cardiovascular disease. Up to £25,000 may be allocated to one or more projects. If an individual application exceeds this sum the project may be jointly funded by CV Research Grants Award and IPGS.

Please read the following carefully as it contains important information about eligibility and review criteria. If you have any questions, or if you would like assistance identifying additional collaborators or resources to enrich your research proposal, please contact the R&D Department on 01304 222561/01304 222691/01304 222550.

Criteria

a) The research project proposed for IPGS funding:

- Will address an important research question in an area that impacts on human health.
- Will utilize any one of the spectrum of research methodologies relevant to health research.
- Should demonstrate clear intent to build upon work funded through IPGS by the applicant(s) seeking substantial long-term funding from NIHR or other major grant awarding body (e.g. MRC, Wellcome Trust, British Heart Foundation, CRUK etc.)
- Should align to the Trust’s strategic objectives
- May include collaborative research conducted by a team of researchers with appointments in different Trust departments.
- May include collaborative research with HEIs, local NHS, commercial or other 3rd-sector organizations provided that an EKHUFT employee leads the project proposed.
- May be partly or wholly funded by IPGS.
- Must commence within 6 months of date of award offer letter.
b) The research project proposed for CV Research Grant Award funding:

- Will address an important research question in an area that impacts on human cardiovascular disease.
- Will utilize any one of the spectrum of research methodologies relevant to health research.
- Should demonstrate clear intent to build upon work funded through CV Research Grant Award Funding by the applicant(s) seeking substantial long-term funding from external grant awarding bodies (e.g. NIHR, MRC, Wellcome Trust, British Heart Foundation, CRUK etc.)
- Should align to the Trust’s strategic objectives
- May include collaborative research conducted by a team of researchers with appointments in different Trust departments.
- May include collaborative research with HEIs, local NHS, or other 3rd-sector organizations (but not commercial organizations) provided that an EKHUFT employee leads the project proposed.
- May be partly or wholly funded by CV Research Grant Award.
- Must not involve any element of animal research.
- Must commence within 6 months of date of award offer letter.

c) Priority will be given to projects (either may apply; relevant to both funding streams):

- In areas that are novel to applicants, in particular those requiring generation of pilot data prior to external funding applications.
- Where the applicant(s) does not have an established track record in research, and has sought collaboration or assistance from experienced researchers in developing their proposal.

Terms of reference and scoring systems to be used by the panel of reviewers who will decide on successful applications are available on request from R&D Department or via SharePoint.

**Applicant Eligibility**

- Any individual who holds a substantive employment contract with the Trust.
- Academic staff from HEIs may apply providing a Trust employee is leading the project proposed.
- Applications from solely experienced/senior researchers will be accepted only if the proposed project supports the development of new collaborations with academic staff from an HEI or within the Trust, or the area of research proposed is in a field of study that is wholly novel to the (co-)applicant(s).
- Applicants should have a good history of compliance with EKHUFT Research Governance and no ongoing research misconduct investigation.

**Funding provided**

May include (not an exhaustive list):

- Researcher salaries (e.g. research nurse, other research staff)
- Costs of consumables and capital equipment appropriate to the research project
- Cost of usage of NHS equipment & other resources e.g. laboratory investigations, CT scanning, clinic space.
- Conference presentations & publication costs (not more than 10% of total sum requested)
- Part-funding of a project that exceeds the funds available through IPGS would be considered. Written evidence of firm commitment to funding remainder of proposal is required with this application.

If you wish to discuss your proposed research area in advance of submission of an application, please contact Dr Andrew DiBiase, Deputy Director of Research and Development (Andrew.DiBiase@ekht.nhs.uk) who will be chairing the IPGS awards panel.
EAST KENT HOSPITALS UNIVERSITY NHS FOUNDATION TRUST
RESEARCH & DEVELOPMENT (R&D) DEPARTMENT

This application form for 2012-13 IPGS must be completed in full

This form must be completed electronically. Please do not exceed requested word limits. Those applications that do so will not be accepted and will be returned to applicants.

The completed application form should be sent by e-mail to: charlotteroberts2@nhs.net or Sandra.tapsell@ekht.nhs.uk. In addition one signed application should be returned to:

The R&D Department,
Buckland Hospital,
Coombe Valley Road,
Dover,
CT17 0HB

1. Details of Principal Applicant (Trust employee)

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<th>Name:</th>
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<td>Address:</td>
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<td>Post code:</td>
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<tr>
<td>Telephone: ( ) Facsimile: ( )</td>
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<tr>
<td>E-mail address:</td>
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Have you applied for or received approval for an academic post? Yes [ ] No [ ]

If yes, when does / did it commence?

Details of co-applicants (if any)

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<th>Name:</th>
<th>Name:</th>
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<td>Address:</td>
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<td>Present Appointment:</td>
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<td>Email address:</td>
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<td>Signature:</td>
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Declaration:

I declare that the information provided by me in connection with this application is true and complete in every particular.

Signature: _______________________________ Date: _______________________________
2. **Curriculum Vitae**

(To be completed by applicant and co-applicants. Alternatively a maximum TWO page CV may be attached that must detail the information requested below.)

<table>
<thead>
<tr>
<th>Surname:</th>
<th>Forename:</th>
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<tr>
<td>Work Address:</td>
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<td>Telephone No:</td>
<td>Fax No:</td>
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<td>E-mail address:</td>
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<td>Qualifications:</td>
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<tr>
<td>Present appointment:</td>
<td>Date Started:</td>
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<td>Previous appointments (including dates):</td>
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**Research Experience (max 500 words):**

**Clinical Research Training (e.g. GCP, Research Governance Workshop, including dates)**

**Publications (max 5)**

| Signed: | Dated: |
3. **Funding stream being applied for**

<table>
<thead>
<tr>
<th>Funding Stream</th>
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<tbody>
<tr>
<td>Internal project grant scheme (maximum funding £55,000)</td>
<td>☐</td>
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<tr>
<td>Cardiovascular Research Grant Award (maximum funding £25,000)</td>
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<tr>
<td>Both schemes</td>
<td>☐</td>
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4. **Project Details**

- **a. Title of project (max 20 words)**

- **b. Lay summary of project (max 250 words)**

- **c. Objective(s) of project (e.g. hypothesis under investigation, max 500 words)**

- **d. Background to project (e.g. review of relevant literature, max 500 words)**
e. Explanation of how objectives will be achieved (e.g. research methods, subject selection & sample size calculation, data collection & analysis, statistical considerations etc.; max 1500 words)

This section should include a full description of research activities to be undertaken and by whom; what contribution the activity makes to the achievement of objectives and justification for costs.
**f. Collaboration & consultation (max 500 words)**

This section should detail evidence of academic and financial support from sources external to EKUFT. Written evidence of such support may be requested. Where consultation (e.g. with patient groups) has taken place about the project, this should be detailed here.

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<tr>
<th>g. Anticipated started date of project:</th>
<th>h. Anticipated duration:</th>
</tr>
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</table>

**i. Monitoring of project progress (max 500 words)**

This section should detail the milestones the applicant(s) will use to demonstrate progress against achievement of objectives. In the first year of the project, milestones for completion by 6 and 12 months should be detailed. Thereafter, milestones at not less than yearly intervals should be provided. The R&D Department will require reports on milestones to judge whether funding should continue. Any potential risks to successful project completion and measures taken to mitigate these risks should be outlined.

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**j. Ethical review.**

Will project require review by a research ethics committee? Yes / No  
If not, please explain reasons why:

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**k. References**
<table>
<thead>
<tr>
<th>I. Dissemination of results (max 250 words)</th>
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<tr>
<td>Please indicate how you intend to make others aware of the outcomes of your research.</td>
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<tr>
<th>m. Any further information relevant to this application (max 500 words)</th>
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<tr>
<td>If not clearly specified elsewhere in this application, please indicate below how the proposed project fulfils the project &amp; applicant eligibility criteria laid down on pages 1 &amp; 2. Particular attention should be paid to how the applicant intends to use the outputs from this project to seek external (e.g. NIHR) funding.</td>
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<th>n. Suggested external reviewers</th>
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<td>Not all applications will be subjected to external peer review. The opinion of one of more external reviewer will be sought if, in the opinion of the IPGS panel, there is insufficient expertise within the panel to judge the scientific merit or some other aspect of the application. Please ensure that you have contacted external reviewers prior to application submission and ensured their willingness to act in this capacity.</td>
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**Reviewer 1.**
- Name: 
- Institution: 
- Address: 
- Telephone Number: 
- Fax number: 
- e-mail address: 

**Reviewer 2.**
- Name: 
- Institution: 
- Address: 
- Telephone Number: 
- Fax number: 
- e-mail address:
5. **Budget**

Please supply sufficient justification and details for all budget items (e.g. necessity for items and itemised proposed expenditure). The scheme will not fund food or drinks unless they are for use with study participants (e.g. focus group participants; special dietary requirements for subjects).

You will require input from the Finance Department to complete this section.

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<tr>
<th>Item</th>
<th>Justification for item</th>
<th>Amount (£)</th>
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<tr>
<td><strong>Staff costs</strong></td>
<td>(Co-) applicant(s) time</td>
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<td></td>
<td>Other research staff time</td>
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<td>Statistician/data analysis time</td>
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<td></td>
<td>Other</td>
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<td><strong>Research Costs</strong></td>
<td>Investigations (e.g. lab, radiological)</td>
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<td>Capital equipment</td>
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<td>Use of facilities (e.g. clinic space/time)</td>
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<td>Patient Expenses (e.g. travel)</td>
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<td>Other</td>
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<td><strong>Administrative Costs</strong></td>
<td>Telephone calls</td>
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<td>Photocopying/printing</td>
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<td>Stationery (envelopes/paper)</td>
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<td>E-mail/Internet</td>
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<td>Software</td>
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<td>Postage</td>
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<td></td>
<td>Publication costs (not to exceed £1000 or 5% of total grant requested, whichever is the higher amount; intended journal to be specified)</td>
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<td>Other</td>
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<td><strong>Travel Expenses</strong></td>
<td>(the Trust will fund attendance at a single conference/meeting/congress; these expenses must not exceed £1000 or 5% of total grant requested, whichever is the higher amount; and conferences to which applicants intend to submit should be specified if at all possible, with itemised estimates of costs)</td>
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<td>Airfares</td>
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<td>Car Expenses (not including normal daily travel to workplace)</td>
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<td>Accommodation</td>
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<td>Other (include registration fees here)</td>
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**TOTAL**
6. **Supervisors (if any) certification**

I have thoroughly assessed and endorse this protocol and I am prepared to supervise this project and advise on the expenditure of the funds allocated.

Signature: _______________________________ Date: __________
Name: _______________________________
Title: _______________________________

Please obtain the following authorizations:

7. **Head of Department**

I confirm that I have read this application and am willing to accommodate this project and administer these funds: (E-mail confirmation to R&D Department is acceptable)

Signature: …………………………………… Position: ………………………
Name in block capitals: ……………………… Date: …………………

8. **R&D Finance Manager**

I confirm that the applicant involved the Finance Department in the costing of this project proposal: (E-mail confirmation to R&D Department is acceptable)

Signature: …………………………………… Position: ………………………
Name in block capitals: ……………………… Date: …………………