Research & Innovation

Grant/Funding Applications

If you are applying for funding to conduct research at KCH we will need to review and fully cost your application before it is submitted to the funder.

The KCH R & I office is available to support funding applications generated by both KCH substantively employed and KCL substantively employed investigators with an honorary contract at KCH.

<u>When do I contact the R & I Office?</u>
- Please contact us by emailing kch-tr.research@nhs.net *as early as possible* in the development of your grant application.
- Please attach the completed 1 page KCH Research Grant Application form (Appendix 1) and send a copy of your project proposal or draft of your application.
- Your application will be assigned to a Facilitator who will work with you to get the application submitted.

1. Costings
- All studies need to be appropriately costed <u>prior</u> to submission.
- Funding applications will ask for costs to be attributed into three areas according to the Accord guidelines:
- https://www.gov.uk/government/news/attributing-the-costs-of-health-social-care-research-development-acord
  - ➢ **1) Research Costs** (These costs will be met by the funder)
  - ➢ **2) NHS Support Costs** (Funding for support costs is allocated directly to the Trust/CRN)
  - ➢ **3) NHS Treatment costs** (These costs must be funded via the normal NHS commissioning process)
- For KCH costs, your Facilitator will work with you to set up a face to face meeting with the R & I finance team to cost the study; Prior to this meeting, you should review the finance section in the funding guidance (if available) and use the KCH Costing proforma (Appendix 2) to help identify what you will need costed for this application. Please bring this to the costing meeting to help inform the discussion.
- The R & I Finance team will send through the budget in a spreadsheet format.
- For KCL costs, please contact the pre awards team:
  http://www.kcl.ac.uk/innovation/research/support/grants/preaward/index.aspx
- If your study involves staff or services from another institution a cost must be provided for these by Research Office or Finance department of that institution
- **NOTE**: You should ensure a full application costing is performed even at the outline stage, as funders will make comment on applications where the budget changes between stages.

2. Review
- You should send a draft version of your application for review to all co-applicants named on the grant
- Please ensure your Facilitator has time to review the application prior to the deadline once the costings have been entered.

3. Authorisations
Funding applications will require ink or electronic signatures depending on the type of application and the stage of the application. Please see Appendix 3 for details of which signatures are required for each specific application and who will provide these signatures for you within the Trust.

4. Submission
Once you have submitted your application, please email a copy of the application to your facilitator, and keep us updated of any funding application outcome. GOOD LUCK!!

King's College Hospital NHS
NHS Foundation Trust

Appendix 1: Research Grants Application form

Research Grants Application Form

Please answer all questions below with as much information as possible about the proposed grant funding application. This form will be reviewed by the Senior Research Facilitator prior to allocation to a Research Facilitator for review and costing.
Please submit this form as early as possible prior to the funding deadline to kch-tr.research@nhs.net.
Date:

Study Title:	
Lead Applicant Name and Substantive Employer:	
KCH Department:	
Host Organisation:	
Funding body/funding stream:	
Funding body deadline:	
Proposed start date:	
Proposed study duration (months):	
Number of patients:	
Number of sites:	
SYNOPSIS: *Provide a brief 1-2 paragraphs **lay summary overview** of the project*	

Appendix 2: Costing proforma

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Research Grants Costing Proforma

Please use this form to make notes about the proposed areas of costing for this research grant application PRIOR to the costing meeting with R & I Finance.

These notes will help to inform the costing discussion so that an accurate budget can be calculated as early as possible.

Staff costs

Include Lead applicant, co-applicants and research staff who may be employed on the grant.

Do you need a statistician, health economist or any other specialist staff?

Do you need a trial coordinator, research nurse, data manager or administrator?

Name (or TBC)	Project Role	Employer	Duration (months)	% WTE or days per week

Non-staff costs

Travel, subsistence and & conference fees	
Patient travel expenses & subsistence *NIHR will expect patients to be reimbursed for non-routine appointments. Consider ability of patient group to use public transport. NIHR usually fund up to £30 per journey. Consider London/non London patients.	
Applicant travel expenses & subsistence *Include travel expenses and subsistence for conferences, study specific meetings or training courses. First class travel is not accepted.	
Committee travel expenses & subsistence *Include cost of committee members to attend DMEC, Advisory groups, steering committee members. Consider room hire, teleconference costs etc.	
Conference fees *For research up to 5 years, NIHR will fund 1 national and 1 international conference.	
Equipment	
PC *1 PC up to £650 ex Vat can be included in every grant	
Software/licences	
Other Equipment *Equipment up to £5000 can be purchased, if more than this, the equipment should be leased.	

Consumables	
Stationary *Research specific paper/envelopes and associated stationary needed specifically for the study	
Printing & photocopying *Research specific paper/photocopying costs, consider if study has high amounts of patient invitation letters, questionnaires, etc.	
Postage *Include if sending bulk letters/questionnaires by post	
Training and Development	
Training courses *Only usually included for fellowships	
Patient & Public Involvement	
Travel expenses/fees/subsistence/training *consider PPI involvement in the study and budget accordingly, i.e for a PPI member to attend a project advisory group once per year include travel and subsistence. Please see INVOLVE web site for further guidance.	
Other	
Clinical Trials Unit fee for randomisation/database services *KCL CTU can provide a bespoke package for the study depending on your needs for randomisation/database or statistical support	
Open access publications *You should include the open access fee for at least one open access journal, the higher impact the better	
Dissemination costs *It will be expected that you hold a meeting/focus group/similar in order to disseminate the findings of the research and you can include costs for this	
Clinical Trials Office costs *If the study is a KCH sponsored CTIMP, you will need to include MHRA application and amendment fees, and obtain a monitoring quote from the CTO, and include any pharmacy costs	
Clinical Research Facility costs *Include if you need to utilise the CRF for patient visits	

Useful Contacts for Advice and additional costings

Research Design Service: For free methodological/design advice, please see http://www.rds-london.nihr.ac.uk/ and fill out the contact form here: http://www.rds-london.nihr.ac.uk/Contact-us.aspx
Statistics: KCL Unit for Medical Statistics provide advice: http://www.medstats.org.uk/Contact_us.html
KCL Clinical Trials Unit: For randomisation, database and statistical support *see www.ctu.co.uk or email ctu@kcl.ac.uk*
KHP Clinical Trials Office: For studies involving CTIMPS, please see *http://www.khpcto.co.uk/ and Jackie Pullen jackie.pullen@kcl.ac.uk*
KCH Clinical Research Facility: *Please contact Elka.Giemza@nhs.net for a costing to use the CRF*

King's College Hospital NHS — NHS Foundation Trust

Appendix 3: Signatures for NIHR applications

	1st Stage	Signature Type	2nd Stage	Signature Type
Efficacy & Mechanistic Evaluation: EME	No signatures required	N/A	Sponsor Head of Department Administrative Authority or Finance Office NHS costs nominated signatory NHS Facilities and Staff Nominated Signatory	Electronic signature, 2 stage process. 1) Prior to submission, 'Accept Full Participation' 2) After submission (within 2 weeks) 'Provide Full Signature'
Health Services & Delivery Research: HS & DR	No signatures required	N/A	Sponsor Head of Department Administrative Authority or Finance Office NHS costs nominated signatory NHS Facilities and Staff Nominated Signatory	Electronic signature, 2 stage process. 1) Prior to submission, 'Accept Full Participation' After submission (within 2 weeks) 'Provide Full Signature'
Health Technology Assessment: HTA	No signatures required	N/A	Sponsor Head of Department Administrative Authority or Finance Office NHS costs nominated signatory NHS Facilities and Staff Nominated Signatory	Electronic signature, 2 stage process. 1) Prior to submission, 'Accept Full Participation' 2) After submission (within 2 weeks) 'Provide Full Signature'
Programme Grants for Applied Research: PGfAR	Lead Applicant Finance Officer Senior Representative of the host NHS body Details of R & D Lead	Wet ink, within 7 days of electronic submission	N/A	N/A
Programme Development Grants: PDG	Lead Applicant Finance Officer Senior Representative of the host NHS body Details of R & D Lead	Wet ink, within 7 days of electronic submission	N/A	N/A
Public Health Research: PHR	No signatures required	N/A	Sponsor Head of Department Administrative Authority or Finance Office NHS costs nominated signatory NHS Facilities and Staff Nominated Signatory	Electronic signature, 2 stage process. 3) Prior to submission, 'Accept Full Participation' 4) After submission (within 2 weeks) 'Provide Full Signature'
Research For Patient Benefit: RFPB	No signatures required	N/A	Details of R & D Contact - **HOST ORGANISATION -Administrative Authority or Finance office** - **Representative of the NHS body hosting the research**	Electronic signature, 2 stage process. 1) Prior to submission, 'Accept Full Participation' 2) Prior to submission 'Provide Full Signature'

Appendix 3: Signatures for NIHR applications

Sponsor	Liba Stones , Research & Innovation Manager, The Research & Innovation Office 161 Denmark Hill London SE5 8EF	**Liba.stones@nhs.net**
Administrative Authority or Finance Office	Iris Lewis, Head of Financial Management Kings College Hospital NHS Foundation Trust Unit 3, KCH Business Park, 121-131 Coldharbour Lane, London, SE5 9NY	**Iris.lewis@nhs.net**
NHS costs nominated signatory	Iris Lewis, Head of Financial Management Kings College Hospital NHS Foundation Trust Unit 3, KCH Business Park, 121-131 Coldharbour Lane, London, SE5 9NY	**Iris.lewis@nhs.net**
NHS Facilities and Staff Nominated Signatory	David Dawson, Deputy Director of Strategy Department of Strategic Development Hambleden Wing Kings College Hospital NHS Foundation Trust Denmark Hill SE5 9RS	**d.dawson@nhs.net**