**NIHR North West London Patient Safety Research Collaboration**

**Pre-application Funding Application form 2024/5**

**Guidelines**

**Please email this submission as an attachment to Steve McAteer by emailing** [**s.mcateer@imperial.ac.uk**](mailto:s.mcateer@imperial.ac.uk) **by 12.00 (midday) on Monday 25th November 2024. You can apply for a maximum of 3 months’ salary and/or costs associated with** **training courses, patient and public involvement, academic mentoring, and support with accessibility and reasonable adjustments as appropriate.**

The aim of the scheme is to provide support to staff employed by Imperial College Healthcare NHS Trust or Imperial College to enable them to prepare an application for National Institute for Health and Care Research (NIHR) career development funding in relation to patient safety research. Successful awardees can be seconded from their job role to undertake the award, which can be taken full time or part time. Funds should be spent before the new financial year commences (ie prior to 1 April 2025) and so secondments/backfill arrangements need to be arranged as quickly as possible. This therefore requires the support of the manager who holds the budget for your post. If you are successful, they will receive funds to cover your salary in full for the period of time you hold the award, to enable backfill. Please talk to your clinical academic lead (see below) if you or your manager need to discuss timescales.

Our aim is to support staff to prepare an application for NIHR career development funding in relation to patient safety research. Therefore, the expected outcome of this award is that you will submit an application for an NIHR fellowship within the next 12 months. You can only apply for this support fund award if you are definitely eligible for the proposed NIHR fellowship, so please check that this is the case before you apply.

We are particularly keen to support individuals from professions and groups that are currently under-represented in NIHR, such as nurses, midwives, allied health professionals, pharmacy staff and healthcare scientists; people with caring responsibilities; people with disabilities or who are neurodivergent; people from minority ethnic backgrounds, or from other minoritised groups.

If you have any questions about your eligibility or anything else about this pre application award, please email Caroline Alexander (for allied health professionals, healthcare scientists and psychologists), Mary Wells (for nurses, midwives, clinical research practitioners) or Bryony Dean Franklin (for pharmacy staff) – [caroline.alexander1@nhs.net](mailto:caroline.alexander1@nhs.net) or [mary.wells5@nhs.net](mailto:mary.wells5@nhs.net) or [bryony.franklin@nhs.net](mailto:bryony.franklin@nhs.net)

**Am I eligible?**

Before beginning an application, please make sure you have read and understood the eligibility requirements below.

We understand that you may have complicated contractual arrangements and we won’t have covered all  
scenarios below.

1. You must hold an NHS employment contract with Imperial College Healthcare NHS Trust (ICHT) or Imperial College London (ICL), noting that you currently deliver services to, and plan to undertake your proposed research project for the benefit of NHS patients. If you are applying for backfill funding, you must be employed by ICHT or ICL at the point of applying and throughout the fellowship’s duration.
2. You must be resident and have a legal right to work in the UK for the duration of this award, and for the duration of the award you are seeking. Therefore, if this award is to support you to write an application for an NIHR PhD fellowship, this award is only for applicants who are eligible to pay home PhD fees at the time of application for the fellowship.
3. In the event that you do not take up this award, it is important that you tell us in a timely way so we can re-advertise the funding quickly. This is because the award must be completed within the timeframe of the funding window.

If you are applying for this funding to write an application for a PhD fellowship, you must fulfil the requirements to undertake the PhD from the institution to which you will register. For example, see [Accepted qualifications | Study | Imperial College London](https://www.imperial.ac.uk/study/apply/postgraduate-doctoral/entry-requirements/accepted-qualifications/); generally the requirement is an undergraduate degree in a related subject area (at 2:1 or above).

The funding will not be released until your manager can guarantee that your research time will be protected and/or appropriate arrangements to backfill your post have been made.

**Costs**

The following NIHR restrictions will apply to the use of these funds:

No equipment

No expenditure related to animal research or other work which is not patient- or people-focused translational clinical research in the NHS.

No work requiring HRA/ethical review, or the relevant internal capacity and capability assessment.

No expenditure on University infrastructure, estates, or indirect costs.

**Application timeline**

* Applications open on **Friday 1st November 2024**
* Applications close **at noon on Monday 25th November 2024**
* Notification of funding outcome will have occurred as soon as possible after the submission deadline. Applicants will not be interviewed, therefore the application will be assessed from the application form alone.

**Together with this completed form, please also attach:**

1. A short CV which provides a list of qualifications, research skills and experience, any publications and funding.
2. Email from manager agreeing to support release from post for the duration of the fellowship.

Good luck and we look forward to receiving your application.

**Section 1 - Your details**

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**1. Applicant details:** (name, address, telephone number and email)

Name:

Address:

Mobile:

Email:

**2a. Do you currently hold a NHS employment contract? Yes / No** (please delete as applicable)

**2b. What is the nature of your NHS contract?**

(e.g. permanent, fixed term; full-time, part-time [please state your current WTE], honorary)

**2c**. **If you are not employed by Imperial College Healthcare NHS Trust, please state your employer and explain why you are eligible to apply.**

**3a. Are you a UK resident, and do you have the legal right to work in the UK?**

**3b. If you have a work visa that can support this seconded activity; when does it expire?**

**3c. If you are applying for this funding to write an application for a PhD fellowship, please confirm you are eligible to pay home PhD fees at whichever University you plan to undertake your higher degree in:**

**4a. What is your full job title AND pay band?**

**4b. What is your professional background and the professional body with which you are registered?.**

**5. Please provide your directorate and division below**

|  |  |
| --- | --- |
| Directorate | Division |
|  |  |

**6. Please provide any other information in relation to your personal circumstances, including whether you are from any of the groups currently under-represented within the NIHR.**

# **Section 2 – Planned application for an NIHR fellowship or grant**

This section asks for more details about your planned application for NIHR funding after this support award. It should outline your planned project proposal for the future award and show how well prepared you are to apply for this.

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**7. To which career development fellowship scheme will you be applying for after this pre-application support award? (i.e. name of scheme)**

**8. When will you apply for the fellowship (i.e. which deadline)?**

**9. Additional support provided by the Pre-application support fund (max 800 words)**

Please outline how this pre-application support time will be used to prepare your NIHR career development award application.

*Please provide a clear plan and trajectory from the start of this award through to the submission of your application for the NIHR fellowship. This will enable the committee to determine if the application for your future award is feasible to deliver, and whether the application can be written during this award period.*

*Use this section to outline the following points:*

*- where you are now in terms of readiness to apply for a career development scheme award*

*- how the support requested will enable you to submit a competitive application for an NIHR scheme, including any patient and public involvement if required*

*- outline of your proposed project for the next award*

**10. Provide details of your research supervisor(s) and or collaborator(s)**

*Include name, title, organisation and email address with brief description of their suitability /relevance to your proposed research.*

**11. If you are planning to apply for a pre-doctoral or doctoral award, please confirm that you have spoken with the above proposed supervisor about this application**

Yes / No / N/A

# **Section 3 - Fit with NIHR North West London Patient Safety Research Collaboration**

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**12. Please explain briefly how your proposed research aligns with patient safety, and how you hope to benefit from being part of the NIHR North West London Patient Safety Research Collaboration.**

# **Section 4 - Fellowship costs and justification**

**It is important that you cost your Fellowship properly.**

***ICHT staff must follow the ICHT Standard Operating Procedure for Non-commercial Grants and Fellowships, available on the*** [*Intranet*](https://intranet.imperial.nhs.uk/Interact/Pages/Content/Document.aspx?id=7849&SearchId=18554459&utm_source=interact&utm_medium=quick_search&utm_term=SOP+for+non-commercial)

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**13. What are the costs for which you are applying? Please provide salary table for the dates/ duration concerned, plus any other costs explained.**

**14. Please state whether you will take this award full time or part time and what whole time equivalent you propose.**

**15. What is the total cost of this award?**

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# **Section 5 - Application support and declarations**

It's important that you allow sufficient time to secure signatures for the Signatures of approval form.

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1. **Signatures of Approval**

## *Signatures can be wet or electronic*

* *Signatures are required from:*
  + *you*
  + *your manager who has responsibility for the salary budget – the manager must read the full application and have agreed to support the secondment of the applicant to complete the award within the timeframe stated. The manager concerned must have authority over the salary budget of the applicant.*

**Applicant**

**Name:**

**Date:**

**Signature:**

**Manager with authority over salary budget for applicant**

**Please explain briefly how the funding will be used to ensure that the applicant is released from their usual duties for the duration of the fellowship? (max 100 words):**

**Name:**

**Date:**

**Signature:**

1. **Online declaration**

By checking this box, you confirm that you have taken all reasonable steps to ensure that all details provided are correct.

Confirmation