



Manchester University
NHS Foundation Trust


Research and innovation

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Overview

The importance of engaging with Research Management EARLY so they can help you with:

- The Sponsorship decision
 - Which organisation should host the grant
 - Research Management support
 - Identifying appropriate costings
 - Engagement with relevant internal and external stakeholders
 - Support with the submission process/obtaining relevant signatures
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Who Sponsors Your Study?

Default

The substantive employer of the main applicant/chief investigator will act as Sponsor of the study proposed by the grant application

(e.g., MFT = MFT)

Clinical Academic

University employed clinicians can request Sponsorship from either the University of Manchester or the Trust in which they are clinically based

(e.g., if the grant is to be hosted at MFT and our patients are being recruited, then Trust sponsorship is likely, especially for a CTIMP)

But you must still get agreement from the organisation to act as Sponsor, not least to be able to consider appropriate costings for the work required

Trust Sponsorship Decision

Q.

Is the project you are proposing a clinical trial or complex study?

Any study which is listed in one of the top 4 study types on IRAS will require submission to a Sponsorship and Governance Oversight Committee (as an example) for agreement 'in principle'.

There will be a specific process for this within each organisation



Working Out the Budget

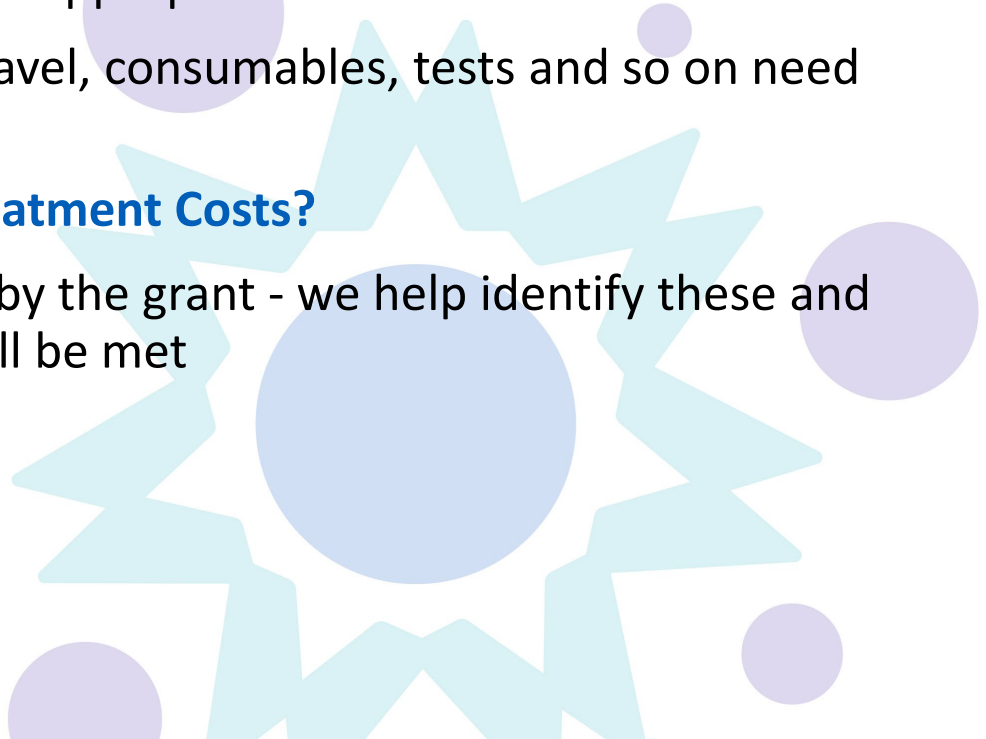
It is essential that the NHS and its partner organisations identify and quantify the full cost of research and reach a shared understanding of how these costs are recovered through appropriate funding contracts and agreements.

Staff pay - Increments and pay awards need to be considered so Research Accountant must cost all appropriate staff time

Non-staff pay - All equipment, travel, consumables, tests and so on need to be considered

Research, Service Support or Treatment Costs?

Only Research Costs will be paid by the grant - we help identify these and advise on how the other costs will be met



SoECAT

Schedule of Events Cost Attribution Template

- Required for all NIHR grants
- Required for AMRC and Research Council grants
- Used to ensure **site-level NHS costs** are appropriately identified and attributed
- Calculates Excess Treatment Costs, NHS Service Support Costs, and Research costs (at delivery Site)
- Usually submitted at stage 2, but completed at stage 1
- Approval requirement in GM now sits with the lead NHS site

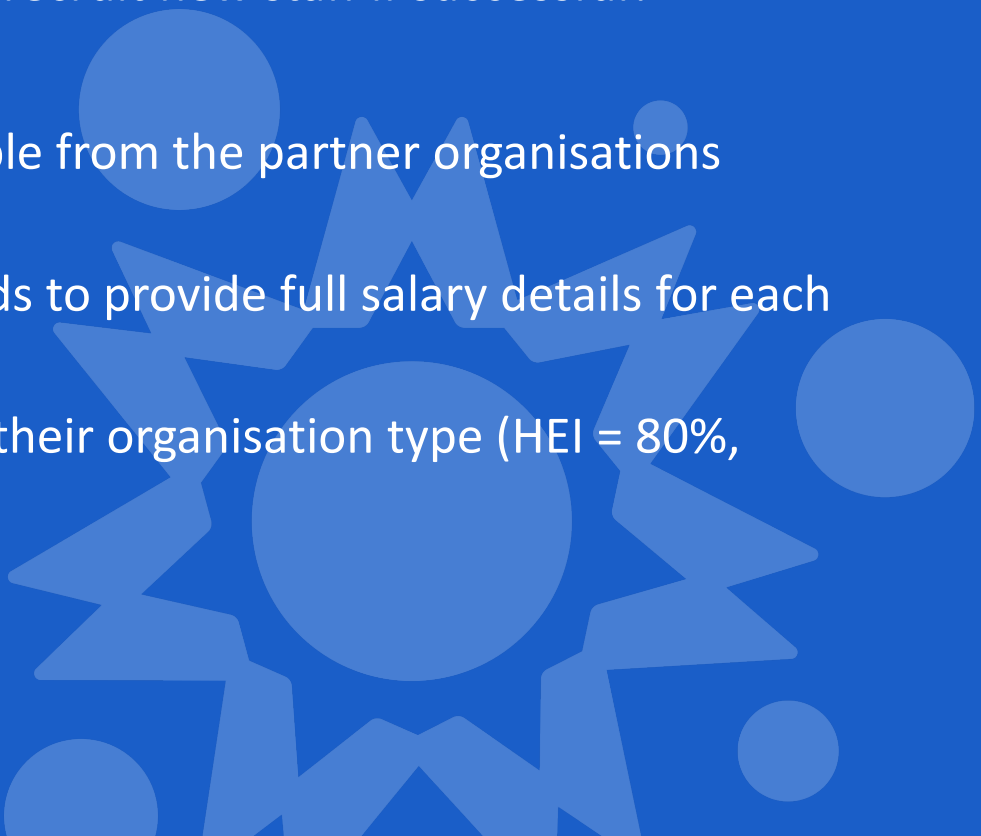
If grant is successful

- The approved SoECAT is included in the HRA submission pack via Integrated Research Application System (IRAS)

Talking to all stakeholders

Internal and external discussions

- Are all departments involved, engaged and aware of the application?
 - Do you have agreement to deliver the additional activities?
 - Will these departments need to recruit new staff if successful?

 - Are you talking to the right people from the partner organisations about their costs?
 - **Consider each partner** also needs to provide full salary details for each co-Applicant.
 - Consider the funding model for their organisation type (HEI = 80%, plus indirect/estates costs)
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Grant Application Processes

Key points to note:

- Approach early (at least 8-10 weeks)
- All clinical trials are reviewed by the Sponsorship and Governance Oversight Committee (or equivalent)
- Notify us of any signatories or letters of support required as soon as possible
- Most NIHR grants are 2-stage, but we prefer to make sure everything is in place at stage 1 (detailed costings, SoECAT, etc.)
- In Manchester, NIHR RfPB applications are peer reviewed prior to submission to NIHR

Electronic authorisation

Details of signatories are entered into the application and asked by email to confirm that they accept being a signatory

Once the application is submitted they will be asked to give their electronic approval

Different systems

NIHR have three different online application systems, and each funding scheme differs in the signatures required

Top Tips

- 8-10 weeks in advance
- Pay careful attention to **eligibility** and **funding limits**
- Keep Research Management in the loop about **changes** to the applications or **grant resubmission**, at the earliest possible stage for review

Don't forget:

- [Patient and Public Involvement and Engagement \(PPIE\)](#)
- **Equality, Diversity and Inclusion**
 - ✓ [Declaration of Helsinki](#)
 - ✓ [NIHR Operating Principle](#)
 - ✓ Trust specific aims eg MFT's aim of [Improving Patient Access, Safety, and Experience](#)

If you're not sure about something, ask!



Contact Details

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Thank you for listening

