

# JOINT RESEARCH EXECUTIVE SCIENTIFIC COMMITTEE

## GUIDANCE NOTES FOR GRANT APPLICATIONS TO THE NEWCASTLE UPON TYNE HOSPITALS NHS CHARITY

### 1. Background

The Joint Research Executive Scientific Committee (JRESC) represents the Newcastle upon Tyne Hospitals NHS Foundation Trust (NuTH) and Newcastle University. The JRESC considers grant applications to the Newcastle upon Tyne Hospitals NHS Charity at least once per annum. This scheme was previously known as the “Special Trustees”. The closing date for this year’s round is **Monday 18<sup>th</sup> June at 5pm. Please read these guidelines carefully before submitting your application**, paying particular attention to any text in bold.

### 2. What does the Charity Fund?

The Charity exists to fund **research relevant to patients in NuTH and their families**.

The Committee **strongly favours applications that seek to collect data to “pump-prime” subsequent grant applications** to national or international funding bodies, and/or to **“pump-prime” subsequent fellowship applications** that enhance the careers of junior researchers.

Donations to the Charity usually have conditions relating to which specific disease area can be funded. In any funding round it is therefore quite possible that some medical disciplines will have no funds available, while others will have adequate amounts. In the current round, funds are most likely to be available in the following areas

- Leukaemia
- Cardiology
- Paediatrics
- Stroke
- Multiple Sclerosis
- Arthritis
- Renal/Urology

To avoid applicants wasting their valuable time, it is **strongly advisable to check with Miss Jill McKenna whether funds are available for your area of research before applying to any given call** (the address is at the end of this document). If your research falls into the areas against bullet points above, you should ask Miss Jill McKenna the maximum amount of funding that will be available for any one award.

Please note if your specialty is **not** represented in the current round, other sources of funding may be available in Newcastle. You may, for example, wish to look out for calls from Research Capability Funding or the MRC Confidence in Concept scheme.

JRESC funding can be sought for junior medical staff wishing to spend a period in full-time research in order to collect preliminary data ahead of applying for externally funded research fellowships. These individuals should have a strong CV, and the application should come from a permanent staff member (acting as the supervisor) with a solid track record in research and research supervision. Where such individuals are young clinicians, the committee will expect to see evidence that appropriate time “out of programme (research)” has been approved, or is likely to be approved/available (see “Covering Letters” below).

The Charity does not fund PhD studentships.

Animal work is considered, but there must be a clear indication of how the research is relevant to patients, and the work should comply with the principles of the 3Rs.

Equipment can be applied for, but in general pump-priming research activity will take preference. Requests for equipment must clearly state why the equipment is needed, and clearly demonstrate that it will benefit a wide number of other researchers.

Periods working in other labs are permitted, and indeed interdisciplinary work is encouraged, but work outside Newcastle must be performed with the intention that it pump primes a Newcastle-led grant application and/or that the work will “bring back” skills not currently available in Newcastle. **Where work is to be performed outside the applicant’s lab/department, a letter of support from the relevant collaborator must be supplied.**

Patient and public engagement/involvement (PPI/E) in research is encouraged. Small amounts of funding may be requested to facilitate this. Applicants are encouraged to discuss PPI/E with Dr Lynne Corner, Director of Engagement at Newcastle University and/or Tracy Scott, PCPI Manager, R&D Dept, NuTH.

Funds for travel or publication costs are not in remit.

### **3. Who can apply?**

Applicants should be consultants/senior health professionals from NuTH and/or principal investigators from Newcastle University, ie **the application should be led by a senior member of staff with a substantive contract in the relevant organisation.**

**The salary of the applicant will not be covered by the award**, but the salary of more junior staff carrying out the work can be. Where the work is to be carried out by a junior doctor, evidence for out of programme (research) approval must be provided, as described above.

### **4. How much can be applied for and how long can awards last?**

**The maximum award value is £50,000.** This value is exceeded only in exceptional circumstances and with very clear justification. In recent years, the average award has typically been around £35,000. **The maximum duration of an award is 2 years.** In other words, up to £50,000 (in total) can be awarded for anything up to 2 years.

### **5. Review process**

Two members of the JRESC and at least one (usually two) external expert reviewers are assigned to assess each application. The reviews are considered at a meeting of the JRESC, where the Committee collectively considers each application and its reviews, and a funding recommendation is made to the Charity. Applicants are informed of the recommendation made by JRESC. Please note that, if the recommendation is to fund the application, **the final ratification of this decision rests with the Charity’s trustees, which can be some time after the JRESC meets.**

### **6. The application form**

The application form can be downloaded at [http://www.newcastle-hospitals.org.uk/patient-guides/charity-matters-at-newcastle-hospitals\\_applications-for-research-grants.aspx](http://www.newcastle-hospitals.org.uk/patient-guides/charity-matters-at-newcastle-hospitals_applications-for-research-grants.aspx).

Applications will not be considered if they

- Are not signed by the applicant and the relevant clinical director and/or institute director
- Are not signed by the relevant authorising signatory for the University and/or NuTH
- Have not been through the appropriate university and/or NuTH costing systems
- Fail to include appropriate information relating to ethics approvals
- Exceed page and word limits
- Are submitted late, after the deadline stated on the website advertising the call.

**The lead applicant should complete a one-page CV**, in accordance with the instructions on the model CV found at the end of the application form. If the application is principally to fund the salary of an identified young researcher, a CV for that individual should also be provided. As such, no more than 2 CVs are expected with any one application.

### **7. Covering letters and letters of support**

Covering letters are *only* required if (a) the work to be performed is to be carried out by a junior doctor in training (in which case an assurance that the doctor will have access to protected research time during the stated period of the award is required) or (b) if there are unusual circumstances that cannot be dealt with using the standard application form.

Letters of support are *only* required where some of the work is to be carried out in another lab(s) outside Newcastle.

### **8. Acknowledgements and end of grant reports**

It is a condition of funding that **(a) The Newcastle upon Tyne Hospitals NHS Charity is acknowledged as a funder in any publication arising from the work and (b) all work funded by the Charity results in submission of an end of grant report summarising the work, including any publications, grant and fellowship applications (and the result of these) arising, and patents/intellectual property arising.** The report should be submitted to the Committee within 24 months of completion of the award, and should be approximately 2 pages in length. Successful applicants will be sent a copy of the report form with their letter of recommendation, and reminders will be sent along with a copy of the report form as the 24 months comes to an end. Instructions on how to complete the final report are found on the form.

Where an applicant or co-applicant has successfully applied to the Charity before, the JRESC is likely to scrutinise whether funding has led to a report within 24 months and acknowledgement of funding in any relevant publication. **If these have not been provided the JRESC may not consider further applications from the applicant(s).**

### **9. Submission**

Please send **one signed copy of the completed form, with all necessary attachments, by 5pm on Monday 18<sup>th</sup> June** to [jill.mckenna@newcastle.ac.uk](mailto:jill.mckenna@newcastle.ac.uk) to whom enquiries about the scheme can also be directed.