

# Health and Care Research Wales NHS Research Time Award 2022

## Scheme overview and application guidance

CONFIDENTIAL

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# Section 1: Overview

## 1.1 Purpose

The aim of the NHS Research Time Award (NHS RTA) is to support NHS based staff with varying degrees of research experience to achieve their aspirations to become Lead or Co-investigators on grants won through open, peer reviewed competition (including grants won from Health and Care Research Wales, charitable research funders, NIHR or others), or to otherwise increase their experience of winning such grants. Applicants are required to make a strong case for the likely impact of the award on their research development and career trajectory.

## 1.2 Background

The NHS Research Time Award scheme makes an important contribution to supporting research capacity and capability development in NHS Wales. Emerging literature suggests that research active organisations provide better care and have better patient outcomes than those NHS organisations that conduct less research. In Wales, the link between improved care and high-quality research is recognised in the NHS Wales Planning Framework. The enablers are founded on the Health and Care Standards Framework which identifies research as a core contributor of effective care.

Additionally, a Research active organisation is a distinguishing characteristic of University Health Boards and a key enabler for NHS Wales to deliver '*A Healthier Wales*'. The NHS RTA Award assists NHS organisations to support their staff to develop their research skills which in turn will benefit patients and the public.

The support of the relevant R&D Director, Clinical Director (or equivalent) and host NHS organisation is a key requirement both during and after the term of the award.

## 1.3 Introduction to call

The 2022 NHS RTA aims to support research capacity building in NHS Wales by offering any member of NHS staff or NHS contracted staff the opportunity to apply for protected time to engage in research activity and to develop their research skills.

Applications are invited from individuals with evidence of involvement in research, including those with an interest in developing a clinical academic career, who would like to achieve Lead or Co-investigator status on grants won through open, peer reviewed competition (including grants won from Health and Care Research Wales, charitable research funders, NIHR or others), or to otherwise increase their experience of winning such grants, within the next three years.

Applicants must:

- meet all eligibility criteria set out in Section 1.5;
- demonstrate the quality of the research activities in which they intend to engage;
- demonstrate a link with a high-quality research group such as:
  - a Health and Care Research Wales Centre or Unit;
  - a Centre or Unit funded by a high-quality non-Welsh Government funder such as the Medical Research Council or the National Institute for Health and Care Research (NIHR);
  - a research group that has a proven track record of grant capture from high-quality funders such as the research councils, NIHR, or significant third sector research funders (such as the Wellcome Trust or Cancer Research UK);
- demonstrate NHS need in their proposed area/s of activity and the potential impact and benefit for patients, carers and NHS Wales service users in Wales;
- be in a position to dedicate the time for which funding is being sought to their research activities for the duration of the award *in addition to any time currently allocated to research*.

Applicants can apply for protected research time of either 0.1 or 0.2 WTE (1 or 2 sessions a week) for a **maximum** of three years. There is an expectation that successful applicants will, over the course of the award, seek out opportunities to apply for onward research funding to sustain and develop their research activity beyond the award period.

**Please note:**

- NHS Research Time Award funding enables NHS organisations to meet the costs of backfilling the clinical time of successful applicants;
- Sessions funded through the NHS Research Time Award must enhance rather than replace time currently given to Supporting Professional Activities (SPAs);
- This is not a research funding scheme. The NHS Research Time award is a personal award, not a project grant. (The award does not pay research costs, as defined by the AcoRD guidance for attributing the costs of health and social care research and development, as this applies to externally-funded research projects.)

- As such, this award does not qualify for automatic adoption to the Health and Care Research Wales Portfolio. However, applicants may apply for the award and then consider whether any specific project on which they wish to work meets portfolio adoption criteria;
- This is a one-stage application process and applicants may only submit one application;
- Applicants who have been unsuccessful in previous Clinical and NHS Research Time Award calls are welcome to re-apply.

## 1.4. What we will fund

We will fund:

- time that allows you to gain experience of participating in, managing, or delivering a research project/s (please note restriction regarding research costs in relation to externally-funded projects);
- time to allow you to network effectively with research colleagues;
- time to allow you to engage in research development activity, including hypothesis formation, research question prioritisation and bid development work;
- training and development costs associated with the development of research skills;
- travel and subsistence costs incurred by the activities above.

This list is intended to be indicative rather than definitive.

What we will **not** fund:

- As noted above, we will **not** pay research costs as defined by AcoRD guidance as it applies to externally-funded research projects. Research costs on externally-funded projects should be covered by the project funder and not supplemented or replaced by resources from this scheme;
- The award will not fund and is not to be used to fund existing projects or additional research time on existing projects;
- Applicants who have previously been successful in applying to the Clinical Research Time or Clinical Research Assistant Competition are not eligible to

apply for further support, due to this being a capacity building scheme;

- The award is not intended to cover the time used to supervise a PhD student. This is a personal award which aims to progress the personal career trajectories of applicants, rather than to support the development of others, such as a PhD student.

## 1.5 Eligibility criteria

Applicants must satisfy the following criteria:

- applicants must be a member of NHS staff or staff contracted to the NHS (doctors, dentists, nurses, midwives, allied health professions, clinical scientists, and others) in the NHS in Wales, in either primary care, secondary care, community care or public health;
- ideally applicants must be in a position to commence activities by or within three months of **1 April 2023** (*deferral of this date may be considered in exceptional circumstances, such as the employing NHS organisation having difficulty in back-filling the post*);
- applicants must have the support of both the relevant R&D Director and the Clinical Director (or equivalent) of their employer NHS organisation;
- applicants must have a named Academic Supervisor(s) or Mentor(s) affiliated to a high-quality research group.

## 1.6 Process and timetable

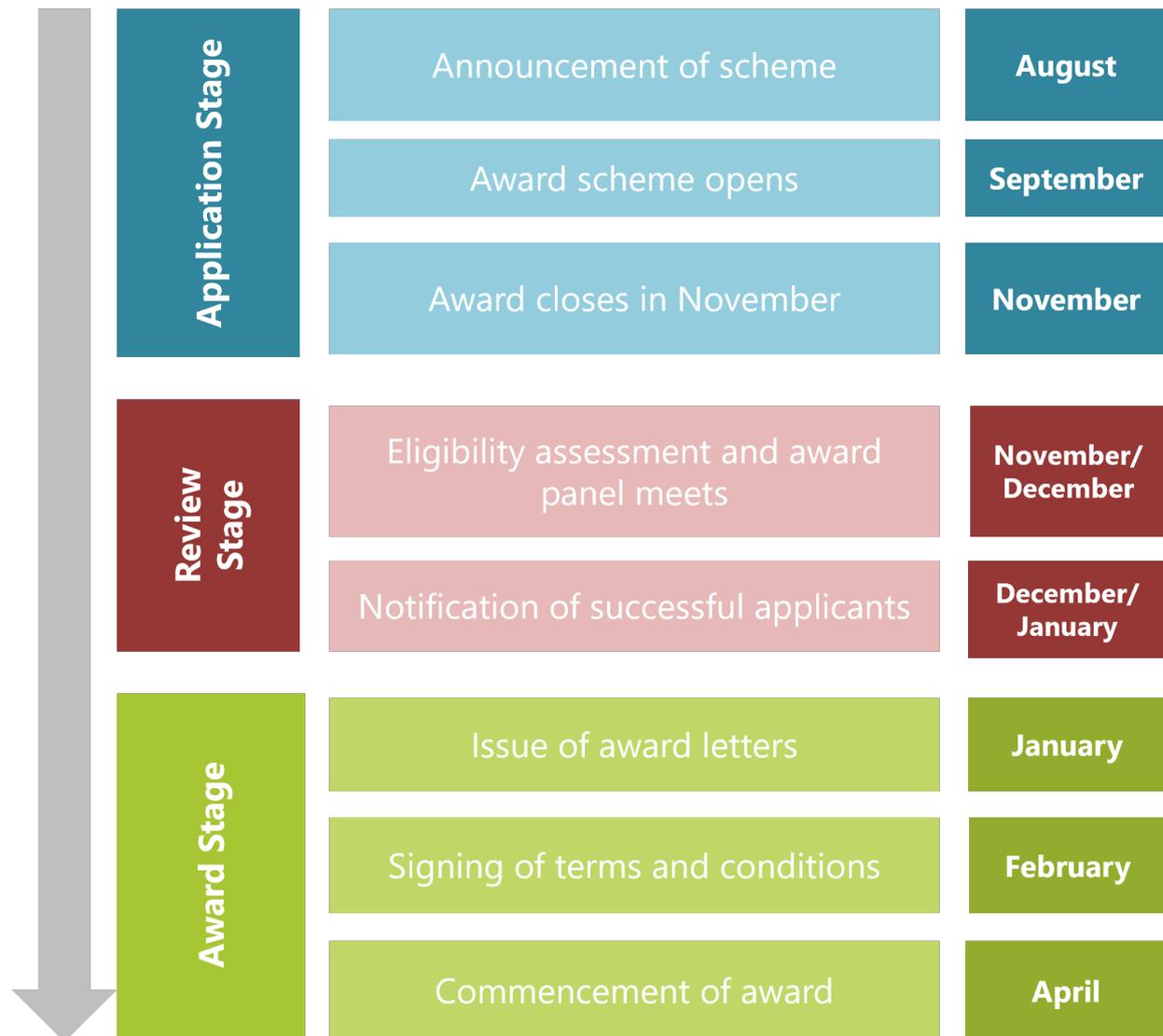
The application window will open on **22 September 2022** with a deadline for submission of **16:00 on Thursday 3 November 2022**. Applications received after the deadline will not be assessed.

We take seriously our duty under the Equality Act (2010) to offer and make reasonable adjustments for people with disabilities applying to our research funding schemes, and to ensure that our Panel members are aware of our responsibilities in relation to equality, diversity and inclusion and thus the need to treat all applications fairly. If you would like to discuss reasonable adjustments to the application process, please contact [Research-Faculty@wales.nhs.uk](mailto:Research-Faculty@wales.nhs.uk) before the application deadline.

We encourage all applicants to complete an [Equality Monitoring Form](#) online. More information on how we will handle the data is provided in the form.

Completed application forms must be emailed to [Applications.Faculty@wales.nhs.uk](mailto:Applications.Faculty@wales.nhs.uk). We will acknowledge receipt of successfully delivered emailed applications by reply.

**Diagram: NHS Research Time Award Route Map (2022-23)**



Please note:

- You must inform Health and Care Research Wales of any related applications for funding which, if successful, would affect your availability or need for a NHS Research Time Award;
- Applications will first be assessed for their eligibility by Health and Care Research Wales officials in line with the criteria at Section 1.5;
- Applications deemed eligible will then be assessed by a Panel of NHS R&D Directors, Academics, and senior Health and Care Research Wales officials;

- The Panel will be chaired by the Director of Faculty, Health and Care Research Wales, and will make funding recommendations to the Health and Care Research Wales Senior Management Team;
- Health and Care Research Wales will make the final funding decision, taking into account available resources. These decisions are final and are not open to appeal;
- Final decisions will be announced in December 2022 and award letters and contracts issued in January 2023;
- Unsuccessful applicants will be entitled to request feedback, which will be provided as a courtesy. Please note that Health and Care Research Wales will not be able to enter into any discussions regarding the feedback provided.

## 1.7 Selection process

The Panel will assess each application based on the following criteria:

- the research experience and interests of the applicant which demonstrate their potential as a researcher regardless of stage of career;
- the clarity and purpose of the proposed research and training activities;
- the potential impact of the proposed research and training activities on the career trajectory of the applicant;
- the clarity and purpose of plans beyond the term of the award;
- NHS and patient/public need in the areas of specified activity;
- the support of the relevant R&D Director, Clinical Director (or equivalent) and host NHS organisation both during and after the term of the award;
- the quality of the research environment, academic collaborator/s and academic supervisor, within the context of the proposed plan.

The Panel will make recommendations to Health and Care Research Wales.

To apply please complete the [NHS Research Time Award application form](#) (docx download).

## Section 2: Guidance

This section provides guidance, on how to complete the NHS Research Time Award application form. Before completing the application form, you should also read the **Scheme Overview** (Section 1 above).

### Word limits

Please note that some questions on the application form have specified word limits. Words exceeding the limits will be redacted and will not be assessed. **Please include word counts in these sections.**

### Section A: Applicant details

Please supply your title, name, work contact address, other work contact details and your highest academic qualification. Contact between Health and Care Research Wales and the applicant will usually be by email, so please ensure you provide a current and regularly accessed email address.

The Health Board/Trust will be the organisation with which the Welsh Government will enter into a formal contract should your application be successful. Please include the contact details of the relevant Finance Officer or equivalent (e.g. Contracts Manager) within your organisation.

### Section B: Employment history

Please give the details of your current job and previous employment history relevant to this RTA application.

### Section C: Research experience, and interests

This section is aimed at providing the NHS Research Time Award Panel with an overview of your research experience and interests to date including any other clinical academic experience. If you are at a very early stage of your research career, we would expect you to describe how your research experience to date has helped you to progress to this point given your career stage.

Where applicable, please provide details of previous research awards, grants or academic distinctions you have gained such as:

- type of investigator
- grant or prize title

- funding body
- grant amount
- length of grant
- presentation of posters or talks
- intellectual property produced
- publications
- impact on patient care/public benefit
- Involvement in clinical research

This list is indicative rather than exhaustive so please add any other information that you regard as relevant.

**(Maximum: 1,000 words)**

## **Section D: Use of NHS Research Time Award**

In the first box please describe the research activities you will be involved in if you are awarded a NHS Research Time Award, highlighting your aims, objectives and the expected benefits that will accrue. Section 1.4 above sets out the kind of activities we expect to support. You may find it helpful to refer to this list when completing this section. **(Maximum: 600 words)**

In the second box please describe the training activities you plan to undertake in order to develop your research skills **(Maximum: 400 words)**. This can include a wide range of both formal and informal activities, from classroom training courses, to self-study, coaching and mentoring, work shadowing, networking and peer support.

Please ensure that this section has been reviewed thoroughly with your Academic Supervisor or Mentor prior to submission.

**NB: the NHS Research Time Award cannot be used to replace, supplement or add to research costs associated with externally funded projects. The award can, however, be used to support time for the development and delivery of internally funded or supported NHS research activity. If you wish to be involved in the development or delivery of a research project as part of your research activities please make the nature of the project, its funding source and your involvement clear.**

## Section E: NHS and Patient/Public need

Please describe the relevance of your research activities as well as the likely impact it will have on the needs of patients, service users and carers in Wales highlighting the potential benefits and the expected timescale for when the benefits might be realised. New UK Standards for Public Involvement were launched in March 2018. More information can be found on the [Health and Care Research Wales website](#) and applicants are encouraged to reference the standards in their answers (**Maximum: 400 words**)

## Section F: How this award will help your research career progression

The aim of the NHS Research Time Award is to help NHS employees to achieve their aspirations to become Lead or Co-investigators on grants won through open, peer reviewed competition (including grants won from Health and Care Research Wales, charitable research funders, NIHR or others), or to otherwise increase their experience of winning such grants, within the next three years.

In this section, we wish to know where you currently see yourself on a research career pathway, where you hope to be by the end of the award and how you plan to continue to develop your research skills, experience and career after your NHS Research Time Award has come to an end. Please give details of your plans/ambitions.

You may find it helpful to consider the range of funding opportunities currently offered by [Health and Care Research Wales](#) or our partner funding schemes.

**(Maximum: 400 words)**

## Section G: Your job plan

Please outline your current job plan and explain how this will change if you are successful in winning an NHS Research Time Award.

Please note that it is the intention of this award to increase the time you are able to spend on research. It should not be used as an alternative way of funding sessions you are already committing to research. **Similarly, to ensure the added-value of the NHS Research Time Award, sessions funded must enhance rather than replace time currently given to Supporting Professional Activities (SPAs).**

The NHS Research Time Award provides funds that can be used to 'buy-out' some of your time on a sessional basis, for example by back-filling the sessions that you wish

dedicate to research. Please explain how your clinical commitments will be covered if you are awarded an NHS Research Time Award.

## Section H: Health Board/Trust support

Please give the contact details of the Research and Development Director and Clinical Director or equivalent. It is a requirement of the award for both your R&D Director and Clinical Director (or equivalent) to outline the support they will provide for you during the term of the award **including confirmation of back-fill of the relevant sessions of your post**. They should also provide a statement of continuing support for your development as a researcher beyond the term of the award, and outline the benefits of the award to the Health Board/Trust. **(Maximum: 500 words each)**

## Section I: Research environment

Please supply the details of your Academic Supervisor(s) or Mentor(s) and the high-quality research group with which you will work (please see Section 1.3 above which sets out what is meant by the term 'high-quality research group').

Please ask your Academic Supervisor or Mentor to complete the relevant section, explaining how they, and the research group with which you plan to work, will support you over the term of the award. Please note that if you identify the need for joint supervisors or mentors that you should seek a supporting statement from each of those individuals **(Maximum: 400 words)**

## Section J: Costs

Please complete the finance table in Section K of the application form.

Please enter your current grade, spine point and hours worked, along with the Whole Time Equivalent (WTE) at which you wish to undertake your NHS Research Time Award. The protected time offered is either 0.1 or 0.2 WTE: either half a day (1 session) or 1 whole day (2 sessions) per week.

Please also add the expected start date of 1 April 2023, and the length of the award period for which you are applying, which can be up to 3 years.

You should provide your expected salary costs (including on-costs) for the next 3 years and your expected WTE costs (including on-costs) in the appropriate row. **Please note that you must include on-costs associated with your salary at this stage as it will not be possible to add them later.** You may also claim an overhead of 8% of the WTE salary element of the award (i.e. 8% of 0.1 or 0.2 WTE, including on-costs).

Health and Care Research Wales will support your training and development with a non-pay element up to a maximum £1,500 a year to support training and development activity and travel and subsistence costs.

Please include your expected training and development and travel and subsistence costs for each year of the award.

We will notify applicants of the outcome in December 2022, which we hope will give adequate time to arrange backfill of the post before commencement of the award.

## Section K: Declarations

To confirm that all relevant individuals have read and understood the application form and guidance notes, have completed the relevant sections, and have agreed to support the application, signatures and statement of support are required from the following people:

- Applicant
- Research and Development Director
- Clinical Director or equivalent
- Academic Supervisor(s) or Mentor(s)

## Section L: Academic Supervisor(s) or Mentor (s) CVs

Please complete the template CV for the Academic Supervisor or Mentor. These CVs are regarded as part of the application document and each **CV should be no longer than two sides of A4. Please note: Health and Care Research Wales will not follow up with the applicant if this is incorrect. CVs not adhering to this requirement will be redacted and extra words will not be read or assessed.**

## Section M: Submitting your application

The Application Form (including the CVs) should be submitted *electronically* with all required authorised signatures (scanned or electronic) included. All signatories should be copied into the email.

*(Please include a Word version of the application – which does not require signatures, if they have already been provided by a PDF. This is to give the secretariat the ability to redact the application for the different review stages, which is not always possible with a PDF)*

Please do not send additional information as this will not be assessed.

If you have any questions regarding the application process, please contact Health and Care Research Wales using the email address below. The Application Form should be submitted electronically **from your R&D office with authorised signatures** (scanned or electronic) to the address below by **16:00 on Thursday 3 November**  
[applications.faculty@wales.nhs.uk](mailto:applications.faculty@wales.nhs.uk)

***Please note: Applications not submitted from your R&D office with the appropriate signatures on the application form or signatories copied into the email will be automatically rejected.***

## Contact us

If you have any questions regarding the application process, please contact: [research-Faculty@wales.nhs.uk](mailto:research-Faculty@wales.nhs.uk)

## Section N: Checklist

### Checklist

To check	Complete
All sections of the Application have been completed	<input type="checkbox"/>
Ensure word counts on application are within limits	<input type="checkbox"/>
Obtained correct authorisation on application	<input type="checkbox"/>
CV no longer than two sides of A4	<input type="checkbox"/>
Application to be submitted by R&D office with relevant signatures and signatories to <a href="mailto:applications.faculty@wales.nhs.uk">applications.faculty@wales.nhs.uk</a>	<input type="checkbox"/>
Equality Monitoring Form submitted online (optional)	<input type="checkbox"/>

## Section O: Privacy Notice – Welsh Government Grants

We have an obligation to keep data secure and to use it appropriately. To fulfil our obligations under law and as a result of our partnership with the Welsh Government, Health and Care Research Wales adopts various procedures to use and protect data. This will impact on how we deal with you as an applicant and your Co-applicants.

### Privacy Notice

The [Welsh Government Grant Privacy Notice](#) states how the Welsh Government will use the information provided at application stage.

## **Data Security – Data About You**

Personal information will be held by Health and Care Research Wales in a network that is available only to Health and Care Research Wales staff. Your details and those of your Co-applicants will be retained in order to facilitate the running of the Health and Care Research Wales funding schemes. If your application is successful at any stage of our process, your name and organisation details may appear on the Health and Care Research Wales website. In addition, once funding has been agreed and the contract signed, your details may appear in other Health and Care Research Wales literature as a grant holder and will be passed to Welsh Government for inclusion in any of their publicly available databases of research projects. If you have any questions, please contact us at: [Research-Faculty@wales.nhs.uk](mailto:Research-Faculty@wales.nhs.uk)

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the data protection legislation, please see contact details below:

Data Protection Officer:

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

Email Address: [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

The contact details for the Information Commissioner's Office are:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk)

## **How to find out more**

The Privacy Notice will be effective from 25 May 2018 and you can view it at Privacy notice: Welsh Government grants | GOV.WALES. The Grants Privacy Notice makes sure we continue to comply with privacy law and regulation.

If you have any question or require any further help please contact us at [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)