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Cardiff and Vale
University Health Board

RESEARCH & DEVELOPMENT OFFICE

Information Sheet

Research funding applications involving Cardiff & Vale UHB

Introduction and Scope

All grant applications which involve Cardiff & Vale UHB must be submitted to the R&D Office for review prior to submission. This applies to

- applications led by Cardiff & Vale UHB staff
- applications led by other organisations involving UHB co-applicants
- applications which involve other access to UHB staff, patients or other resources
- both outline applications and full proposals

The purpose of this review is to ensure that all NHS costs have been identified and calculated correctly and in line with the 'AcoRD' Guidance for Wales.

All applications involving Cardiff University should also follow the usual process for gaining approval from the relevant School, and the Research and Commercial Division. Where applications involve other NHS organisations, please contact their R&D Office for advice on any local requirements for review prior to submission.

Timescale for review

Applications should be discussed with the R&D Office at the earliest opportunity. The R&D Office understands that there are often tight timescales to meet when submitting funding applications and we are happy to base initial discussions on draft protocols / application forms.

The R&D office needs a minimum of 7 working days to review an application and obtain signatures. If the R&D Office is notified of an application less than 7 working days before it is due for submission, then it may not be possible to provide NHS costs or authorisation.

Please note that for certain calls (e.g. NISCHR calls) additional deadlines may apply for peer review and costing of applications. Further information will be available from the R&D intranet pages or staff in the R&D Office.

Attributing the Costs of Health and Social Care Research & Development (AcoRD)

NISCHR, Welsh Government has published guidelines for attributing the costs of health and social care research & development which should be used for all funding applications submitted after 1 October 2012.

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AcoRD provides a framework for the identification, attribution and recovery of the various costs associated with research in the NHS, in a transparent, robust and consistent manner. Research studies comprise a number of component activities, which, for the purpose of agreeing funding arrangements, are attributed to one of three broad cost categories:

- Research Costs - the costs of the R&D itself that end when the research ends. They relate to activities that are being undertaken to answer the research questions.
- NHS Treatment Costs - the patient care costs, which would continue to be incurred if the patient care service in question continued to be provided after the R&D study had stopped.
- NHS Support Costs - the additional patient care costs associated with the research, which would end once the R&D study in question had stopped, even if the patient care involved continued to be provided.

All NHS research costs (staff and non-staff) should, where possible, be requested in full from grant funders. There are some exceptions, for example where the funder is a medical research charity.

Further information on AcoRD can be found at <http://www.wales.nhs.uk/sites3/page.cfm?orgid=952&pid=62653> and all researchers are advised to familiarise themselves with these principles.

Excess Treatment Costs (ETC)

NHS Treatment costs associated with research studies are the responsibility of the NHS and should be funded through the normal commissioning process. ETCs relate to the difference between the total Treatment Costs and the costs of the standard treatment for research within the NHS. The funding for Excess Treatment Costs in externally funded non-commercial research can be accessed through a central mechanism in Wales via NISCHR.

If your funding application includes ETCs then information should be provided to NISCHR prior to submission, including a draft protocol. This will assist NISCHR with planning to meet future costs and give the opportunity for them to confirm that they are in agreement that ETCs have been correctly categorised.

Guidance on applying for Excess Treatment Costs (ETCs) is available on <http://www.wales.nhs.uk/sites3/page.cfm?orgid=952&pid=52113>. For further information contact etc@wales.gsi.gov.uk or telephone 029 2082 5383.

For Finance support in this process contact the UHB Finance Department (details below for Kathryn Thomas and Anthony Williams).

Staff costs

Staff time is the most common cost associated with research projects, and you should identify all staff that will be involved in your project, and quantify the time required. This may include staff who will be employed to work specifically on a

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project, or existing staff who will contribute to the project. Some staff may contribute regular time to the project on a weekly or monthly basis throughout; others may contribute a fixed amount of time per patient recruited, or as a one-off activity. Examples of research activities requiring staff time are included in Appendix 1.

Any salary costs for UHB staff which need to be included in an application should be requested via the R&D Office to ensure accuracy, and to ensure that salary increments and superannuation/NI costs are included.

The following information is required to provide accurate staff costs:

- Name of post-holder (if known)
- Job title, salary scale and starting point (if staff to be appointed to new post)
- Proposed start date
- Proposed time commitment to project expressed as proportion of whole-time equivalent (WTE) or total hours
- Proposed duration of project

Please note that we are only able to provide costs for staff employed or recharged through the UHB. Cardiff University staff costs should be requested from the relevant School Research Office on a CAP form.

Other common costs

Please consider all types of costs which may be incurred during a research project, and consider how these are best attributed following the AcoRD guidance. All NHS research costs must be requested from the funding body unless agreed in advance by the relevant Directorate Manager and R&D Office.

Common types of costs which you should consider are listed in Appendix 2 at the end of this document. Annex A of the AcoRD guidance also provides a useful list of common research activities attributed to research costs, NHS treatment costs and NHS support costs

Directorate authorisation

All grant applications should be discussed with the relevant Directorate RD Lead prior to submission. Where a proposal includes the time of existing UHB staff please obtain Directorate authorisation confirming the feasibility of releasing staff from their current duties for the period of the project. Where grant monies would be used to appoint a new UHB post, confirmation should be obtained from the Directorate Manager giving authorisation for the creation of the proposed post/s.

Signatures

Please check whether your application will require any NHS authorisations – either hard copy 'ink' signatures or electronic authorisations. The requirement for these will vary by funding body and depending on whether you are submitting an outline or full

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proposal, but often applications require Corporate authorisation by individuals such as the R&D Director, the Chief Executive or their designated deputies. It is often not possible to obtain these signatures at short notice, so please let us know in advance if your application will require them. Please note that we require a copy of the final application ready for submission before signatures can be provided.

After submission

Please inform the R&D Office of the outcome of all funding applications and ensure that contracts / financial agreements relating to any monies awarded are sent to the R&D Office for review and authorisation by the designated UHB signatories.

Contacts

Cardiff & Vale UHB

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Further information on the Cardiff University School of Medicine grant submission process is available at http://medicine.cf.ac.uk/translation-innovation-engagement/support_services/research-office/research-policies-procedures/

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Appendix 1 – Common study-related activities requiring staff time

- Identifying and screening potential participants
- Recruitment and obtaining informed consent
- Randomisation
- Baseline assessments
- Delivering treatments and other interventions
- Obtaining samples
- Follow up assessments
- Completing Case Report Forms
- Data entry
- Data analysis and preparation of reports/publications
- Trial coordination and management
- Attending training events and meetings

The cost of staff time for study-related activities should be calculated, and the AcoRD guidance should then be used to determine which activities are attributed as research costs, NHS support costs or treatment costs.

NHS staff acting as research participants

Some research projects may also require NHS staff to act as research participants, for example, to take part in interviews or focus groups. Where it is intended that this participation will take place during normal working hours, the cost of staff time needed for participation should be included as a research cost.

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Appendix 2 – Common types of non-staff costs associated with research

1) Equipment & Consumables

- Personal computer / laptop
- Software / licences
- Printer
- Fax machine
- General stationery
- Specialist clinical or laboratory equipment
- Laboratory consumables
- Sample collection and storage
- Audio recording and transcription

2) Documentation & printing

- Patient information and consent sheets
- Questionnaires
- Assessment forms
- Letters
- Case report forms
- Protocol
- Trial site file
- Newsletters

3) Meeting costs

Consider meetings that might be required for research team training, study initiation, and any Trial Steering Committee or Data Monitoring Committee

- Room hire and subsistence
- Travel costs for attendees
- Fees to independent experts / consultants e.g. statistician, service user representative

4) Support and external services

Any additional research tests/investigations required by support services should be agreed and cost estimates obtained

- Biochemistry / haematology
- Microbiology
- Cellular pathology
- Radiology & other imaging
- Pharmacy
- Medical physics & Clinical Engineering

5) Other / miscellaneous

- IT services e.g. website / database design and maintenance
- Patient incentive / expense payments
- Recruitment / advertising
- Dissemination e.g. publication / conferences
- Archiving
- GCP training