



Llywodraeth Cymru
Welsh Government

Health and Care Research Wales NHS Research Time Award 2019

Guidance for completing the application form

August 2019

This document provides guidance, section by section, on how to complete the NHS Research Time Award application form. Before completing the application form, you should also read the **Scheme Overview** document.

Contents

Contents	2
Word Limits	3
Section A: Applicant Details	3
Section B: Employment History	3
Section C: Research Interests	3
Section D: Research Experience	3
Section E: Use of NHS Research Time Award	4
Section F: NHS and Patient/Public Need	4
Section G: Post-Award Plans	4
Section H: Health Board/Trust support	5
Section I: Research Environment	5
Section J: Costs	5
Section K: Declarations	6
Section M: Data Policy	6

Word Limits

Please note that some questions on the application have specified word limits. Answers that exceed the stated word limits 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 over the last 5 years.

Section C: Research Interests

Briefly describe the areas of research in which you have an interest that you wish to pursue. (*Maximum: 200 words*)

Section D: Research Experience

This section is aimed at providing the NHS Research Time Award Panel with an overview of your research experience to date including any other academic experience.

Please list details of previous research awards, grants or academic distinctions you have gained in the last 5 years. Please include details 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

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

In this section, please also indicate where you see yourself on a research career pathway and where you hope to be by the end of the NHS Research Time Award. You may find it helpful to consider the range of funding opportunities currently offered by Health and Care Research Wales: <https://www.healthandcareresearch.gov.wales/funding/our-funding-schemes/>
(*Maximum: 1,000 words*)

Section E: Use of NHS Research Time Award

Please describe the research and training 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 1.3 of the NHS Research Time Award Overview document sets out the kind of activities we expect to support. You may find it helpful to refer to this list when completing this section.

Applicants should ensure that this section has been reviewed thoroughly with their Academic Supervisor prior to submission.

(Maximum: 1,000 words) NB: the NHS Research Time Award will not fund, and is not to be used to fund, existing projects.

Section F: NHS and Patient/Public Need

Please describe the likely impact your research activities will have on patients, service users and carers in Wales highlighting the potential benefits and the expected timescale for when the benefits might be realised. Applicants are advised that the new National Standards for Public Involvement in Research were launched in March 2018. More information can be found [here](#)
(*Maximum: 400 words*)

Section G: Post-Award Plans

The aim of the NHS Research Time Award is to help NHS employees to achieve their aspirations to become Lead or Co-applicants on grants won through open, peer reviewed competition, or to otherwise increase their experience of winning such grants. This could be as a Lead or Co-applicant on applications to Health and Care Research Wales (such as RfPPB or the

Health and Social Care Grants), third sector grant schemes, NIHR or other funding schemes.

In this section we wish to know how you will continue to develop your research skills, experience and career after your NHS Research Time Award has come to an end. Please give details on how you will achieve this.

(Maximum: 400 words)

Section H: Health Board/Trust support

Please give the contact details of the Research & Development Director and Clinical Director or equivalent. Please outline your current clinical commitments and explain how these will be covered by your Health Board/Trust should your application for a NHS Research Time Award be successful.

(Maximum: 300 words)

Section I: Research Environment

Please supply the details of your Academic Supervisor(s) and the high-quality research group with which you will work (please see Section 1.2 of the NHS Research Time Award Overview document which sets out what is meant by the term 'high quality research group').

Please describe the research group you will be working with in support of your research activities and describe how the Academic Supervisor will support your overall development through the duration of the award. *(Maximum: 400 words)*

Section J: Costs

Please complete the finance table in Section J 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 2020, 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 (e.g. 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 of £4,500 over 3 years (i.e. £1,500 p.a.) to cover 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 2019, 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 and agree to support the application, signatures and statement of support from R&D Director are required from the following people:

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

Section L: Academic Supervisor(s) CVs

Please complete the template CV for the Academic Supervisor. 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 will not be assessed and the application may be automatically rejected.***

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 5pm on **Thursday 17 October 2019**:

healthandcareresearchgrants@gov.wales

Please note: Applications not submitted from their R&D office with the appropriate signatures will be automatically rejected.

Checklist

To check	Complete
All sections of the Application have been completed	<input type="checkbox"/>
Ensure word count on application 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	<input type="checkbox"/>

Privacy Notice – Welsh Government Grants

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for 7 years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payment have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you;
- require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection

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

Data Protection Officer:
Welsh Government
Cathays Park
CARDIFF
CF10 3NQ

Email Address: Data.ProtectionOfficer@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/