



Llywodraeth Cymru  
Welsh Government

## **Health and Care Research Wales**

### **Pathway to Portfolio – Development Funding 2018/19**

### **Overview of the Scheme and Guidance notes for completing the application form**

## **Overview**

This document provides an overview of the Pathway to Portfolio Development Funding scheme, and guidance on how to complete the application form.

## **Introduction/Purpose of Call**

Pathway to Portfolio activities are funded activities that are undertaken to inform the development of a portfolio study or a grant application for a portfolio study. This can include development and preparatory activity, or pilot and/or feasibility activity (along with work to develop a platform for future portfolio studies in the NHS).

Importantly, it is expected that Pathway to Portfolio activities provides the essential step towards research applications to funders for high quality research whose funding schemes meet the portfolio eligibility criteria outlined in the Health and Care Research Wales Research Directory Policy Paper - [https://www.healthandcareresearch.gov.wales/uploads/About/Research\\_Directory\\_Policy\\_Paper.pdf](https://www.healthandcareresearch.gov.wales/uploads/About/Research_Directory_Policy_Paper.pdf)

The Pathway to Portfolio Development Funding will support individuals in the NHS to undertake a research project and/or activity that will allow them to refine and develop their grant application writing skills, develop their research ideas or provide opportunities to support pilot, feasibility or proof of concept work.

The scheme is open to all staff across the NHS. Health and Care Research Wales would particularly welcome applications with a focus on supporting and tackling the need for evidence to support priorities outlined in 'A Healthier Wales', and we would welcome applications on health and social care integration and prevention.

Applicants must:

1. Demonstrate the value of the project and/or activity in which they intend to engage with. This should include:
  - A brief outline of their proposed project and/or activity, the importance of the work and the gap that it fills which will lead to future grant application(s);
  - Links with particular experts necessary to deliver the research activity, for example, initiating and developing a link with:
    - The Research Design and Conduct Service and or Clinical Trials Units;
    - Local and Community Groups to assist in the development of research questions.
2. Outline the research need in their proposed areas of activity and the potential impact to policy and practice including (as relevant) benefit for the health and well being of patients, service users, community groups and carers in Wales.

Applicants can apply for funding up to £20,000 for a maximum of 6 months.

### **What we will fund**

We will fund:

- Development and preparatory activity, pilot and/or feasibility activity, which includes time to write and develop grant applications (on an individual basis or as a group);
- The development of research questions, with community groups, with a focus on public engagement and involvement;
- Time to allow you to network effectively with research colleagues to develop a grant application.

Applicants should specify costs for staff time, consumables, equipment, meetings, travel and subsistence.

### **We will not fund:**

- Research projects already in receipt of funding from research funders (where the study meets portfolio criteria). This funding cannot be used to supplement a shortfall in funding of this nature.

If your activity is undertaking a research study/project, it will not be classed as a Health and Care Research Wales portfolio study, and therefore will not be eligible to apply for NHS Support Costs or Excess Treatment Costs. All costs to cover the activity therefore need to be included in the application form.

### **Eligibility Criteria**

Applicants must satisfy the following criteria:

- Applicants must be a member of NHS Wales staff or staff contracted to the NHS - doctors, dentists, nurses, midwives, allied health professionals, clinical scientists and others (staff with NHS honorary contracts are eligible);
- Applications are invited from staff working across the NHS in Wales and we would particularly welcome applications from staff in primary care and public health wishing to support pilot and/or deliver feasibility studies within a community setting and/or health and social care collaborations;
- Applicants must be in a position to commence activity within 3 months;
- Applications should be submitted by Friday 25 January 2019;
- Applicants must have the support of the relevant R&D Director of their host NHS organisation.

### **Process and Timetable**

The application window will open on Friday 21 December with a deadline for

submission of Friday 25 January 2019 at 17:00. Applications received after this date will not be assessed.

- Applications will be assessed for their eligibility by Health and Care Research Wales officials in line with the eligibility criteria;
- Applications deemed eligible will then be assessed by a small panel consisting of representatives from the NHS R&D Directors, CTUs, Specialty Leads and senior Health and Care Research Wales officials;
- The Panel will be chaired by the National Director for Support and Delivery and will make recommendations to Health and Care Research Wales;
- Health and Care Research Wales officials will make a funding recommendation based on available resources. These decisions will be final and not open to appeal;
- Final decisions will be announced in early February 2019 and a notification email and variation to contract issued in March 2019.

### **Selection Process**

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

1. The value and need of the proposed development activity;
2. The potential of the activity to lead to research applications to funders for high quality research whose funding schemes meet the portfolio eligibility criteria.

The Panel will make recommendations to Health and Care Research Wales based on the above and rank based on the strength of the application.

The success of the scheme will be an evaluation, based on achieving the outputs described in the application (during 2019/20).

To apply please complete the Pathway to Portfolio Development Funding application form available from our website. Guidance notes for the completion of your application are detailed below.

### **Guidance Notes for Completion of your Application Form**

#### **Section A: Applicant Details and Employment History**

Please supply your title, name, work contact address, other work contact details, and specify if you hold a substantive or honorary contract with your employing University Health Board or NHS Trust.

The University 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 NHS R&D Director within your organisation.

## **Section B: Use of Pathway to Portfolio Development Funding**

Please describe your Pathway to Portfolio project and/or activity if you are awarded Pathway to Portfolio Development Funding, highlighting your aims, objectives and the expected benefits. What need, or gap in knowledge, would your project and/or activity address.

The overview of the Pathway to Portfolio Development Funding above sets out the kind of project and/or activity we expect to support. You may find it helpful to refer to this list when completing this section.

Please supply the details of how you intend to develop collaborative links necessary to deliver the proposed project and/or activity. If a Clinical Trials Unit (CTU) or a Research Design and Conduct Service connected to a Trials Unit is to be involved, please provide the Unit name and nature of the involvement.

Applicants should ensure that NHS R&D Directors support their application.

## **Section C: Funding Requested**

Please indicate the level of funding (up to £20,000) that is required to support your proposed project and/or activity. Please also add the expected start date, which must be on or within 3 months of notification of your successful award and the length of the award period for which you are applying, which can be up to 6 months. Please also include a breakdown and summary of costs. *(Maximum 200 words)*.

## **Section D: Outputs and Next Steps**

Pathway to Portfolio funding is for activities that could ultimately lead to a successful grant award from research funders whose funding schemes meet portfolio eligibility. Please outline the end goal of the work you will undertake with the Pathway to Portfolio Development Funding. Please explain clearly how your work will support future research development and in particular supporting funding applications to research funders e.g. Health and Care Research Wales, NIHR, charitable funders to increase the Health and Care Research Wales portfolio. *(Maximum: 200 words)*

## **Section E: University Health Board/Trust support**

Please give the contact details of your R&D Director and local R&D office.

## **Section F: Declarations**

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

- Applicant
- NHS R&D Director

If you have any questions regarding the application process, please contact Health and Care Research Wales using the email address below.

[healthandcareresearchgrants@gov.wales](mailto:healthandcareresearchgrants@gov.wales)

The Application Form should be submitted electronically *from your R&D office* With authorised signatures (scanned or electronic) to the address below by **Friday 25 January 2019**.

[healthandcareresearchgrants@gov.wales](mailto:healthandcareresearchgrants@gov.wales)

## **Checklist**

<b>To check</b>	<b>Complete</b>
All sections of the Application have been fully completed	<input type="checkbox"/>
Ensure word count on application within limits	<input type="checkbox"/>
Obtained correct authorisation on application	<input type="checkbox"/>

## **Section G: Data Policy**

### **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](mailto: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/](http://www.ico.org.uk/)