**Research Capability Funding (RCF)**

# Application Form for funding eligible research costs in 2021/22

## What is RCF funding?

NIHR Research Capability Funding (RCF) is funding allocated annually to research-active NHS organisations to enable them to meet some, or all the research-related component of researchers and research support staff salaries where that component is not already provided by another funding source.

**The purpose is to:**

* Help research-active NHS organisations to act flexibly and strategically to maintain research capacity and capability.
* Support the appointment, development and retention of key staff undertaking or supporting people and patient-based based research.
* Contribute towards costs of hosting NIHR-funded or ‘adopted’ research that are not currently fully covered across NIHR’s programmes, and that are not met in other ways.

RCF allows NHS organisations to support the salaries of their researchers, particularly NIHR Faculty members, in a flexible and strategic manner. This helps NHS organisations to create and maintain a sustainable capacity for people and patient-based research and facilitates success in attracting NIHR research grants and other funding.

In addition, RCF may be used to contribute to the costs of hosting NIHR-supported research, or research included in the NIHR CRN portfolio, where these specific costs are not covered in other ways.

### What period can RCF funds be used for?

RCF is usually awarded for a maximum period of 12 months, to start within the financial year which it is allocated.

### Who can apply for RCF funds?

RCF applications are welcome from researchers employed by either the OUH NHS Foundation Trust or the University of Oxford.

### How can researchers apply for RCF Funds?

Please complete the application form at the end of this document.

Applications are invited and reviewed on set dates during the financial year by the OUH RCF Funding Panel. Successful outcomes are communicated as soon as possible after the panel has awarded the bids in each period.

Please complete either section B or section C, as appropriate, and all other sections of the application form in order to avoid any unnecessary delays.

## Guidance to help with application forms

**RCF may be used to support the costs of some or all of the following**.

* Research Capability Funding may only be used to support costs not met from other sources.
* The research-related component of an NIHR Faculty member’s salary or their researchers and research support staff working on clinical and applied health research, which is not covered by other funding sources.
* Salary costs of new staff, who are expected to be Faculty members, but who have not yet obtained funding from other NIHR sources; this could, for example, include setting up short-term fellowships to allow clinicians time to use SPAs to work on research proposals.
* Salary costs of existing Faculty members who are ‘between grants’.
* The time of Faculty members in contributing to the wider research endeavour (e.g. membership of peer review panels).
* The research-related time of NHS-employed scientific, administrative and secretarial staff who support Faculty members in their NIHR-related work.

**RCF may also be used to contribute towards the following costs.**

* Meeting the accommodation costs, finance management costs, and human resource management costs incurred in hosting NIHR-funded research, where these costs are associated with staff leading or undertaking research. In the case of finance and human resource management costs, these costs must relate to dedicated and identifiable people providing these services.
* Meeting the cost of the time of Faculty members in preparing grant proposals.
* The net costs incurred by a host organisation in meeting the salary of an individual supported by NIHR, while on maternity, paternity or long-term sick leave, less any recoverable statutory pay that the employer is entitled to claim. RCF should only be used to fund the share of costs that relate to the proportion of a person’s WTE that NIHR meets through either a research grant or centre or infrastructure funding (Local Clinical Research Networks should cover this through core Local Clinical Research Network funding); or back-filling key NIHR-grant funded posts left temporarily vacant during the award period by a member of staff taking maternity, paternity, or long-term sick leave, where absence will seriously compromise success of NIHR-funded research.
* The cost of training in research management and governance for staff of the Trust’s R&D Office, provided the Trust can demonstrate outcomes showing that the Trust is using the national standards, systems and operating procedures described in the NIHR Research Support Services (RSS) framework. RCF may also be used to train R&D Office staff so that the Trust can establish the base capability needed to begin to demonstrate such outcomes
* Where the Trust is meeting RSS standards, contributing towards the sponsorship and governance costs associated with research included in the NIHR CRN portfolio, where these costs are not met in other ways.

## Ineligible costs

Research Capability Funding may not be used to extend an existing award, except as bridging support between NIHR awards.

Costs already supported in others ways by NIHR or others, as a research cost, a service support cost, or a treatment cost; and insurance or indemnity costs.

## Reporting

OUH, as a recipient organisation of RCF funds, has to submit an annual report to the NIHR detailing the awards made and how these have helped further research. Therefore, as part of any successful award, recipients will be required to submit a report within 3 months of the end of the award to describe the outcomes it enabled.

## 2021/22 applications

The RCF application deadlines for 2021/22 can be found here: [**RCF 2021/22 application deadlines**](https://www.ouh.nhs.uk/research/researchers/research-capability-funding.aspx). Please note, applications relating to maternity, paternity or long-term sick leave can be submitted at any time.

## RCF Application Form 2021/22

Please note applications should be for one of the following areas, usually for a maximum of 12 months, and for funding periods to start within the current financial year (by 31st March 2022):

* Expenditure on staff
* Accommodation/finance/HR costs
* Costs of training for R&D research management or governance staff
* Contribution towards sponsorship/governance costs

Please carefully read the guidelines above before completing this application.

| **Section A: Applicant Details (usually the line manager for the post described in Section B or C)** |
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| * **Name**
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| * **Address**
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| * **Email address**
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| * **Telephone number**
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| * **Your employing organisation: Oxford University Hospitals NHS Trust** [ ]

**University of Oxford** [ ]  |

**(Please go to section C for maternity bids)**

| **Section B: Details of post**  |
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| * **Purpose of funding (please tick): Bridging** [ ]  **Pump Priming** [ ] **Study completion** [ ]
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| * **Title of role**
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| * **Name of postholder, *if known or vacant (this will be required for the annual RCF return)***
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| * **Please state how the post is currently funded (e.g. BRC/CRN/other). Please give details of the current funding start and end date and the reason why this funding has ended.**
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| * **Total funding requested, including salary on-costs**
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| * **Post grade**
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| * **WTE/FTE to be supported by RCF**
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| * **Expected start date *(must start before 31.03.22 – applications for start dates after 01.04.22 must apply in the following year).***
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| * **Duration of funding (max of 12 months)**
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| **Section C: Details of post (maternity)** |
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| * **Title of role**
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| * **Name of person going on maternity leave**
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| * **Expected start date of maternity leave**
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| * **Duration of maternity leave**
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| * **Please state the current WTE and grade of the person going on maternity leave**
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| * **Please state how the current post is funded (e.g. BRC/CRN/other)**
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| * **Total funding requested. Note: RCF covers maternity pay, minus SMP. Please include the calculation of maternity pay**
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| **Section D: Organisation details** |
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| * **Employing organisation, who will be receiving the funding (OUH Trust/University of Oxford)**
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| * **OUH Division and Directorate, or University of Oxford Department of the post**
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| **Section E: Details to support application** |
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| * **How will funding contribute to the development of translational research capacity across the partnership of OUH Trust and University of Oxford?**
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| * **Give details of the specific project(s) that this funding will support, highlighting the importance of the funding to achieve added value and how this will enhance research e.g. study development, increase/maintain recruitment, PPI, publications, pump priming**
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| * **At the end of the RCF award, applicants are requested to provide a report to demonstrate how RCF funding has helped further their research. Please give details of the intended outcomes of RCF funding and how will these be measured.**
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| * **Give details of how this post will be sustained after RCF funding has ended; if external funding is being sourced please give details on the application, timelines, etc.**
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| **Section F: Details required if the bid is successful (for the annual RCF return) Please tick which RCF category this request would fall into (one only):** |  |
| --- | --- |
| * The research-related component of an NIHR Faculty member’s salary, which is not covered by other funding sources.
 | [ ]  |
| * Salary costs of new staff, who are expected to be Faculty members, but who have not yet obtained funding from other NIHR sources.
 | [ ]  |
| * Salary costs of existing Faculty members who are ‘between grants’.
 |[ ]
| * The time of Faculty members in contributing to the wider research endeavour (e.g. membership of peer review panels).
 | [ ]  |
| * The research-related time of NHS-employed scientific, administrative and secretarial staff who support Faculty members in their NIHR-related work.
 | [ ]  |
| * Meeting the accommodation costs, finance management costs, and human resource management cost incurred in hosting NIHR-funded research, where these costs are associated with staff leading or undertaking research. In the case of finance and human resource management costs, these costs must relate to dedicated and identifiable people providing these services.
 | [ ]  |
| * Meeting the cost of the time of Faculty members in preparing grant proposals.
 | [ ]  |
| * The net costs incurred by a host organisation in meeting the salary of an individual supported by NIHR, while on maternity, paternity or long-term sick leave, less any recoverable statutory pay that the employer is entitled to claim. RCF should only be used to fund the share of costs that relate to the proportion of a person’s WTE that NIHR meets on a research grant.
 | [ ]  |
| * Back-filling key NIHR-grant funded posts left temporarily vacant during the award period by a member of staff taking maternity, paternity, or long-term sick leave, where absence will seriously compromise success of NIHR-funded research.
 | [ ]  |
| * The cost of training in research management and governance for staff of the Trust’s R&D Office, provided the Trust can demonstrate outcomes showing that the Trust is using the national standards, systems and operating procedures described in the NIHR Research Support Services (RSS) framework. RCF may also be used to train R&D Office staff so that the Trust can establish the base capability needed to begin to demonstrate such outcomes.
 | [ ]  |
| * Where the Trust is meeting RSS standards, contributing towards the sponsorship and governance costs associated with research adopted onto the NIHR CRN portfolio, where these costs are not met in other ways.
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| **Section G: OUH Divisional Director /UoO Head of Department support. Please note, the application will not be accepted without this** |
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| * **Signature:**
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| * **Print name:**
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| * **Please state reason for support**
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**Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All fields must be completed, otherwise the application will not be accepted.**

**Please send the completed form to Peiying Lo, R&D Projects Officer, at**[**ouh.rcf@nhs.net**](file:///C%3A%5CUsers%5Cbonneyf%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CDQ2Z3CWV%5Couh.rcf%40nhs.net)