Introduction
The purpose of these notes is to provide information about how research-active staff and managers at OUH and the University of Oxford (OU) can apply for funding for NIHR RCF in 2018/19. They should be read in conjunction with the NIHR guidance which explains how RCF may be used:


All applications must be submitted using the 2018/19 RCF application form. This is available on request from Peiying Lo, RCF Officer (ouh.rcf@nhs.net), to whom completed forms must also be submitted.

- **Category A**: Applications for Maternity Leave/Paternity Leave/Long Term Sick Leave (only), where staff absence could seriously compromise the success of the research, will be eligible for an expedited review. These can be submitted on an ad hoc basis and will be reviewed promptly throughout the year.

- **Category B**: Other applications – for awards for operational purposes. These must be submitted no later than 17:00 on the following dates:

<table>
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<tr>
<th>Application Submission Deadline</th>
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<tr>
<td>30th April 2018</td>
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<td>29th June 2018</td>
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<td>31st August 2018</td>
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<td>31st October 2018</td>
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Late applications will not be accepted, but it may be possible for them to be carried forward to the next deadline.

Guidance on completing application forms
- Ensure your application meets the specific NIHR qualifying criteria.
- Please note that the following local factors will also be taken into account during the review process:
  - Funding should provide added value to existing research activities within the OUH/OU partnership
  - Funding supports the development of research nursing capacity
  - Funding helps build capacity within service support departments
  - Applications are made by departments who have not been given an award before
  - If the department has been awarded RCF previously it must have shown effective use of funding
- Make sure you speak with your Divisional Director/HoD prior to submission and ensure they have signed the application form to confirm their support.
- Complete all relevant sections of the application form – please note that some sections only apply to specific types of application.
- Applications will not be accepted from individuals applying for funding for their own posts.
- Maternity/Paternity awards – RCF will cover the maternity pay only but funding will not commence until the replacement postholder has started and their details have been provided.

Outcome
Applications will be reviewed by a Funding Panel and applicants will be notified of their decision by email within a month of the date of submission (Category A) or submission deadline (Category B). Successful applicants will receive a formal award letter and further instructions on how the award will be managed. Awards will be able to commence immediately or by your specified date on the application.
If you have any questions regarding this process please contact Peiying Lo at the RCF email address below.
ouh.rcf@nhs.net