

FMH: Notification of Intention to Write (NIW) a Grant Application

(Can also serve as stage 1 paperwork for the NIHR and B&C internal peer review panels)

To be completed by the PI and submitted to RIN (rin.fmh@uea.ac.uk), at least three months before the grant deadline, the exception being commissioned calls with short timelines.

Fully developed grants typically take 6-12 months from the initial idea to the submission of a 'fundable' application. MED and HSC are dedicated to supporting researchers with this process. This form is not just a mechanism to initiate the School's application system – it is a chance to see how you might be best supported in giving your application the best possible chance of success.

This form should therefore not be seen as just a “box ticking” exercise. It is intended that the completion of this form will draw your attention (and that of your Grant Mentor, see Note A) to the range of support that is offered within FMH, and reflect on how best to take advantage of the support that is available. As well as input from your academic colleagues development of applications is also supported by RIN, and where applicable, the Research and Design Service (RDS, see Note B) and Norwich Clinical Trials Unit (NCTU).

All standard grant submissions should undergo internal peer review, via the NIHR, Biomedical and Clinical (B&C), BBSRC or ESRC review panels, which operate two stage review processes.

Full details about the panels and the dates of the meetings can be found at:

<https://portal.uea.ac.uk/ren/apply-for-funding/internal-peer-review>.

As part of the application process please consider which peer-review meeting you will be presenting your grant submission. Please note that a virtual peer-review will only be available in **exceptional circumstances** when the funders' deadline is very tight.

These committees provide well informed feedback and recommendations, which should help to shape and develop proposals so that they stand a better chance of success. The Committee's ultimate goal is to raise the success rate of grant applications from UEA, which is in the interest of the applicants and the institution as a whole. The review process is also committed to help identify at an early stage of grant development, ideas which are deemed unlikely to receive funding, thus avoiding wasted effort by the applicants in working them up into full proposals, and also applications which are 'under-ambitious' and should broaden their scope.

In addition all applications must be supported by a Grant Submission Mentor (see Note A), who will help plan and structure your application and provide a frank assessment of how well developed your proposal is; submitting a grant application too early is not in anyone's interest, and we would encourage you not to feel pressured into rushing to submit an “undercooked” application.

In summary, there is a lot of help available!

Please send completed NIWs to rin.fmh@uea.ac.uk

For project specific queries please contact your Project Officer:

HSC: **Graham Horne**, g.horne@uea.ac.uk, ext. 1477

MED: **Danelle Breach**, Danelle.Breach@uea.ac.uk, ext. 3688

Basia Brown, basia.brown@uea.ac.uk, ext. 3713

Mercedes Mills, M.Mills@uea.ac.uk, ext. 1721

PROPOSED RESEARCH

<p>Is UEA leading the grant application?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, please complete shorter form available on the RIN portal</p>	
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Title:	
Background/Rationale (Need for Evidence)/Novelty (< 250 words)	
For fellowship applications only, list 4 key recent publications	
Objectives (List max 4)	
Overview of research approaches and methodology (<250 words)	
Impact Summary (<250 words)	
Training opportunities for research staff employed on the project (<100 words)	

FUNDING/TIMESCALE

Funder	
Call/Funding Stream	
Please tick as appropriate 'Outline' Stage 1 'Full Application'	<input type="checkbox"/> <input type="checkbox"/>
Deadline	
Estimated total grant value to UEA <£100k >£100k	<input type="checkbox"/> <input type="checkbox"/>
Overheads Provided by Funder (see attached notes C) Yes No	<input type="checkbox"/> <input type="checkbox"/>
Is there the possibility of including external training costs (travel and attendance fees) for research staff?	
Expected start date	
Expected Duration (months)	

RESEARCH TEAM

Who is the lead UEA principal investigator (PI)			
Who else at UEA (including RAs and other non-academic staff) is involved and what is their role*	Co-I	Advisor	Other, please specify
Who (with affiliation) outside of UEA is involved (including NHS) and what is their role	Co-I	Advisor	Other, please specify

* Please ensure that named research staff are included at the appropriate grade given their experience and expected contribution to the project.

MENTOR

All applicants need a Grant Submission Mentor, see attached note A

Name, title and contact details of mentor(s)	
Mentor Statement: <i>'I have discussed the grant idea and proposed research approach and methodology with the PI and am willing to act as grant-mentor for the full application phase'</i> Signed:	

Note: If you cannot think of a suitable mentor take advice from colleagues, contact your Head of Department/Research Group Lead or the Director of Research

NHS INVOLVEMENT

1. Is an NHS Trust involved in the application?

Yes

No

If yes, please specify which Trust(s) and contact details:

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2. Will you use NHS patients?

Yes

No

CLINICAL TRIAL

1. Is this a clinical trial?

Yes

No

2. If yes to (1) will NNUH facilities be involved

Yes

No

If yes, please specify

3. If yes to (1) will you involve the Norwich Clinical Trials Unit (NCTU)

- Yes
- No

If yes, and you have not already done so, please complete the Norwich CTU Collaboration Request Proforma <https://www.uea.ac.uk/norwichctu>

4. Will the research use existing biological samples or data?

- Yes
- No

If yes, please specify

5. Will the research use biorepository facilities?

- Yes
- No

If yes, provide brief details

For any queries regarding use of biorepository facilities please contact Mark Wilkinson (mark.wilkinson@nnuh.nhs.uk)

6. Will the research need an economic evaluation component?

- Yes.
- No
- Unsure, I'd like to discuss this with a member of the Health Economics Group. Please contact Val Knights (V.Knights@uea.ac.uk)

PLEASE ADD ANY FEEDBACK YOU MAY HAVE AS TO HOW THIS NIW FORM MAY BE IMPROVED.

It is planned to review and update the form in January each year.

Notes A: GRANT SUBMISSION MENTOR

- It is a FMH requirement that lead applicants for FMH led grants, have a grant submission mentor for each application submitted,
- A mentor may be either a MED/HSC colleague, or external,
- A mentor should have expertise in, (1) the research focus of the grant, and/or (2) the remit and strategy of the funding body, to which the grant is submitted. See note B below.
- The aim of a mentor is to advise on how:
 - (1) Novel and innovative ideas are 'converted' into well written grant applications, which include:
 - (a) a research team with the skills and academic track record to deliver the project
 - (b) a clearly defined rationale and supporting and preliminary/pilot evidence
 - (c) hypotheses, aims/objectives
 - (d) 'fit-for-purpose' research approaches and methodologies
 - (e) an indication of fit with the remit of the funding programme
 - (f) where appropriate public health clinical relevance and likely non-academic impact of the findings
 - (g) appropriate costings and justification of costings
 - (2) The applicant(s) do not waste time in developing an idea which is unlikely to be funded.

Notes B: RESEARCH DESIGN SERVICE

The Research Design Service (RDS) <http://www.rds.nihr.ac.uk/> are funded by the NIHR to provide advice on research applications (particularly those submitted to the NIHR).

The RDS can advise on all aspects of preparing grant applications, including:

- *Focusing ideas and refining the research question*
- *Building an appropriate research team*
- *Identifying potential academic, clinical and lay collaborators*
- *Involving patients and carers in all stages of the research process*
- *Overall research design*
- *Choice and application of research methodologies for quantitative research e.g. statistical issues, health economics and qualitative research e.g. sampling, analytical strategies*
- *How to undertake systematic reviews*
- *Identifying the resources required for a successful project*
- *How to conduct literature searches*
- *Regulatory issues*
- *Lay summaries*
- *Support in identifying a suitable NIHR funding stream and advising on the application processes. If not eligible for NIHR funding we would try to provide advice on other potential funding bodies depending on local knowledge*
- *Advice on avoiding common pitfalls Signposting to other research support and advice services, where appropriate Interpreting feedback from funding committees*

Local RDS members may be willing to act as a mentor; co-mentorship alongside a colleague who has expertise within the particular research area is to be encouraged. For any queries re RDS services and involvement in your application, contact Garry Barton, g.barton@uea.ac.uk or Jean Craig, jean.craig@uea.ac.uk, in the first instance

Notes C: Overview of costs covered by main funders

	New Research Costs	Investigator time	UEA Indirect and Estates Costs (Overheads)	Additional QR Income
Research Councils and NIHR	Yes (usually 80%)	Yes (usually 80%)	Yes (usually 80%) ¹	No
UK Charity	Yes (usually 100%)	Not usually	No	Yes
Other Charity	Yes (usually 100%)	Not usually	No	No
UK Government	Yes (usually 80-100%)	Yes (usually 80-100%)	Yes (usually 80-100%)	No
EU	Yes (usually 100%)	Yes (usually 100%)	Yes (25% costs but very scheme dependent)	No
Industry	Yes (expected 100%)	Yes (usually 100%)	Yes (usually 100%)	Yes

1. Vary by funding stream

Overheads (O/Hs) make a significant contribution to FMH income. Through O/Hs, UEA is able to recover the academic and infrastructure costs it incurs in hosting the research. Any net research income from a project once all the new direct costs of research have been funded in full feed into the Faculty and School financial plans to support a range of costs including academic posts, purchase of equipment, faculty PhD students etc. QR funding is received by UEA from HEFCE primarily as a result of the REF but there is also an additional stream of funding per year as support for research that UEA conducts on behalf of UK charities and industry.