

## RESEARCH DESIGN SERVICE STANDARD OPERATING PROCEDURE

This document describes the role of the NIHR Research Design Service for the East Midlands (NIHR RDS EM), detailing in particular how we can advise and support you in developing grant applications. It describes both what you can expect from the NIHR RDS EM, and what we anticipate from you in return.

### Scope

The RDS is funded by the NIHR to assist researchers preparing research proposals for submission to national, peer-reviewed funding competitions for applied health or social care research. Priority will be given to supporting proposals to be submitted to an NIHR scheme.

### Nature of support provided

NIHR RDS EM staff have the knowledge and expertise to advise on a wide range of research-related issues, including in particular all aspects of research design and methodology. We can also advise on issues such as involving patients and public, identifying resources and dissemination plans. Although one NIHR RDS EM adviser will take the lead in coordinating support, other NIHR RDS EM staff may become involved to bring complementary skills, and we have a wide range of other contacts in academic and clinical disciplines to facilitate any necessary additional input where required.

### Eligibility

We provide support to NHS, social care researchers and other researchers who are working in partnership with the NHS. Our services are free of charge, but it is useful to give some examples of situations where we are **not** able to provide support free of charge:

- the development of projects for which there is no intention to submit a grant application to a recognised funder as described above;
- actually doing the research. If required this would need to be costed into the project grant bid, and it would also depend upon available research capacity and interests of host institutions;
- formal supervision or informal support for students;
- any aspect of activities that are not research, e.g. audit, satisfaction surveys;
- requesting support to conduct unfunded analysis on data already collected.

If you are in any doubt about eligibility, please contact us to discuss your situation.



## Mutual Understandings

You can expect to gain access to a professional service in a timely manner. You may approach the NIHR RDS EM at any stage of development of a research proposal: from simply wanting to discuss an initial idea through to requesting input on a specific issue relating to a well-developed proposal. We prefer you to make an initial on-line request for support through our website <http://www.rds-eastmidlands.nihr.ac.uk/research-support/support-enquiry-form.html> You may, however, also make contact in person, telephone, email or post.

### If eligible, you can expect the following from the NIHR RDS EM:

- professional advice about aspects of developing a grant application and practical support for such development, free of charge. Advice will be given to all projects that have potential to achieve funding and advice will be provided up until submission of the application
- face-to-face meetings at a mutually convenient time and venue and/or other forms of communication as appropriate
- support in co-ordinating the process of proposal development, as required
- support in drafting relevant sections of proposals, as required
- support in identifying and approaching other potential lay and professional collaborators, as required
- support in identifying a suitable NIHR funding stream and advising on their application processes. If not eligible for NIHR funding we would try to provide advice on other potential funding bodies depending on local knowledge
- support for obtaining appropriate user and carer involvement in project development
- all discussions regarding the proposal to be treated with appropriate confidentiality

### In return, the NIHR RDS EM expects that you will:

- use the NIHR RDS EM only for eligible purposes, approach us in a timely manner
- agree to provide the NIHR RDS EM with details of the project on which advice is being sought that are deemed necessary by the NIHR RDS EM in order to provide advice and to fulfil its reporting requirements to the NIHR. Such information will be securely recorded by the NIHR RDS EM and kept in confidence
- agree that as a minimum contact details of the client as well as the chief investigator if not the client are provided to the NIHR RDS EM, which will be stored by the NIHR RDS EM in-line with the NIHR RDS EM data protections statement. Permission must be granted by the individuals concerned for the NIHR RDS EM to store such information in order for advice to be given
- consider carefully proffered advice, discussing as necessary and accepting such advice except where there are compelling reasons not to do so
- ensure appropriate input from health and social care professionals, patients and the public
- discuss the possibility of NIHR RDS staff becoming grant co-applicants if their contribution is appropriate



- include appropriate costs (as calculated by RDS staff) in the research proposal to cover any agreed contributions from NIHR RDS staff in your project should the bid be successful.
- agree in advance of submission with NIHR RDS EM staff any wording to be included in a grant application about the nature of NIHR RDS EM involvement and support
- provide the NIHR RDS EM with a copy of any completed, submitted application in which NIHR RDS EM support has been involved
- complete any section in a grant application about NIHR RDS involvement and support

### **The NIHR Research Design Service for the East Midlands Data Protection and Privacy Statement**

The NIHR Research Design Service for the East Midlands (NIHR RDS EM) is funded by the National Institute for Health Research to provide research design advice in health and social care research in the East Midlands region of England.

The NIHR RDS EM complies fully with the Data Protection Act 1998.

When you contact NIHR RDS EM we may ask you for your contact details, which include your name and a method of contact such as your address. This personally identifiable information is stored securely by the NIHR RDS EM and only members of the NIHR RDS EM staff are able to access this information. No personally identifiable information provided to the NIHR RDS EM will be passed on or otherwise distributed to any third party (any organisation or person outside the NIHR RDS East Midlands) by NIHR RDS EM staff, except where individual consent has been sought and granted.

All information that you provide us with will be treated in the strictest confidence.

Your contact details are collected to facilitate our advice provision.

NIHR RDS EM staff may also ask you for other details which may include, for example, your occupation and the organisation at which you are employed. These details will be used for various analyses of the service and in reports to other organisations. The information presented from the analyses will be anonymous and will not be linked to any personally identifiable information.

If you wish to contact the NIHR RDS EM to ensure that your contact details are correct and up-to-date or to ask for your contact information to be removed from our records, please contact NIHR RDS EM at:

Leicester Base (Leicestershire, Northampton and Rutland) The NIHR Research Design Services for the East Midlands, Department of Health Sciences, 22-28 Princess Road West, Leicester, LE1 6TP  
Telephone: 0116 252 3276 Email: [enquiries-LNR@rds-eastmidlands.org.uk](mailto:enquiries-LNR@rds-eastmidlands.org.uk)

Nottingham Base (Nottinghamshire, Derbyshire and Lincolnshire)  
The NIHR Research Design Services for the East Midlands, 14th Floor, Tower Building, School of Community Health Sciences, University of Nottingham, University Park, Nottingham, NG7 2RD  
Telephone: 0115 92 49924 ext:70713 Email: [enquiries-NDL@rds-eastmidlands.org.uk](mailto:enquiries-NDL@rds-eastmidlands.org.uk)



Your contact information will be removed from our records, one year after the end of the NIHR RDS EM contract period (currently one year from 31/03/2015), unless the information relates to a financial transaction when we are obliged to retain it for up to seven years for auditing purposes.

If we decide to change our Data Protection and Privacy Statement, we will post details of any changes on the data protection section of the NIHR RDS EM website ([http:// http://www.rds-eastmidlands.nihr.ac.uk/](http://http://www.rds-eastmidlands.nihr.ac.uk/)). This will help ensure that you are always aware of what personal information we collect, how we use it, how long we will retain it for and under what circumstances, if any, we share it with other parties.

