When you start the application form

At least one month before NIHR deadline

"NHS" (inc. other organisation) activity



Identify site activities, number of sites and patients/users



Allocate each activity according to AcoRD:
Research cost
Support cost
Treatment cost



Cost each activity on a total cost, site cost and per patient/user level (if appropriate)

Populate application with relevant signatories



Intellectual Property





Identify appropriate licences



Secure licences in principle and/or add budget to grant application

Identify foreground IP



Agree an IP ownership plan with ICB



ICB agree IP ownership plan with the Sponsor Other institution contributions



Identify all staff and non staff costs for collaborating institutions



Request that each institution calculate their costs using full economic costing methodology (fEC)

Populate grant application with "NHS" costs, IP action plan and other institution costs

One week before NIHR deadline

Submit to Research Team:

✓ PDF of grant application

✓ Confirmation that all other institution costs have been calculated by fEC methodology and have been approved by the institution

√ "NHS" cost calculations



ICB reviews application finances, IP and signatory details



ICB issue CI a letter of support



CI submits application



CI sends PDF of the submitted application, final fEC and "NHS" costings to Research Team

CI makes amendments



ICB suggest amendments to application