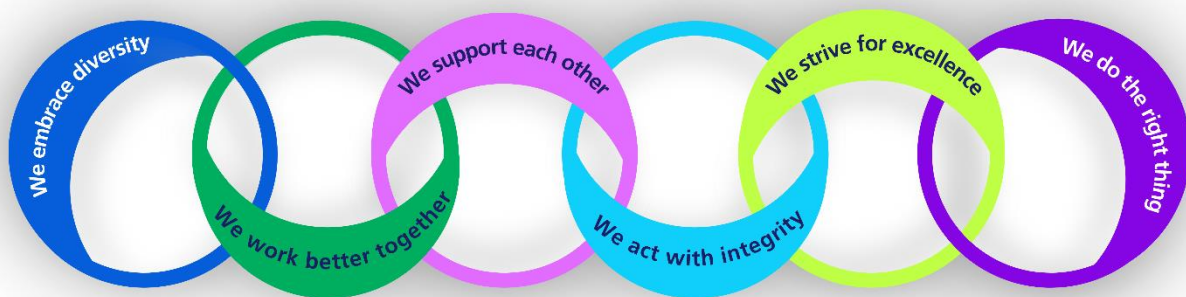


Research Capability Funding (RCF)
**ICB Evidence Fellow
Development Scheme**

Supporting ICB employees to develop
evidence skills

Guidance for Applicants



Together we are BNSSG

Table of contents

Table of contents	2
The ICB Evidence Fellow development Scheme.....	3
How the funding can be used	3
Budget	4
Review process	4
Deadline for Applications	4
Panel	4
Assessment	4
Timings	4
Application form.....	5
References	5
Eligibility.....	5
Obligations on awardees	6
Transparency	6
Training obligations	6
NIHR Grant Applications	7
Project Reporting and Performance Management.....	7
Contacts	8

The ICB Evidence Fellow development Scheme

The ICB's Research Team and People Directorate are investing in academic skill development for ICB employees as part of our work to increase the ICB's learning culture and to increase our capability to create and use evidence.

There are multiple schemes for staff to develop academic career fellowships, but all are highly competitive and require dedicated time and collaborators to construct a quality application. Especially for under-represented staff groups, which includes ICB employees.

This is an opportunity for ICB staff who have a strong interest in developing their academic skills to secure ring-fenced time to dedicate to:

- networking with academic colleagues,
- gaining some relevant training,
- writing an application for a longer-term Fellowship Award.

Further, there are many direct benefits that can be realised for ICB work through connections with academic units within our local universities, so even if the external fellowship application is not successful first time, the process of developing the application can have positive impacts for the employee, the ICB and ultimately patient services.

How the funding can be used

These funds are intended to lead to an application for career development Fellowship Award(s) from research funders, and can be used to:

- Ring-fence the time of a full-time employee
- Increase the time of a part-time employee
- Pay for research and evidence related training or conference attendance
- Pay the travel related to research and evidence development

Budget

Applications can seek the equivalent funding of a day a week for 12 months. This can be used over a minimum of 6 months (at 2 days per week) or up to a maximum of 24 months (at ½ a day a week).

Further expenses up to £1,000 will be considered for travel, training, patient and public involvement (PPI) and up to 1 conference attendance.

We intend to run this as a regular opportunity for ICB staff that repeats each year. Due to limited budget, we expect to award 1 Evidence Fellow per year. If more budget becomes available, we reserve the right to award more than 1 application per year.

Review process

Deadline for Applications

The deadline for applications is **5pm on the 6th September.**

Panel

The applications will be assessed by a panel including the Associate Director for Research, an academic colleague (e.g. Prof of Knowledge Mobilisation or Prof of Statistics), and a member of the People Directorate's ICB Talent and Learning Team.

Assessment

Applications will be scored on their alignment to the Strategic Priorities of the ICS, and with consideration of the potential for a research career in the topic of interest, and assessment of the potential for the applicant to use their enhanced skills to improve care and reduce health inequalities within BNSSG

Timings

We will review applications once per year, with a deadline in September.

We aim to confirm outcomes within 2 weeks of the deadline, however, due to the nature of convening panel members required for the assessment, it may sometimes take longer to obtain outcomes.

We will release all outcomes at the same time.

Application form

The Application Form will be available on the ICB's Research Capability Funding webpage:

<https://bnssg.icb.nhs.uk/about-us/research-and-evidence/support-for-researchers/research-capability-funding/>

References

References can be supplied, either embedded into the answer, added as a list to the end of the application or as a separate document.

Eligibility

Applications will be eligible if all criteria below are met:

- The lead applicant must be working for the ICB and have a contract that is expected to continue for the full duration of the award.
- The plan is to develop an idea into a Fellowship application that is listed below:
 - [NIHR INSIGHTS MSc](#)
 - [NHS England Bridging Scheme](#)
 - [NHS England Research Internship](#)
 - [NIHR Pre-doctoral Fellowship](#)
 - [NIHR Development and Skills Enhancement Award](#)
 - [NIHR Doctoral Fellowship](#)
 - [NIHR Advanced Fellowship](#)
 - [Health Foundation Fellowship](#)
 - [Wellcome Trust](#) Fellowship Awards
 - [UKRI Fellowship](#)
- The ICB Line Manager supports this application and the future plans for development

Please contact the ICB Research Team directly at bnssg.research@nhs.net if you need to discuss your eligibility.

Obligations on awardees

Transparency

The spending of government funds must be transparent, and we promote and encourage genuine collaboration and sharing of information.

In line with this, all RCF applicants agree upon submission that if their application is awarded, their name, job title, place of work and a plain English summary of their application will be published on the BNSSG ICB website.

This provides transparency on the RCF applications approved by the panel, enables other potential applicants to see what is within our remit, and gives opportunity for potential collaborators to see what work is going on locally.

We will not share the details of unsuccessful applications, but in order to help future applicants, we do publish a list of reasons for rejection provided by the panel.

If you have special circumstances which would make such a publication difficult, please indicate this clearly when submitting your application.

All RCF awardees will need to report on their spend to the ICB. We will contact recipients for our annual reporting period, and at the end of their RCF duration.

The ICB reports all names and salary details of all RCF recipients to the DHSC as part of our annual finance reporting. This is completed using secure data sharing methods and is a condition of RCF awards.

Training obligations

BNSSG ICB is proud to be a leading a Research Engagement Network, which is committed to increasing the diversity of participants in research. We have learned a lot from our local community members, and as part of a national peer network led by NHS England.

One clear need is that all researchers working with communities need support to be “community ready” and for our research to make the impacts we all want to see, we need to ensure research is developed with equality, diversity and inclusion at the forefront of activities, as well as colleagues supported to understand anti-racism and cultural humility.

As such, all recipients of RCF will be expected to undertake training on these elements, or to show evidence of having been on training within the preceding 24 months.

The plan is to develop face to face training which will be delivered by some of our partners Voluntary, Community or Social Enterprise organisations based within BNSSG. In the meanwhile, the training expected of RCF recipients are below:

<https://www.e-lfh.org.uk/programmes/cultural-competence/>

and

<https://www.england.nhs.uk/about/equality/equality-hub/national-healthcare-inequalities-improvement-programme/contacts-and-resources/training/>

Evidence of completion (or equivalent training) will be required in the final report.

NIHR Grant Applications

All NIHR grant applications resulting from work funded by this scheme **must** be submitted with NHS Bristol, North Somerset and South Gloucestershire ICB **named as grant Host** (AKA the contracting organisation).

Please speak to the Research Team about any grant applications you may be invited to participate in as a result of this award.

Project Reporting and Performance Management

All recipients of this scheme will be supported and monitored by the ICB Research Team.

The ICB Research Team approach is that we are partners working to support RCF recipients to maximise their chances of success for future work.

Whilst we will work with you to make progress, as guardians of NHS funds the ICB retain the right to withdraw or curtail funding if progress is not satisfactory.

At the end of each financial year, a report will be required of each recipient of RCF. This information will contribute to the ICB's report to the DHSC on our RCF spend. All RCF recipients will also be required to produce a final report at the end of their funding.

Work funded by ICB RCF should start within 6 months of notification, and if the project has not started within 6 months, funding may be withdrawn.




You can contact the ICB Research Team at any time if you have any queries, or would like some support with any aspect of preparing a grant application.

We encourage all RCF recipients to contact us as soon as there is a query or issue. Because we work on so many grant applications, the query or issue is often something we have dealt with several times previously.

Our main aim is to help make your NIHR application as good as it can be.

Contacts

We are always happy to speak through any questions applicants may have. Please phone or email the BNSSG ICB Research Team or if you need any help reaching out to potential University colleagues, the relevant contacts are below:

 <p>Bristol, North Somerset and South Gloucestershire Integrated Care Board</p>	<p>Paul Roy Associate Director for Research bnssg.research@nhs.net</p> <p>Colin Burlinson Project Manager - ICB Talent and Learning colin.burlinson@nhs.net</p>
 <p>University of BRISTOL</p>	<p>Becky Howling Research Portfolio Officer rebecca.howling@nhs.net</p>
 <p>UWE Bristol University of the West of England</p>	<p>Dr Alison Diaper Senior Research Fellow 0117 32 832341 alison.diaper@uwe.ac.uk</p>