



## RESEARCH DESIGN SERVICE STANDARD OPERATING PROCEDURE

This document describes the role of the NIHR Research Design Service for the East of England (NIHR RDS EoE), 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 EoE, 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 EoE 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 EoE consultant will take the lead in coordinating support, other NIHR RDS EoE 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, eg 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 EoE 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 [www.RDS-EoE.nihr.ac.uk](http://www.RDS-EoE.nihr.ac.uk) You may, however, also make contact in person, telephone, email or post.

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

- 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 EoE expects that you will:

- use the NIHR RDS only for eligible purposes
- consider carefully proffered advice, discussing as necessary and accepting such advice except where there are compelling reasons not to do so
- ensure that the research team includes input from NHS staff and lay person(s)
- agree to one or more members of NIHR RDS staff being grant co-applicants where their involvement is sufficient, typically involving a substantial contribution to project design
- include appropriate costs in the grant to cover any work proposed for, and clearly agreed with, NIHR RDS staff in the running of the project itself
- agree in advance of submission with NIHR RDS staff any wording to be included in a grant application about the nature of NIHR RDS involvement and support
- provide the NIHR RDS with a copy of any completed, submitted application in which NIHR RDS support has been involved