Background
The promotion of resuscitation science research is a primary objective of the Resuscitation Council (UK) (RC (UK)). Applications for research funding are processed annually.

Structure of the Research and Development Subcommittee
The Chairman of the Research and Development (R&D) Subcommittee is appointed by the Executive Committee. The Chairman is an ex-officio member of the Executive Committee and will normally serve for no more than nine years. He/she will be responsible for appointing other members to the subcommittee as appropriate. The RC (UK) Honorary Treasurer is also an ex-officio member of the Subcommittee and at least three other executive members, including paediatric representation.

In line with Department of Health National Institute of Health Research (NIHR) requirements all applications are subject to external review. Temporary co-opted members may be called upon when specialist advice is required. Temporary external reviewers are not permanent members of the subcommittee.

National Institute of Health Research
The RC (UK) is recognised by the NIHR as a non-commercial partner. This allows RC (UK) research grants to be registered on the NIHR Portfolio. In England studies included in the Portfolio have access to infrastructure support via the NIHR Comprehensive Clinical Research Network. This infrastructure support covers study promotion, set up, recruitment and follow up by Network staff.

Ethical approval
All research conducted on human subjects must have the approval of an appropriate Research Ethics Committee (REC) and be conducted in accordance with the latest revision of the Declaration of Helsinki. Applicants must abide by the local REC rules and regulations and if ethics approval is not submitted with the application it must be submitted within two months of the provisional offer of an award. In all cases, grants will be released only on confirmation of ethics approval or confirmation from an NHS R+D Office or National Research Ethics Service confirming the project does not need ethics approval.

Scope of research grants
- Grants are designed to support the generation of new knowledge in resuscitation science and education.
• Grants are designed to support high quality medical education research and research involving people (patients, staff, relatives).
• The RC (UK) does not fund animal research or solely basic science research.
• Projects must be conducted in the UK.
• Applications where the applicant is registered for a higher degree (e.g. MSc by Research, MPhil, PhD) will be considered. The RC (UK) will assess overall value for money. Full justification of costs related to fees, any stipend, and research costs must be made, but only rarely would the RC (UK) fund all three components unless a very strong case showing value for money was made.

Assessment criteria
Grants will be assessed against the following criteria:
1. The importance of the research question and relevance to resuscitation.
2. The likelihood the project will answer the research question.
3. The potential benefits to patients, the NHS or wider community.
4. The methodological quality of the research project.
5. Value for money.
6. Expertise and track record amongst the research team.
7. The likelihood the project will be completed on time and within budget.
8. Appropriate consideration of ethical issues.

Research and Development Grants are primarily intended to fund:
• Capital expenditure, including the purchase or hire of equipment and materials for use in the conduct of the research.
• Equipment for storing and analysing data and helping with the administration of the project. The amount allowed for computer hardware is capped at £500. In addition, the cost of specialist software packages may also be considered.
• Travel costs associated with the project.
• A mileage allowance of 45 pence per mile and/or standard class public transport costs will be considered. If claiming travel costs a full breakdown must be included.
• Research staff costs.
• The provision of secretarial and administrative support.
• As a small charity, the RC (UK) funds are for direct research costs and will not cover institutional overhead costs.

Research funds should not be used to purchase equipment that is usually provided in a service role.

A research grant is not intended to provide funding for on-going revenue costs associated with established projects. Grants cannot be awarded where a continuing need for income generation to fund the project would
be placed on the RC (UK).

It is expected that a grant award holder will:

- provide the R&D Subcommittee with 6-monthly reports of progress during the tenure of the award;
- provide a full report at the end of the research project;
- submit the results of their research to a peer review journal;
- inform the R&D Subcommittee of all publications arising out of the award of a research grant;
- acknowledge the financial help of the RC (UK) in publications and presentations;
- provide a short report for publication on the RC (UK) website.

Research and Development grant award

- Applicants should have a credible track record of conducting such research projects or be working under appropriate supervision.
- The research project should normally be completed within one year. Only in exceptional circumstances, and at the discretion of the R&D Subcommittee, may this period be extended.
- Successful applicants will normally receive the grant in one payment at the start of the project.
- Grants of over £20,000 would typically provide funding for a period of one year. Exceptionally, funding over two years may be offered.
- In the case of an award made for one year, 50% of the sum awarded would be paid at the outset of the year concerned, and the remaining 50% would be paid at the six month point.
- In the case of an award made for two years payment of the sum will be made in four instalments: at the outset, and at 6,12 and 18 months subject to satisfactory six-monthly reports.

Requirements for institutions hosting RC (UK) research awards

The department should be equipped adequately to accommodate the award holder and to enable the work specified in the proposal to be performed. Appropriate health checks must be made according to local occupational health guidelines. Employers are responsible for ensuring that the award holder carries full professional indemnity where this is required.

Equipment

- Requests to fund specialised equipment may be supported but evidence must be provided that the necessary expertise to use the equipment is available in the department undertaking the research. The running costs and costs of maintaining the equipment must be considered and funds should be available to cover this during the duration of the project.
- Funding applications for equipment should enclose precise quotes from the suppliers or manufacturers. The applicant must indicate why a particular make and model has been chosen.
- Should the award holder change institution at any stage while the research project is in progress, the
equipment should normally be placed at the site where the research project is in progress.

- The safe disposal of IT equipment/hard drives containing sensitive data is the responsibility of the institution.

Applications

- Applications should be submitted by a department or institution for a defined project to be undertaken by a specified individual. The researcher should be working in the NHS or a university department within the UK and hold qualifications appropriate to their grade. Such individuals will usually be doctors, nurses, resuscitation officers or other professions allied to medicine.

- If the application is submitted by the supervisor of the research project the CV and reference will be required in respect of the appointed individual.

- Applications must be submitted electronically using the form available from the RC (UK) website and include the names of two potential peer reviewers. In addition, hard copies of the pages where the signatures are required must be posted.

Alternative sources of funding

Applicants must inform the RC (UK) if funding is being sought or has been obtained from other bodies. If alternative funding is obtained for a project already supported by the RC (UK), the RC (UK) should be notified immediately, as this may affect the sum to be disbursed.
Guidance for completing the application form

Personal details
Complete details as fully as possible and type or write legibly.

Proposed starting date and duration of research
All applicants will be notified whether or not they have been shortlisted in August. Shortlisted applicants will be notified by early December if their application is successful. Funds will only be released once the award’s terms and conditions document is signed by the applicant’s department head and any ethical documentation has been verified.

It is recommended that the project start date should be no earlier than the beginning of February the following year.

Names, appointments and email address of collaborators
All listed collaborators will be contacted to verify their status within the project so complete details as fully as possible.

500 word summary for the non-expert / lay person
This summary of the project must not exceed the 500 word limit and must be written so that a lay person/non-expert can acquire a clear understanding of the project.

Project plan

Statistical analysis / sample size
Include full details and power calculation(s) that show precisely how sample size(s) have been determined.

Timelines
Set out clear timelines for the project’s progress. Projects are expected to be completed within 12 months. Only exceptionally will the R&D Subcommittee agree to a longer funding period.

Value to patients and the NHS
Explain the expected benefits for health service provision, patients and the public.
Ethical considerations
Explain any ethical issues raised by the research and how they will be addressed.

Patient and public involvement
Describe how patients and the public have been involved in the development of the application as well as the plans for involvement in the proposed research.

Consideration of intellectual property rights
Summarise any intellectual property right matters related to this application and how these will be managed if funds were awarded.

Dissemination plans
Describe how the outcomes of this research will be publicised in the NHS and wider healthcare community. This could include plans to submit papers to peer reviewed journals but it will be particularly important to identify forms of presentation that will maximise impact on practitioners.

NHS service support costs
These are the additional patient care costs associated with the research, which would end once the research activity in question had stopped, even if the patient care service involved continued to be provided. These might cover items such as extra patient tests, extra in-patient days and extra nursing attention.

NHS excess treatment costs
Patient care costs, in excess of costs of standard treatment that are associated with continued treatment of the patient after the research has stopped.


Submitting your application
Applications must be received by 17:00 on Tuesday 31 May 2016. Late applications will not be accepted.

The information required on the application form must be completed in all cases. Applications must be submitted electronically; in addition, hardcopies of the pages where signatures are required must be posted to the address below. Supporting documents (a full CV, publications list and ethics documentation) should be emailed in PDF format. No other supporting documentation must be sent.
Should additional information be required by the R&D Subcommittee in order to consider the application this should be supplied as requested.

Applications should be submitted to the Chairman of the R&D Subcommittee by emailing research@resus.org.uk. Hardcopies of the application form signature pages should be sent by post at the same time as the application form and must be received by the RC (UK) by 17:00 on Tuesday 31 May 2016. Please post to:

Chairman of the Research and Development Subcommittee  
Resuscitation Council (UK)  
5th Floor  
Tavistock House North Tavistock Square London  
WC1H 9HR

Shortlisted candidates may be interviewed by the committee.  
The RC (UK) will meet reasonable travel costs within the UK in connection with this interview.

Queries not covered in this guidance

This document has been written to help you complete your application and you should read it carefully before submitting your application.

If you have a query that is not covered in this document please email research@resus.org.uk for advice.