

**A process has been introduced to help researchers meet their Grant submission deadlines and to ensure all relevant information is captured.**

This note outlines the framework within which all grant applications will be considered.

1. The Investigator should advise R&D of their interest in taking part in a study as soon as possible by emailing [research@oxfordhealth.nhs.uk](mailto:research@oxfordhealth.nhs.uk) with as many of the following details as possible:
  - Investigator (**essential**)
  - Study description (**essential**)
  - Application submission deadline (**essential**)
  - Funding organisation and funding guidance (**essential**)
  - Application stage (expression of interest, feasibility, outline, etc.) (**essential**)
  - Portfolio adoption plan
  - Number of participants
  - Where the study will take place (Clinical Research Facility, community, etc.) and the resources required to conduct the study
  - Who is the Lead site
  - If Oxford Health are the lead site, details of other sites involved
  - Study start date
  - Study duration
2. R&D will confirm receipt by email and forward the information to John Geddes (R&D Director) for approval to proceed **and request that John replies to both the Investigator & [research@oxfordhealth.nhs.uk](mailto:research@oxfordhealth.nhs.uk) with his decision.** This needs to be a minimum of 6 weeks prior to the submission deadline.
3. The Investigator needs to work with R&D Finance to establish the value of the application allowing time for approval by a senior member of finance.
4. The application will be considered by the relevant R&D Study Review Panel which looks at both the scientific and financial elements of the application and makes recommendation for formal approval.
5. The completed application needs to be sent to John Geddes (R&D Director) and emailed to [research@oxfordhealth.nhs.uk](mailto:research@oxfordhealth.nhs.uk) a minimum of two weeks before submission for final review.
6. The investigator will need arrange signatures by the relevant Trust officers and submitted.

**Due the number of activities required Investigators need to involve R&D as early as possible to avoid potential delays in submission.**