

RDS South Central Standard Operating Procedure

This page describes the role of the Research Design Service South Central (RDS SC), detailing in particular how we can advise and support you in developing grant applications. It describes both what you can expect from the RDS SC, and what we anticipate from you in return.

Scope

The Research Design Service (RDS) is funded by the National Institute for Health Research (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 a NIHR scheme.

Nature of support provided

RDS SC 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 RDS SC adviser will take the lead in coordinating support, other RDS SC 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 the interests of host institutions
- formal supervision or informal support for students
- any aspect of activities that are not research, e.g. audit, satisfaction surveys
- conducting unfunded analysis on data already collected.

It should also be noted that it is only within our remit to support applications to national peer-reviewed funding agencies.

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 RDS SC 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. The earlier you approach us, the more comprehensive our advice can be. We prefer you to make an initial on-line request for support through our website www.rds-sc.nihr.ac.uk. You may, however, also make contact in person, by telephone, by email or by post.

If eligible, you can expect the following from the RDS SC:

- 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 throughout the submission process
- 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
- advice on 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 its application processes. If not eligible for NIHR funding we will try to provide advice on other potential funding bodies depending on local knowledge
- support for obtaining appropriate user and carer involvement in project development
- in the case of unsuccessful applications, support with deciding what to do next
- all discussions regarding the proposal to be treated with appropriate confidentiality

In return, the RDS SC expects that you will:

- use the RDS SC only for eligible purposes
- carefully consider 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)
- where RDS SC staff are invited, and agree to be grant co-applicants, include appropriate costs in the grant to cover any work they will undertake in the conduct, analysis and reporting of the project
- accurately reflect the nature of RDS SC involvement and support in the relevant section of the grant application (RDS SC staff can provide you with a reminder of input given by RDS SC.)
- provide RDS SC with a copy of any completed, submitted application in which RDS SC support has been involved
- inform RDS SC of the funding committee's decision.

Research Design Service South Central Data Protection and Privacy Statement

The Research Design Service South Central (RDS SC) is funded by the National Institute for Health Research (NIHR) to provide research design advice in health and social care research in the South Central area of England.

The RDS SC complies fully with the Data Protection Act 1998.

When you contact RDS SC, we may ask you for your contact details, which include your name and a method of contacting you, such as your email address. This personally identifiable information is stored securely by the RDS SC and only members of the RDS SC staff are able to access this information. No personally identifiable information provided to the RDS SC will be passed on or otherwise distributed to any third party (any organisation or person outside the RDS South Central) by RDS SC staff, except where individual consent has been sought or granted. However, please note that personal data such as an application may be shared outside the RDS SC team to gain professional support and specialist advice from organisations the RDS SC works closely with, in order that the RDS South Central team can provide its service more effectively.

All information that you provide us with will be treated in the strictest confidence.

Your contact details are collected to facilitate our advice provision.

RDS SC staff may also ask you for other details which may include, for example, your occupation and the organisation at which you are employed. These details will be used for various analyses of the service and in reports to other organisations. The information presented from the analyses will be anonymous and will not be linked to any personally identifiable information.

If you wish to contact the RDS SC to ensure that your contact details are correct and up-to-date, or to ask for your contact information to be removed from our records, please contact RDS SC at:

Research Design Service
Mailpoint 805
South Academic Block
Southampton General Hospital
Southampton
SO16 6YD

Telephone 023 8120 4778
E-mail rds.sc@nih.ac.uk

Your contact information will be removed from our records, one year after the end of the RDS SC contract period (currently one year from 30/09/2018), unless the information relates to a financial transaction, in which case we are obliged to retain it for up to seven years for auditing purposes.

If we decide to change our Data Protection and Privacy Statement, we will post details of any changes on the data protection section of the RDS SC website. This will help to ensure that you are always aware of what personal information we collect, how we use it, how long we will retain it for, and under what circumstances, if any, we will share it with other parties.

Research Design Service South Central Terms and Conditions

The Research Design Service South Central (RDS SC) will only provide advice if a request for support meets the eligibility criteria set out in the RDS SC Charter.

The RDS SC takes every care to provide accurate and up-to-date information and advice via its advice service, website, publication or any other service it provides; however the information we provide is subject to change and we cannot guarantee its correctness or completeness at any given time. Furthermore, we cannot guarantee the accuracy and appropriateness of the advice given by our service, although every effort is made to ensure high quality advice is given.

Although every reasonable effort will be made, we cannot guarantee advice to be given by a particular deadline, such as a funding deadline or within a particular timeframe.

Every effort will be made to provide advice where eligible. However we may not have the capacity to support applications in the timeframe required and reserve the right to prioritise advice giving under these circumstances.

Links provided on the RDS SC website are for information and convenience only. We do not accept responsibility for the sites linked to, or the information found there. A link does not imply an endorsement of a site. You are solely

responsible for evaluating the accuracy and completeness of any information contained on the third party website, and also the value and integrity of any goods and services offered by other websites. We cannot guarantee that these links will work all of the time and have no control over the availability of the linked pages.

We do not accept liability for any loss, damage or expense resulting from the use of information, advice or any service provided by the RDS SC.

All content provided by the RDS SC is copyright unless otherwise stated.

The RDS SC may change these terms and conditions at any time and without warning. The latest terms and conditions can be obtained by using the following contact details:

Research Design Service
Mailpoint 805
South Academic Block
Southampton General Hospital
Southampton
SO16 6YD

Telephone 02380 794778
E-mail rds.sc@nhr.ac.uk

Alternatively they can be found in the RDS-SC Charter and SOP on the RDS SC website along with any changes made. Any new versions of the terms and conditions will supersede previous versions.

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