

Primary and Community Care Early Researcher Bursary Scheme: Tier 1

Guidance for applicants

What is the Scheme? The Tier 1 bursary is aimed at those with limited research experience who wish to take the opportunity to learn more. Applicants may have identified a research area relevant to their clinical practice which they wish to explore but require further research skills to do so; the funds provided by the bursary will allow applicants to attend a course to gain these skills.

What funds are available? Up to £3,000 is available per applicant to cover the costs of backfill whilst attending the identified course.

Who can apply? The Tier 1 Bursary is open to any NHS employee in Primary or Community Care and employees of Public Health organisations in Norfolk or Suffolk who can demonstrate the support of their line manager / employer for their application.

What can the funds be used for? The funds are *only to provide funding for backfill* so the applicant can attend a research-related course. Examples of relevant courses include those in research methods, systematic reviewing, clinical trial design or statistics for healthcare research (see Appendix 1). We are flexible as to the method of delivery and the duration of a course: it could be delivered face to face or via distance learning; could take the form of a module of an MSc, a one day course, or a residential course delivered over a week. ***The employing organisation must agree to cover the cost of the course itself and related costs such as travel***, using their Continuing Professional Development (CPD) funds.

What is the expected outcome? The applicant will be required to produce a brief report on their experience and any ideas they may have for taking the next step towards a research career.

The main aim of the Tier 1 Bursary is a 'dip your toe in the water' experience and there is no requirement to apply to the next stage of the scheme if you feel that research is not for you or you feel you have met your learning outcomes.

What is the application process?

Email completed application forms to SNCCG.ResearchDevelopment@nhs.net. We will acknowledge receipt via email within 1 week.

Please contact the Research Development team before submitting an application

(SNCCG.ResearchDevelopment@nhs.net) so that we can support you in the process of choosing a suitable course, should you wish.

Applications are welcome on a rolling basis and we will review them in May, September and January

Tier 1 application form guidance

The following brief notes are to help you and your manager complete the form successfully so that reviewers can assess your application fairly.

To be completed by the applicant

Please fill in the first section which tells us some basic facts about you, including where you work and your current post.

Make sure that you fill these sections in as completely as possible. This will allow the panel to understand your career path to date, what your current level of research experience is and to judge how appropriate the course is for you. It is important that you give concise information that:

- ✓ fully reflects your current position, previous posts and career development;
- ✓ details **any** academic / professional qualifications;
- ✓ details **any** research related course you have attended, if relevant;
- ✓ references **any** publications you have or presentations you have made to conferences;
- ✓ demonstrates **any** previous experience in research (hosting or active involvement)

Supporting statement: use this space to explain to the reviewers why a Tier 1 Bursary would be beneficial to your career development and your clinical practice. Also tell us why you want to attend the particular course you have identified.

The course: please detail the course you would like to attend and include:

- ✓ Course title
- ✓ Location
- ✓ Duration
- ✓ Cost of the course
- ✓ Web address if available

Declaration and signature: your signature here will confirm that you wish to apply for the Tier 1 Bursary and that you will complete the scheme as agreed with NSPCCRO. An electronic signature as a picture/pdf etc. is acceptable.

To be completed by the line manager/ service lead/ budget holder

Please include your name, job title and position in relation to the applicant.

Applications can only be considered where the applicant has already obtained the commitment of their line management or practice colleagues. To this end, please briefly outline how the Bursary will benefit the applicant.

Backfill: the Tier 1 Bursary funds should be used to cover the cost of providing clinical backfill to enable the applicant to attend their chosen research course. Please note the Bursary funds will cover the costs of salary and employer's National Insurance and Superannuation only: no desk, IT or other overhead costs are to be included. If the application is recommended for funding then the Research Office may ask for a breakdown of how the costs were calculated.

Please estimate the number of days of backfill which will need to be funded and the cost of this. Where the course is delivered over part of a day (e.g. MSc module at UEA delivered over 12 half days) please cost for a full day of backfill for each half day, to allow for self-study time. Please contact the Development team with any queries.

Declaration and signature: your signature here will confirm that you support the application, your organisation will meet the costs of the course and associated travel from CPD funds and that you will ensure that any Bursary funds are used as agreed with NSPCCRO. An electronic signature as a picture/pdf etc. is acceptable.

Appendix 1: Relevant research courses

Here we present a list of course which we consider appropriate for a Tier 1 Bursary recipient to attend. The list is not exhaustive and duration and location vary. All web addresses were up to date as of February 2016. Applicants are encouraged to contact the Research Office if they have found an alternative course to discuss suitability. Please note some courses require submission of an application form and the Research Office can advise on this.

Title	Duration	Location	Web address
Introduction to Design Conduct and Analysis of Pragmatic Clinical Trials	3 days	The Blizzard Institute, Queen Mary University of London, London	http://www.blizard.qmul.ac.uk/pragmatic-clinical-trials-unit.html#news-events
A Practical Guide to Cluster Randomised Trials	tbc	The Blizzard Institute, Queen Mary University of London, London	http://www.blizard.qmul.ac.uk/pragmatic-clinical-trials-unit.html#news-events
Introduction to Evidence-Based Medicine	1 day	Centre for Evidence Based Medicine, University of Oxford	http://www.cebm.net/education-and-training/introduction-evidence-based-medicine/
Short courses in health sciences including health research methods, clinical trials, statistics	5 days	Centre for Evidence Based Medicine, University of Oxford	https://www.conted.ox.ac.uk/courses/professional/staticdetails.php?course=242
Ethics for Biosciences	10 units over 10 weeks	Online via the Department for Continuing Education, University of Oxford	https://www.conted.ox.ac.uk/courses/details.php?course_subject=Health_sciences&id=B900-93&coursetype=100
Introduction to Statistics for Healthcare Research	10 units over 10 weeks	Online via the Department for Continuing Education, University of Oxford	https://www.conted.ox.ac.uk/courses/details.php?id=B900-23

Title	Duration	Location	Web address
Research Methods	9 weeks	Online, University of Birmingham	http://www.birmingham.ac.uk/postgraduate/courses/taught/med/pg-modules/research-methods-(distance-learning).aspx
Research Methods	12 weeks	Edge Hill, University of Lancashire	http://www.edgehill.ac.uk/health/cpd-modules/research-methods/
Research Synthesis and Systematic Review Course	5 days	University of East Anglia	https://www.uea.ac.uk/medicine-health-sciences/continuing-professional-development/short-courses-and-study-days/advanced-research-synthesis-and-systematic-review-short-course
20 credit module of MSc Clinical Research	12 half-day pm sessions	University of East Anglia	http://www.uea.ac.uk/health-sciences/postgraduate-taught-degrees/msc-clinical-research-nihr-route/about-the-course
Undertaking Research with Children and Young People	3 days	University Campus Suffolk	http://www.uea.ac.uk/health-sciences/postgraduate-taught-degrees/msc-clinical-research-nihr-route/about-the-course
Preparing for Patient & Public Involvement in Research: Training for Researchers Workshop	1 day	University of Salford	http://www.salford.ac.uk/spd/coursedetails?courseid=PREPARwiCD

A range of Continuing Professional Development (CPD) modules in the School of Health and Related Research	Dependent on module- usually over a semester	University of Sheffield	http://www.sheffield.ac.uk/scharr/prospective_students/cpd
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