

## GUIDANCE ON THE PROCEDURE

for submission of funding applications to the NHS Highland Research, Development & Innovation (RD&I) Committee

1. It is the role of the researcher to develop the research proposal, however, the NHS Highland RD&I Manager will provide guidance if required. For submission to the Committee, the proposal should be limited to 2 to 3 sides of A4 and have the following information in Section 5 of the application form:
  - a. Introduction
  - b. Result of any pilot studies
  - c. Aim(s)
  - d. Research question(s)
  - e. Plan, methods (give detail), expertise available and statistical power
  - f. Research outcomes relating to NHS implementation potential
  - g. Dissemination of results. How will your results reach the wider research community?
  - h. Key references

For student projects, the research proposal that has been submitted to the student supervisor will be suitable for submission without modification, provided that the student supervisor has already reviewed the proposal.

2. Peer Review - The Committee **will not consider project proposals without prior peer review by two reviewers**. Applicants are encouraged to find their own peer reviewer in the first instance. One reviewer can be from the NHS who has knowledge of the subject but is not participating in the proposed research, another can be an academic (but not a supervisor of the applicant). If the applicant cannot find a peer reviewer they may contact the RD&I Department (01463 255655) for guidance. Peer reviews require be completed on the NHS Highland Peer Review Form, returned to the applicant for submission along with application before.
3. Research Ethics Committee (REC) Approval - REC approval is a requirement of most research projects conducted within an NHS environment. Present guidance on the North of Scotland Research Ethics Service website recommends that projects defined as 'audit' or 'service/therapy evaluation' do not now require REC or Research Governance review (management approval). Please contact the NHS Highland RD&I Department for further information concerning the definition of projects.

If REC approval is required, the Committee will consider projects prior to the final REC approval letter being issued, however, funding will not be released until the approval letter is submitted to the NHS Highland RD&I Department and a final management approval letter issued.
4. Please provide as much detail as possible for the funding required i.e. breakdown of travel costs locally, nationally, internationally; required costs for support e.g. transcription hours and cost per hour needed. We cannot provide backfill funding from research endowment funds.

**All applications and peer reviews must be submitted to [tatyana.brown@nhs.scot](mailto:tatyana.brown@nhs.scot)**