

## UHL Grant Applications Process Research & Innovation SOP G-4001

### 1. Introduction

This Standard Operating Procedure (SOP) describes the process when making an application to any external organisation for research funding where the University Hospitals of Leicester NHS Trust (UHL) is to be the lead organisation.

External organisations may include:

- Charities – including UHL Charitable Funds
- Commercial Organisations
- National Funding Bodies – including the NIHR
- Individual funders

The definition of 'lead organisation' for the purposes of this SOP is that the UHL is the legal entity receiving the funds.

The purpose of this SOP is to ensure that UHL Research and Innovation (R&I) is aware of all external funding applications for research, have contributed to ensure that all costs and resource have been adequately covered, and that management of the award will be in line with relevant legislation and requirements.

### 2. Scope

This SOP applies to all individuals applying to any external source of funding where the UHL is to be the Lead Organisation.

### 3. Application Review

**Applicants are encouraged to contact the R&I Office as soon as possible. All applications will be added to the EDGE Database system and tracked to outcome.**

**R&I Chief Operating Officer and Head of R&I Finance** will review the application to ensure all NHS costs are included.

A copy of the final application will be saved on the EDGE database. It is essential that the R&I Office are informed of the outcome of the awarded, along with any feedback provided. application and provide feedback.

### 4. Responsibilities

	Responsibility	Undertaken by	Activity
1	Applicant	Applicant	Send application details to R&I Office – <a href="mailto:RIAdmin@uhl-tr.nhs.uk">RIAdmin@uhl-tr.nhs.uk</a>
2	R&I Office	R&ICOO & Head of R&I Finance	Review application – provide feedback and costs to be included in the awarded
3	R&I Office	R&I Admin	Add application to EDGE. Add Bid/Grant Attribute and complete
4	Applicant	Applicant	Notify R&I Office of outcome of application

### 5. Who Guideline Applies To

This guideline applies to all staff within UHL and external who are delivering research.

**6. Guideline Standards and Procedures**

The SOP is detailed so the process can be clearly followed. No flowchart is provided / required.

**7. Education and Training**

None.

**8. Monitoring Compliance**

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements
Specific research studies	Study monitoring or audit review	Carolyn Maloney	As and when	A report will be issued

**9. Supporting Documents and Key References**

None.

**10. Key Words**

Research, Innovation, EDGE, Funding, Application, Grant

**11. Contact and Review Details**

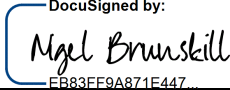
CONTACT AND REVIEW DETAILS	
<b>Guideline Lead (Name and Title)</b> Carolyn Maloney – Deputy Chief Operating Officer	<b>Executive Lead</b> <b>Medical director</b>
<b>Details of Changes made during review:</b> Review and update	

**12.**

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This table is used to track the development and approval of the document and any changes made on revised / reviewed versions

DEVELOPMENT AND APPROVAL RECORD FOR THIS DOCUMENT			
<b>Author / Lead Officer:</b>	Carolyn Maloney, Martin Maynes, Tim Skelton		<b>Job Title:</b> R&I Deputy COO / Head of /R&I Finance / R&I COO
<b>Reviewed by:</b>	UHL Corporate Governance Meeting		
<b>Approved by:</b>	Professor Nigel Brunskill	 <small>DocuSigned by: Nigel Brunskill EB83FF9A871E447...</small>	<b>Date Approved:</b> 21-03-2022
REVIEW RECORD			
Date	Issue No.	Reviewed By	Description Of Changes (If Any)
24/08/21	1	Carolyn Maloney	Removal of Intention to Apply form. Simplification of process.
07/03/22	2	CM, MB	Updated to trust template
DISTRIBUTION RECORD:			
Date	Name	Dept	Received