**This form should be used to apply to HSC R&D Division for NHS Support Costs for research taking place in Northern Ireland**

*You are advised to read the [DH](https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research) and* [*HSC R&D Division*](http://www.research.hscni.net/research-costs-acord-acat) *documentation related to the* ***a****ttributing the* ***co****sts of health and social care* ***R****&****D*** *(AcoRD) guidance before completing attributions.*

**1. Introduction**

The costs of undertaking research are divided into three main categories:

**Research costs** are the costs associated with activities that are entirely related to the research. These would end when the research study ends. For research funded by members of the Association of Medical Research Charities ([AMRC](http://www.amrc.org.uk/our-members/member-directory)), these costs are further separated into Research Part A and Part B costs (eg CTU costs, randomisation, CRF completion, manufacture of study drug, costs related to the evaluation of patients in the clinical study that are not part of the standard care etc.).

**NHS Treatment Costs** are the costs of caring for the patient, regardless of whether that care is experimental or standard. There will therefore be treatment costs associated with all patients taking part in a research study where the research is taking part in the NHS. **Excess Treatment Costs** are the costs that are associated with patient treatments in a research study that are over and above the cost of standard care, and that would continue if the treatment was to become standard care. For some research studies, there could be a treatment cost saving.

Excess treatment costs should be funded by the NHS/HSC and so must be discussed with Clinical Directorates and/or Commissioners within the relevant care organisations. Early discussions are recommended.

**NHS Support Costs** are costs that are associated with additional patient care which is required because the patient is participating in a research study, but that would also form part of the NHS Duty of Care of that patient. These activities would end when the research study ends, and would not continue even if the care being tested continued to be provided as standard care of the patient. Examples include:

* Screening routinely collected data or other processing of patient records in order to identify patients who may be suitable to approach regarding study participation.
* Obtaining informed consent from participants.
* Tests undertaken for the purposes of assessing patient safety, but more closely than would be the case if the intervention was to become standard care e.g. in the research study, a blood test is carried out at Days 0, 7, 14 and 28 to monitor patient safety and provide additional safety measures. If the intervention was routine care, blood tests would only be carried out on Days 0 and 28. The tests on Days 7 and 14 are additional safety tests taking place because of the research, and so the cost of these is a NHS Service Support Cost.
* Tests to assess patient safety during follow-up.

**NHS Support Costs** are met from the R&D budget of the Departments of Health in the relevant UK nations, ***and are subject to prior agreement and budgetary constraints***. For studies with sites in England, the resources for meeting these costs are mainly met through the NIHR Clinical Research Networks, but agreement may still be required at a Trust level. If your study has sites in devolved administrations, and will incur NHS Service Support Costs, you or a member of your research team should consult with the relevant organisation responsible for the R&D budget in each devolved administration in which study sites are planned.

For Northern Ireland site costs, you should complete this application form with **as much detail as is available at the time.** This initial application should be completed at the same time as submission of your primary funding application. HSC R&D Division will review the details and issue a funding decision in principle at this point. An update should then be provided at any subsequent application stage, and again if funding is awarded. Any major deviations from the potential value of SSCs should be notified to HSC R&D Division as soon as possible, and may result in a funding decision review.

If you wish to discuss your application, please contact Dr Julie McCarroll at [Julie.mccarroll@hscni.net](mailto:Julie.mccarroll@hscni.net).

Where appropriate, you are encouraged to consider if your study could be supported/adopted by a Northern Ireland research network infrastructure organisation, as this can often strengthen applications. If you wish to utilise one of these resources, you should initiate discussions with the relevant organisation as early as possible. Initial enquiries should be to:

* [Northern Ireland Clinical Research Network](http://www.nicrn.hscni.net/): Paul Biagioni, NICRN manager: [Paul.Biagioni@belfasttrust.hscni.net](mailto:Paul.Biagioni@belfasttrust.hscni.net)
* [Northern Ireland Cancer Trials Network/Centre](http://www.qub.ac.uk/research-centres/nictc/NorthernIrelandCancerTrialsNetwork/): Melanie Morris, NICTN Operational Director: [melanie.morris@belfasttrust.hscni.net](mailto:melanie.morris@belfasttrust.hscni.net)
* [Northern Ireland Public Health Research Network](http://www.thehealthwell.info/niphrn/intro): Mark Tully, NIPHRN Clinical Director: [m.tully@qub.ac.uk](mailto:m.tully@qub.ac.uk)

If your study is being considered for adoption by one of the above networks, existing resource may be available to undertake a proportion of the activities associated with Service Support Costs. For this reason, **any relevant application for Service Support Costs will be shared with the appropriate network in order to accurately identify additional costs and resource implications.**

Please be aware that in order to be awarded NHS support costs, R&D activity will require a clear written protocol and to have been subjected to appropriate independent peer review. **Please attach/ post your research protocol and application to the study funder with this form**. HSC R&D Division will review and approve cost attributions, and will endeavour to support eligible applications within the budget available. You are advised to apply at the earliest possible opportunity in order to assist with budget management.

**The form should be returned to Mrs Kathleen Roulston, Strand Administrator at** [**Kathleen.roulston@hscni.net**](mailto:Kathleen.roulston@hscni.net)**, copied to Dr Julie McCarroll, Programme Manager (**[**julie.mccarroll@hscni.net**](mailto:julie.mccarroll@hscni.net)**).**

**2. Applicant Details**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Surname** |  |
| **Position** |  |
| **Contact (Email/Telephone)** |  |
| **Employing Organisation** |  |

**3. Research Governance Details**

|  |  |
| --- | --- |
| **Are you the Chief Investigator (CI) for the study?** | Yes / No |
| **If not, please provide details for the CI below** | |
| **CI Name** |  |
| **CI Employing Organisation** |  |
| **Host Organisation for the study** |  |
| **Lead Site (if different from above)** |  |
| **Sponsor Name** |  |
| **Local Principal Investigator Name(s)** |  |

**4. Study Details**

|  |  |
| --- | --- |
| **Title (with acronym if appropriate)** |  |
| **Planned Start Date** |  |
| **Planned End Date** |  |
| **Proposed number of sites** |  |
| **Please provide details of the proposed NI sites** |  |
| **Overall Recruitment Target** |  |
| **NI Recruitment Target** |  |
| **Proposed start date for NI recruitment** |  |
| **Proposed end date for NI recruitment** |  |
| **Has the study been adopted by a NI-based research network? If so, please provide details, including a study reference number if available. Evidence of support should be provided if appropriate.** |  |
| **Host Organisation for the study** |  |
| **Total research costs being requested from the research funder** |  |
| **Total Treatment costs required to deliver the study** |  |
| **Proportion of Treatment Costs that are Excess Treatment Costs** |  |
| **Total Service Support Costs required to deliver the study** |  |
| **Total Service Support Costs requested from HSC R&D Division, i.e. for Northern Ireland sites** |  |

**It is strongly advised that you discuss Excess Treatment Costs with the Care Organisation(s) in which the research will take place at the earliest opportunity.**

**You should contact the Research Office in the Care Organisation(s) in which the research will take place at the earliest opportunity.**

**5. Research Funder Details**

|  |  |
| --- | --- |
| **Name of organisation to which the research funding application will be/has been made** |  |
| **Funding Call Details** |  |
| **Current Status** |  |
| **Application Reference Number** |  |

**6. Research Environment Details**

|  |  |
| --- | --- |
| **Please provide details of the environment in which the research will take place in NI** | |
| **Health and Social Care Trust (HSCT): please specify** |  |
| **Primary Care** |  |
| **Community Care: please specify** |  |
| **Other: please specify** |  |

**7. Northern Ireland Service Support Cost Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please provide details of the service support activities and costs for Northern Ireland sites (please add additional rows if required)** | | | |
| **Activity** | **Staff Involved** | **Time Required** | **Cost (with breakdown)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Please indicate the source of the costs and attributions provided** | | | |
|  | | | |

**8. Declarations**

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| --- |
| **I confirm that the information provided in this form is complete and correct at the time of writing. Any changes to the information provided will be communicated with HSC R&D Division as soon as possible.** |
| **Signature**  **Print Name**  **Date** |