## HSC R&D Division

## Research Fora

 *Guidance*

 *Notes*

##  Contents

|  |  |  |
| --- | --- | --- |
|  |  | Page |
| **1** | **Introduction**  | **3** |
| **2** | **Eligibility**  | **3** |
| **3** | **Remit and Scope**  | **4** |
| **4** | **Application process**  | **4** |

## Introduction

* 1. This document details the process involved in making an application to the Health & Social Care HSC Research & Development Division (R&D Division) **Research Fora** Award scheme.
	2. The aim of the Research Fora Scheme is to foster collaborations and partnerships in research, policy and practice in order to build capacity in a specific topic or area, expand the evidence base, facilitate knowledge transfer, provide support for early career researchers, involve patients, carers and public as partners and generate future funding proposals.
	3. Applicants and other stakeholders are encouraged to contact HSC R&D at the earliest opportunity to discuss potential proposals. All inquiries and correspondence relating to applications for a Research Forum should be addressed to mailto:enquiry.rdpha@hscni.net

## Eligibility

* 1. Applications are invited from Northern Ireland-based investigators working in research areas directly relevant to health or social care.
	2. The **Chief Investigator** (CI) must be employed in a substantive post in Northern Ireland within health or social care services, voluntary/not-for-profit organisations providing health or social care, or within a higher education institution.

##  3 Remit and Scope

 3.1 The Research Fora schemeis designed to build research capacity and collaborations.

 3.2 The award will support costs of up to £5,000 per annum for up to 5 years.

 3.3 When considering applications, HSC R&D Division will examine aspects including:

* Relevance/benefit to HSC - is there political imperative to support the proposal? - does the proposal address a service priority? Will the proposal improve patient/client outcomes or other benefit to the HSC?
* Evidence that the project is a priority for HSC – Does the proposal add breadth or depth to the existing R&D research portfolio?
* Does the proposal aim to bring together existing groups or strengthen relationships in an existing topic?
* Is there a potential for additional return on investment e.g. through the generation of further research proposals?

## 4 Application Process

4.1 Applications may be submitted at any time. As with all HSC R&D Division schemes, awards will be subject to the availability of funds in any given financial year.

4.2 Applicants are advised to contact the HSC R&D Division at the earliest opportunity to discuss potential research fora proposals.

4.3 Applicants must initially complete and submit a draft proposal. Headings should include: Background including strategic context, Aims and Objectives, Proposed Membership, Governance Arrangements, Planned Activities, PPI, Justification of Costs, Risks and Constraints and Evaluation.

4.4Proposalswill then be reviewed internally with external review sought where necessary.

 4.5 If the proposal is deemed suitable for our support applicants will then be

 required to submit a  [business case template](https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/Business%20Case%20Pro%20Forma%20up%20to%20%C2%A325k%20-%20May%202021.DOCX)

 4.6 More information on Business Case completion can be found at[https://www.health-ni.gov.uk/articles/business-case-guidance-training](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.health-ni.gov.uk%2Farticles%2Fbusiness-case-guidance-training&data=04%7C01%7Cm.tully%40ulster.ac.uk%7Ca346b7624d8a4d95af4508d999531148%7C6f0b94874fa842a8aeb4bf2e2c22d4e8%7C0%7C0%7C637709404317942999%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=BOJTHhPxLHemQjqwGQljQ4lHWj90L8bchs2xlKqvuBU%3D&reserved=0)

and [supplementary guidance](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.finance-ni.gov.uk%2Fpublications%2Fbetter-business-cases-ni-supplementary-guidance&data=04%7C01%7Cm.tully%40ulster.ac.uk%7Ca346b7624d8a4d95af4508d999531148%7C6f0b94874fa842a8aeb4bf2e2c22d4e8%7C0%7C0%7C637709404317952960%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=gbo0kzU987sJSzNrjYckk23K5%2FIQ4dgJNTYhtWV3GWA%3D&reserved=0)