

1. Introduction and Who Guideline Applies to

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 where 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, and 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.

This policy applies to all individuals, both within UHL and externally, who are making an external funding application for research where the UHL is to be the lead organisation.

2. Guideline Standards and Procedures

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.

The 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 application, along with any feedback provided.

Responsibility	Undertaken by	Activity
1	Applicant	Applicant
2	R&I Office	R&I COO & Head of R&I Finance
3	R&I Office	R&I Admin
4	Applicant	Applicant

1	Applicant	Applicant	Send application details to R&I Office: uhl-tr.researchandinnovationadminmailbox@nhs.net
2	R&I Office	R&I COO & 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

3. Education and Training

None

4. Monitoring Compliance

What will be measured to monitor compliance	How will compliance be monitored	Monitoring Lead	Frequency	Reporting arrangements
Review of research studies with external funding	Audit	Carolyn Maloney	As part of routine oversight	Report non-compliance to R&I Governance Meeting

5. Equality Analysis Assessment

- 5.1 The Trust recognises the diversity of the staff and local community it serves. Our aim therefore is to provide a safe environment free from discrimination, harassment and victimisation and treat all individuals fairly with dignity and respect and, as far as is reasonably possible, according to their needs.
- 5.2 As part of its development, an Equality Analysis on this policy have been undertaken and its impact on equality have been reviewed and no detriment was identified.

6. EDI Statement

We are fully committed to being an inclusive employer and oppose all forms of unlawful or unfair discrimination, bullying, harassment and victimisation.

It is our legal and moral duty to provide equity in employment and service delivery to all and to prevent and act upon any forms of discrimination to all people of protected characteristic: Age, Disability (physical, mental and long-term health conditions), Sex, Gender reassignment, Marriage and Civil Partnership, Sexual orientation, Pregnancy and Maternity, Race (including nationality, ethnicity and colour), Religion or Belief, and beyond.

We are also committed to the principles in respect of social deprivation and health inequalities.

Our aim is to create an environment where all staff are able to contribute, develop and progress based on their ability, competence and performance. We recognise that some staff may require specific initiatives and/or assistance to progress and develop within the organisation.

We are also committed to delivering services that ensure our patients are cared for, comfortable and as far as possible meet their individual needs.

7. Supporting references

None

8. Key Words

Research, Innovation, EDGE, Funding, Application, Grant

CONTACT AND REVIEW DETAILS	
Guideline Lead (Name and Title): Adam Lewszuk, R&I Head of Quality	Executive Lead: Nigel Brunskill
Details of Changes made during review: N/A, new SOP	