**Grant applications**

**Applications to the Joint Research Office (Version 1: 10.01.2022)**

Researchers with studies which fall into the following categories should contact the JRO to discuss their proposal prior to completing this form.

1. Clinical Trials of Investigational Medical Products (CTIMP)
2. Medical devices which require MHRA approvals

Contact should be made via email to: [ctimps@ucl.ac.uk](mailto:ctimps@ucl.ac.uk)

For all other studies, all researchers should complete this grant submission request form and checklist. Both, alongside any required documents should be sent to [uclh.randd@nhs.net](mailto:uclh.randd@nhs.net)

A grant review cannot commence until all applicable documents are provided. Incomplete document sets and/or missing or incomplete checklists will be returned for completion.

**Table A: Complete in all cases**

|  |  |
| --- | --- |
| **1. Study Title** |  |
| **2. Grant Submission date/deadline:** |  |
| **3. Grant Body (name)** |  |
| **4. Lead Researcher name and email (UCL or UCLH):** |  |
| **5. Grant Point of Contract name and email (if different from Lead Researcher):** |  |
| **6. For grant which will be administered via UCL: confirm here that the relevant procedures have been followed at** [**UCL**](https://www.ucl.ac.uk/research-innovation-services/research-services/training-and-support/research-support-induction/key-tasks-applying-funding) **(tick)** |  |
| **7. For grants which are administered via UCL, provide the work tribe reference and any points of contract at UCL Research Services or Research Contracts** |  |
| **8. Is the UCL or UCLH applicant the Lead, CI, or collaborator on the Grant?**  **For Collaborations – please note**  **the Lead organisation** |  |
| **9. Does this application include any collaborations with organisations outside of UCL and UCLH? If so, list here and the nature of the collaboration** |  |
| **10. Indicate which type of review is required (tick all applicable)** | **Sponsor Approval from UCL or UCLH**  **NHS Costs for UCLH**  **UCLH research Costs**  **NHS participation approval for UCLH** |
| **11. Type of Study (Clinical Trial of Medicinal Product or Other)** |  |
| **12. Indicate if you have considered the involvement of a** [**UCL Clinical Trials Unit**](https://www.ucl.ac.uk/clinical-trials-and-methodology/) **(tick the applicable statement and provide detail)** | **This application does not fit the requirements for a UCL clinical Trials Unit**  **This application was considered by**  **Clinical Trials Unit (UCL or other) but was rejected (if so, please provide reasons in Table B, Row 4)**  **This application involves a non-UCL Clinical**  **Trials Unit** |
| **13.**  **a) Indicate the involvement of other units or services at UCL and UCLH or external to UCL and UCLH *if known* (tick as appropriate and add name of each unit and service)**  **b) for those services listed in 13a – have costs been obtained from these services for the study outlined in this grant application and included into the relevant sections of the application?** | **Laboratories**  **Specialist clinical services**  **Imaging (including pre-IRAS reviews)**  **Pharmacy/radio pharmacy**  **Randomisation Services**  **Databases**  **Storage Facilities**  **Courier/shipping services**  **Other** |
| **14. Have costs relevant to archiving be considered in the costs provided for this application** |  |

**Continued below**

**Table B: Complete in all cases**

|  |  |  |  |
| --- | --- | --- | --- |
| **a.**  **Document** | **b.**  **Description** | **c.**  **Confirmation documents have been provided (tick) or N/A** | **d.**  **For those sections marked as N/A in column C (only) provide a description for why the document is considered N/A** |
| 1. Draft Grant Application (format word where possible) | Draft version of the grant application exported from the grant application web platform. The draft should include a near-complete description of the study methodology |  |  |
| 2. Draft Populated SoECAT | Some grant bodies will require a Validated SOECAT to be provided. This should be outlined in the terms and conditions of the grant submission.  To find out more about a SOECAT:  <https://www.nihr.ac.uk/documents/schedule-of-events-cost-attribution-template-soecat-guidance/23214> or consult JRO guidance on the SOECAT found on the website |  |  |
| 3. Associated Collaboration Agreements or other associated agreements/contracts which relate to the work outlined in the grant application | Some studies will be associated with existing research agreements. These associated agreements may impact upon the review and costs associated with new grant applications. Therefore, please provide a document listing these agreements, their purpose and how they relate to this application. Copies of the agreement (where available) should be included. |  |  |
| 4. Supporting documentation from UCL Clinical Trials Units (where a Clinical Trials Unit has previously reviewed the study) | Some studies are reviewed by Clinical Trials Units at UCL (refer to table A row 12). Where a study has been reviewed through a UCL Clinical Trials Unit, or an external Trials Unit and rejected from adoption by the Unit, a copy of the review outcome should be provided to the JRO |  |  |