**Application form: Renewal of existing NIHR CRN funded posts at UCLH.**

**Version 5, date 13.10.2023**

This form is for the renewal of NIHR CRN funded posts (i.e., those which had received funding 2023/24 only). This includes circumstances when maternity cover or long term sickness is required (for the current post holder) and where the post is currently vacant. Requests will be reviewed by the Joint Research Office (JRO). Posts will be funded for a duration of no longer than 12 months and for activities which support the delivery of, and recruitment to, the NIHR clinical research portfolio at UCLH. All posts should be recruited via UCLH. Completed forms should be sent to: [uclh.jro-communications@nhs.net](mailto:uclh.jro-communications@nhs.net). The JRO will review applications each month. This form should not be used for applications for new posts or where a post was previously funded through sources other than NIHR CRN funds. Incomplete application forms will be returned to the requestor. **The successful application is valid for three months from the date of confirmation, if recruitment does not commence within this period, a new application will need to be made.**

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| --- | --- |
| Current or most recent post holder |  |
| Current Employing Organisation (UCLH or UCL) and Band/Grade |  |
| Job Title and WTE |  |
| Current Line Manager |  |
| Last Day of Service (past or anticipated date) |  |
| Estimated start date of replacement post holder |  |
| Previous post holders (within 2023/24) |  |
| Will this renewal require any changes to be made to the details above (e.g., different job title, responsibilities, or band)? |  |

**1: Requestr Details 2: Current Post Holder**

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| --- | --- |
| Name of Requester |  |
| UCLH Clinical Division |  |
| CRN Managing Specialty/Division e.g., Cancer |  |
| Primary Subspecialty e.g.. lung cancer |  |
| Email |  |
| Date of Request |  |

**3: Post holder responsibilities**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Study Design**  **(observational/Interventional/ both)** | **Study Status** | **Study Short Name** | **IRAS** | **Study Funders and Sponsor** | **NIHR Adopted (yes/no)** | **Principal Investigator (PI)** | **Study Site Start Date** | **Site Recruitment Closure Date** | **Study target** | **Site study target** | **Current recruitment** | **Anticipated recruitment for 2024 - 2025** |
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**4: Other research staff supporting the delivery of studies identified in section 3**

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| **Post (Job Title, Name, and length of contract)** | **WTE** | **Funding source for post holder** | **IRAS number for studies supported** | **Brief description of role within each study** |
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**5: Please provide your rationale for requesting this support, including distribution of work with those listed in section 4, the availability and use of other funding sources (e.g., where posts are supporting non-NIHR adopted studies) and a description of the research activity within the department (including commercial activity, other research posts and the size of the clinical research portfolio).**

**6: Please indicate your acceptance to the below conditions of funding.**

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|  | **Accept (yes/no)** | **Comments or considerations** |
| **The post holder will be made immediately available to support urgent public health studies as advised by the UCLH Research Directorate** |  |  |
| **The post holder should be made available to support with in the division or other research areas of UCLH when required** |  |  |
| **The named line manager (section 1) will ensure any changes to the WTE, job role or post holder are notified to the JRO immediately** |  |  |

**Signature (requestor): Date:**

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