KSS Priorities for Care Funding Call 2022

Creative solutions for health and care priorities

Expression of Interest

Guidance Notes

This information is intended for those intending to submit an Expression of Interest for the above ARC KSS project funding call

Spring 2022

Contents

Section 1 – Background of NIHR and NIHR ARCs

1.1 What is NIHR?

The [National Institute for Health Research (NIHR)](#) is the nation's largest funder of health and care research and provides the people, facilities and technology that enables research to thrive. NIHR's mission is to improve the health and wealth of the nation through research. The NIHR was established in 2006 and is primarily funded by the Department of Health and Social Care.

1.2 What are ARCs?

[NIHR Applied Research Collaborations (ARCs)](#) support applied health and care research that responds to, and meets, the needs of local populations and local health and care systems. The NIHR ARC Kent, Surrey and Sussex is one of 15 ARCs across England, part of a £135 million investment by the NIHR to improve the health and care of patients and the public.

Each NIHR ARC is made up of local providers of NHS services, local providers of care services, NHS commissioners, local authorities, universities, private companies, and charities. These collaborations work together to conduct high quality, generalisable, applied health and care research that addresses the specific health or care issues in their region.

1.3 What is ARC KSS?

The National Institute for Health Research (NIHR) Applied Research Collaboration Kent, Surrey, and Sussex (ARC KSS) brings together NHS Trusts, local authorities, universities, communities, and other partners to stimulate changes through applied research in health and social care for people living in the Southeast of England and nationally.

Led by Sussex Partnership NHS Foundation Trust and Professor Stephen Peckham as Director from the University of Kent, our aim is to improve the quality, quantity and relevance of health and social care research in the area.

The ARC KSS aims to provide transforming infrastructure for the region to enable impactful research implemented into practice. To do this we will provide co-ordination, facilitation, management, and support for the three core activities: **Capacity building in health and social care research, supporting and conducting applied research and supporting the implementation of findings into practices locally, regionally, and nationally.**

ARC KSS is committed to ensure all our research **engages with local communities, patients and the wider public.**

Section 2 – Funding call aim, criteria, and further information

2.1 What is the aim of this funding call?

ARC KSS is seeking to fund innovative applied research projects that **respond to and address key priorities for health and care provision across Kent, Surrey, and Sussex (KSS).**

We recommend applicants read the ***[ARC KSS research funding approach](#)*** and the ***[ARC KSS themes and sub-themes](#)*** summary table, to ensure their project fits goals and aims of ARC KSS applied research and our research theme objectives closely. ARC KSS will prioritise projects well aligned to our themes and with potential to create real change and impact regionally.

Expressions of interest (EOIs) from all care sectors will be considered, however, projects from under-researched topics, populations or care sectors are particularly encouraged. You should highlight and justify why your project is in one of these under-researched areas in your EOI.

2.2 What are the criteria for applications for project funding?

- address a **clear priority for health and care providers or commissioners** in the KSS region, as evidenced through meaningful engagement by provider organisations and the public.
- **involve health and care organisations**, focussing on strong evidence to support practice through collaboration across health and care settings and/or academia.
- **contribute to a public need and creative solutions** for how best to direct limited resources toward priorities for Kent, Surrey and Sussex populations for improved/efficient care that are needed now.
- clearly **contributes to one of the ARC KSS themes and sub-themes** (refer to Table 1 below).
- include relevant Public and Community Involvement and Engagement and/or co-production.
- consider the value-for-money and potential cost-effectiveness.
- **have a clear pathway to practical impact** – how will the project improve outcomes or care provision and how it will be implemented
- projects can involve evaluation of innovation and care.
- projects that contribute to COVID recovery health and care priorities are also particularly welcome.
- Projects must **be undertaken within an ARC KSS member organisation** or led by a member of staff from an ARC KSS member organisation.
- Up to £100,000 (inclusive of 25% co-funding) will be awarded to individual projects. The maximum funding awarded by ARC KSS will be £75,000. Refer to Section 3.

2.3 When should projects start and finish?

Projects must **start by 1st October 2022**. Upon announcement of successful projects, contracts between ARC KSS and the hosting organisation will be organised and where possible should be in place by the start date. Projects should be **no more than 2 years in duration**.

2.4 With whom might we need to engage and how?

As part of the remit of the call is to address a **clear priority for health and care providers or commissioners** in the KSS region, there is a requirement for meaningful engagement by provider organisations and the public. We will prioritise projects that **involve health and care organisations**, focussing on strong evidence to support practice through collaboration across health and care settings and/or academia.

As evidence of this, EOI submissions should demonstrate this support from the leaders of health and care providers and/or commissioning organisations by including with your **EOI a single PDF document containing letters or emails of support from these organisations**. Each letter or email should:

- confirm the organisation's commitment to the project
- clearly explain the value, relevance, and benefits of the work to their organisation, particularly with respect to how the evidence generated will inform and improve care and services and, if applicable, how the project will contribute to COVID Recovery health and care priorities.
- describe any additional value that their organisation will bring to the project

2.5 When should we involve patients/service users, communities, the public and how?

Although details of involvement of patients/service users, communities and the public are not expected at EOI stage, projects should be informed by and plan to include appropriate Public and Community Involvement and Engagement (PCIE) and preferably co-produced with the public, patients, service users and communities. You should be engaging patients as early into your project as possible and we will be looking for evidence of a clear and comprehensive public and community involvement and engagement plan at full

application stage both in contributing to the development of your project and plans for PCIE during the work.

Section 3 – Funding available

At EOI stage, there is no requirement to submit a detailed project budget. By submitting your EOI, you confirm that the project can be conducted within the maximum funding limit available for individual projects as detailed in 3.1 below. A detailed project budget will be requested for those projects invited to submit a full application.

3.1 How much funding is available?

For this round of funding, a total of at least £425,000 will be available for projects. Funds will be used flexibly depending on the number and quality of applications received.

The maximum budget that can be requested for a single project is £100,000. Therefore, this should be made up of a maximum of £75,000 ARC KSS funding and at least £25,000 co-funding from organisations supporting the project.

Only direct costs will be funded and hence indirect or estates costs cannot be claimed. More details of what can be funded will be provided to projects invited to submit full applications.

Section 4 – How to apply

4.1 How do I apply?

Follow this **link to the call documents and EOI form**. If you are interested in applying:

- read the *call remit* and these *guidance notes* carefully
- read the *ARC KSS research funding approach document* and the *ARC KSS themes and sub-themes* Summary Table, to ensure the project fits goals and aims of ARC KSS
- Complete the *Expression of Interest form* and send this with supporting letters/emails the latter of which should be in a single pdf and signatures where required to ARCKentSurreySussex@sussexpartnership.nhs.uk
- Expressions of Interest will be accepted up to **5pm, Thursday 14th April 2022.**

To submit:
- Please include in the email Subject header: 'EoI for ARC Open Call' or your submission may not be received.
- Only 1 EoI per email permitted.
- Submissions received after the deadline, those which are unsigned, without supporting letters/emails or emails containing more than one EoI will not be accepted.

If you have any questions about the call, please email ARCKentSurreySussex@sussexpartnership.nhs.uk. **Please allow 48 hours for a response, weekdays only.**

Applicants should provide all the information requested on the EOI form in clear and concise language with minimal use of technical jargon. Where you use abbreviations, these should be fully described in the first instance of using the acronym. See below for guidance on each section of the EOI.

Application form sections - guidance:

Section 1: Lead applicant and host organisation: Please provide overview details of your project including:

- ➢ Proposed full project title and a short title if you have one
- ➢ Lead applicant details – name and contact details of the lead applicant. This is the person with overall responsibility for the delivery and conduct of the project. Please tell us:
  - o the lead applicant's name
  - o professional role or job title
  - o name of your employing organisation
  - o contact email address
- ➢ Please name the organisation hosting the project which will be responsible for holding the project contract. This should be an ARC KSS member organisation based and delivering services in Kent, Surrey, or Sussex.
- ➢ Please name a key administrative contact where this is not the lead applicant. This contact will be included in all correspondence. This might be an organisation representative responsible for research or project contracting arrangements and will also ensure governance oversight of the project and provide local support.

Section 2: Research team and supporting organisations:

- ➢ Please complete the table provided with a list of each co-applicant and/or collaborator. You should include team members names, job roles, collaborating organisation and project role(s).

Co-applicants or collaborators are those individuals supporting the delivery of the project and can include patients, carers, and service users. Co-applicants are considered part of the project team and are expected to share responsibility for its successful delivery. Collaborators normally provide specific expertise on particular aspects of the project but do not share in the responsibility for the delivery of the project. For example, this may be staff helping you to recruit service users and collect/provide data.

With your EOI submission, you should provide ADDITIONAL SUPPORTING DOCUMENT(S) that demonstrate support from the leaders of health and care providers and/or commissioning organisations for your project. You should include a single PDF with your EOI form that contains all letters and/or emails of support from these organisations. Each letter or email should:
- **confirm the organisation's commitment to the project**
- **clearly explain the value, relevance, and benefits of the work to their organisation, particularly with respect to how the evidence generated will inform and improve care and services and, if applicable, how the project will contribute to COVID Recovery health and care priorities.**
- **describe any additional value that their organisation will bring to the project**

Section 3: Project Outline

- ➢ Public summary *(250 words maximum)*

A Plain English, public summary is a clear explanation of your research. The assessors will use this summary to inform their understanding of your project. Assessors will include members of the public, clinicians and researchers who do not have specialist knowledge of your field. A good quality plain English summary provides an easy-to-read overview of your whole study. When writing your summary consider including the

following information where appropriate: aim(s) of the research, background to the research, design and methods used, patient and public involvement.

Keep the use of jargon and acronyms to a minimum. Further guidance on writing in plain English is available online at NIHR Make it clear http://www.invo.org.uk/makeitclear/.

➢ How will the project address and meet a public, patient, or service user health and/or care need in Kent, Surrey, and Sussex? (100 words maximum)

Provide a clear explanation of the health problem to be addressed, the impact on patients as well as health and care services, and how this research would fill a demonstrable evidence gap. Explain how your proposed research is within the remit of the call and how it addresses the key aim of the programme to generate research evidence to improve, expand and strengthen the way that healthcare is delivered for patients, the public, the NHS, and social care. It is essential that you clearly identify the health and care need that your project aims to address and how the outputs of your project will benefit the public, services users, service providers and commissioners.

Briefly describe:

- The importance of the proposed research and its relevance to local and national priorities and needs (including a statement of the significance of the research area, e.g., burden of disease, amount of care provided).
- the anticipated outputs, outcomes, and impact of the proposed research on the health of patients/service users and/or the public
- highlighting the potential benefits to service providers or commissioners where possible
- the potential for your project to inform or change practice for the better

➢ How will the work respond to and meet a current priority (or priorities) for health and care organisation(s) in Kent, Surrey and Sussex including COVID Recovery health and care needs where applicable?

You should clearly state the health and/or care priority (or priorities) that your project will seek to address and why it is of importance to our region and for commissioners and service providers. You may want to demonstrate the scale of the problem in our region and why the problem exists in our region. You should also comment on how the importance for cost savings or health and care budgets. Does the project address a nationally recognised evidence gap, maybe identified by the national bodies for health and care, through a James Lind Priority Setting Partnership or by clinical/care excellence bodies?

If your research is also in an under-represented research area, population, or care sector, justify why you think this is so by showcasing the priority, particular demographics compared to other regions or the lack of research evidence.

If your project addresses an issue for COVID recovery, justify what this is and how your project will contribute to recovery.

➢ How does the existing literature or evidence support this project? *(250 words maximum)*

Explain why this research is needed now, both in terms of time and relevance. Briefly describe:

- Past and current literature or research that justifies and provides rationale for the proposed project and shows that it has potential to improve patient care and inform practice. Evidence may be drawn from pilots (including unpublished work or audit data) or drawing on existing literature like systematic reviews (including NHS context and relevant literature).

- Work undertaken previously by you locally which has led to the proposed programme (e.g., describe any pilot/feasibility/audit data).
- Applicants should be aware of ongoing research in this area and comment on any other local research or initiatives which might be deemed to overlap with the contents of the proposal.

➢ What is the research question(s), aim(s) and objective(s)? *(200 words maximum)*

In bullet point format, specify the research question(s) you intend to answer. Also detail the aim(s) of the project and the individual project objective(s) and or milestones that you will complete.

➢ Outline project plan *(500 words maximum)*

The project plan should give a sufficient outline for the prioritisation process. It should provide sufficient detail for the assessors to understand how you intend to answer your research question(s), aim(s) and objectives.

You should include details of:

- Your project design
- Target population and sample. Including any relevant inclusion/exclusion criteria
- Methodology
- Data collection and analysis plans
- Ethical considerations or governance approvals and from where you will seek these.

You might consider using the PICOS framework (**P**opulation, **I**ntervention, **C**omparison, **O**utcome, **S**etting/**S**tudy Type), representatives to understand your research question(s) and objectives, populations, intervention, and outcome.

Section 4: Outputs and potential for impact

➢ What will be the main outputs of your project? *(200 words maximum)*

List in bullet point form the key outputs of your proposed project. This might be publications, guidelines, toolkits, evidence for changing practice, a new intervention or innovation or other outputs.

➢ What will be the impact of this project if funded? *(200 words maximum)*

In bullet point format, list how this project will contribute to new knowledge and the potential to influence or change practice. How will you create a real-world, practical solution for health and care priorities? How will you ensure ongoing needs are addressed and demonstrate current and future research that makes providing care easier, of better quality and more effective? You may demonstrate this impact through the following areas (not an exhaustive list):

- o impact in terms of improving outcomes and care provision for the benefit of service users, patients and/or public?
- o addressing and creating solutions for key care priorities in the region
- o providing value for money or cost-effective care
- o changing or informing practice or commissioning within and outside of your organisation?
- o how do you intend to mobilise knowledge gained for the benefit of the public, stakeholders, and commissioners?

In this section it is important that you identify all stakeholders who are relevant to your research proposal. For each stakeholder group you need to be clear about how they benefit from your proposed research and,

where appropriate, how they have been involved in the development of the application, as well as the plans for their involvement in the proposed research.

Section 5: Authorisations:

To ensure your application has been reviewed and approved by your organisation, all application forms should be signed by the lead applicant and any relevant Research and Development departments or senior departmental lead within the hosting organisation. The representative from your organisation may be a relevant Research and Development department contact, organisational finance contact or senior departmental lead within the organisation with authority to approve the submission and commitment of co-funding agreed.

Electronic signatures will be accepted.

If you are submitting an application individually or collaboratively from Sussex Partnership Foundation Trust, Brighton and Sussex University Hospitals NHS Trust, University of Sussex or BSMS, please note that your application needs sign off first by the Brighton and Sussex Joint Clinical Research Office: jcro@sussex.ac.uk.

Equality, Diversity, and Inclusion (EDI) information

After submission, lead applicants will be invited to complete an online EDI questionnaire. We encourage you to complete this so that ARC KSS can monitor and ensure our funding opportunities and activities are unbiased and inclusive. This information will be collected anonymously and will not be shared during the assessment process.

4.2 Where do I submit my application?

Completed applications forms should be submitted to ARCKentSurreySussex@sussexpartnership.nhs.uk by **Thursday 14th April 2022, 5pm**

4.3 How will applications be assessed?

All applications will undergo a remit check at EOI stage by the ARC KSS core team to confirm projects meet the remit. Therefore, please consider the *call remit*, these guidance notes and the *ARC KSS research funding approach* and *ARC KSS themes and objectives* summary table carefully to ensure your project is right for this call.

EOI Stage:

A prioritisation panel will assess applications all Expressions of Interest. This process includes review and feedback from an independent chair, the ARC KSS Director, ARC KSS Implementation Director, ARC KSS theme leads and public advisors.

Criteria to be assessed at Expression of Interest stage are:
➢ **Addressing a regional priority for care:** how well does the project propose to address a local or regional priority for health and care provision. How does it align with NIHR national priorities and NHS/national research agendas? Will it create a real solution with potential to change care for the benefit of the public?
➢ **Involving health and care organisations:** Does the project have clear backing and involvement of health and care commissioning or provider organisations. Is there a strong focus on creating solutions through collaboration across health and care settings and/or academia?
➢ **Alignment to ARC KSS research themes and priority areas:** how well does the support ARC KSS in its research themes and aims.
➢ **Outline Project plan:** How appropriate is the proposed project plan? Is the project timeline achievable?

- ➢ **Outputs and Impact potential:** how might the project have practical impact on values and practice, or an area of local need/priority? What are the intended outputs and improvement in health outcomes, operational efficiency, patient experience and/or safety and quality of care? Is the project likely to lead to a change in practice and what is the benefit to patients/service users? Will there be appropriate plans to ensure knowledge gained is shared and disseminated to inform practice?
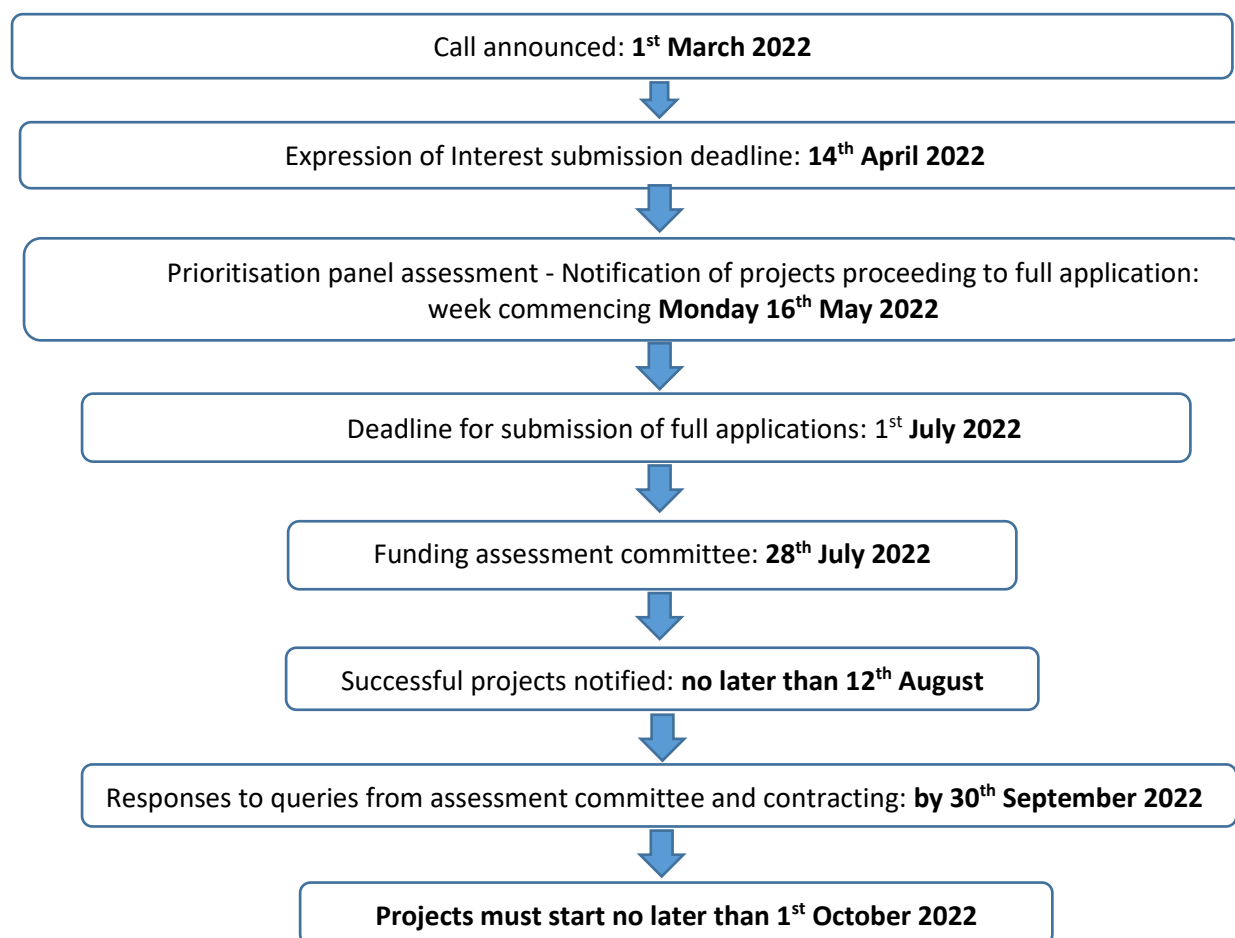
Full application Stage:

Prioritised applications will be invited to submit a full application by the end of June 2022. Full applications will be assessed by the Funding Assessment Committee including an independent chair, the ARC KSS Director, statistician, health/social care economist, relevant academic expertise, theme leads, public advisors. Criteria to be assessed at full application stage include the expertise of research team/co-applicants/collaborators and why this project will succeed, further detail on study design, methodology, data collation and analysis plans, impact, implementation and dissemination, public and community involvement and engagement plan, value for money, project management, timeline, and oversight.

4.4 What is the timeline for assessment and announcement of successful applications?

The flowchart below summarises the intended timeline for assessment and announcement of applications. Depending on the volume of applications received this may be changed if required.

Guidance notes and application for those invited to full application stage will be released to successful candidates in December 2020.

Timeline for assessment and award of Projects:

Call announced: **1st March 2022**

⬇

Expression of Interest submission deadline: **14th April 2022**

⬇

Prioritisation panel assessment - Notification of projects proceeding to full application: week commencing **Monday 16th May 2022**

⬇

Deadline for submission of full applications: 1st **July 2022**

⬇

Funding assessment committee: **28th July 2022**

⬇

Successful projects notified: **no later than 12th August**

⬇

Responses to queries from assessment committee and contracting: **by 30th September 2022**

⬇

Projects must start no later than 1st October 2022

Section 5 – Contact information

If you have any further questions, please contact us at: ARCKentSurreySussex@sussexpartnership.nhs.uk