

Youth Research Partnerships

Involving children and young people in research

Guidance Notes

This information is intended for those intending to submit an application for the above ARC KSS funding call

February 2023

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Section 1 – Background of NIHR and NIHR ARCs

1.1 What is NIHR?

The [National Institute for Health and Care 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 and Care 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 four core activities:

- **Capacity building in health and social care research**
- **Supporting and conducting applied research**
- **Championing the inclusion of public and community voices in research**
- **Supporting the implementation of findings into practices locally, regionally, and nationally.**

1.4 Why are ARC KSS investing in youth involvement and engagement?

ARC KSS received additional funding from NIHR to support capacity building in Kent, Surrey and Sussex around Children and Young people's mental health. Part of our plans for this funding is to increase youth involvement in research, particularly in areas such as Kent and Surrey where youth research involvement and engagement services are not readily available. In this way, we want to increase the opportunities for young people across KSS to become involved in research and share their needs around health and care services for them. ARC KSS is committed to ensuring all our research engages with local communities, patients and the wider public, therefore, we are pleased to announce this call to **create Youth Research partnerships to involve more young people in health and care research across the Region**. We recommend all applicants take time to visit our [Public and Community Involvement website](#) to familiarise themselves with our ARC KSS principles.

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 and sustainable infrastructure that aims to **support young people to become engaged in, involved in, and co-produce/design health and care research.**

This funding call sits within the Mental Health Capacity project of the ARC KSS, aligned with the [Starting Well: CYP Mental Health Theme](#). As a result, partnerships and activity must be relevant to children and young people's mental health and align to one or more of the ARC KSS research themes. **To ensure your work aligns with our approach to research and themes you should read our ARC KSS Funding Approach and [summary of ARC KSS research themes](#) documents.**

We are particularly keen to increase opportunities for young people to become involved in research in areas of KSS where there is little current infrastructure to do so, particularly in Kent and Surrey. However, we welcome applications from any Region. We recommend applicants read the [call remit document](#) to ensure you can fulfil the goals and aims of this funding call.

2.2 What are the main provision elements that are expected?

We are looking for providers who can facilitate sustained engagement and involvement with young people (up to the age of 25) in health and care research. Your provision/service should aim to:

- Facilitate and enable young people to be engaged and involved in health and care research of relevance to them.
- Provide a forum for young people to identify research priorities and questions that are relevant to them.
- Provide an interface for researchers to engage and involve young people about their health and care services relevant to research needed on the ground.
- Include and involve young people in the building, delivery and foundation of the service.
- Provide the necessary support and training to enable young people to have a voice in research.
- Have relevant policies in place to fully support young people's contributions including following [ARC KSS public and community involvement and engagement principles](#) and national guidelines for public involvement.
- Ensure the service is embedded in local context and communities relevant to health and care services research
- Plans for sustainability of the service beyond the initial funding period
- Include plans to capture how involving and engaging with young people has benefitted both the young people, developing their skills and the research they are involved in.

We welcome applications that extend existing young people's research groups further or extended young people's groups to the remit of research.

2.3 When should this provision/service start and finish?

Provision must **start by 1st July 2023**. 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 15 months in duration**, with clear plans on how the service will be supported thereafter.

2.4 Who can apply and with whom might we need to engage?

Any member organisation of ARC KSS or an organisation willing to become an ARC KSS member organisation through this funding contract are welcome to apply. This could be organisations in academia, health or social

care, local authorities, private or charity sectors. For a list of current ARC KSS member organisations visit our website: [Member organisations list](#).

For more information on becoming an ARC KSS member organisation, please contact ARCKentSurreySussex@spft.nhs.uk.

Section 3 – Funding details

You are required to submit a detailed budget as laid out in the application form. This includes co-funding contributions from organisations involved as detailed below.

3.1 How much funding is available?

For this round of funding, a total of £75,000 will be available for each Youth research partnership, in addition applications are expected to contribute 25% of the total requested from ARC KSS as a co-funding component. Up to three awards will be made with at least one application funded in each of Kent and Surrey due to the low levels of existing youth research engagement in these areas.

Applicants must also provide co-funding of at least 25% of the total funding requested from ARC KSS. This should be detailed in the application form and can be provided as in kind resources (including staff and non-staff costs) or in cash.

3.2 Why are you asking for Co-funding contributions?

Co-funding is a requirement from the NIHR with which an organisation evidences its commitment. Co-funding is not necessarily financial, and is often a release of staff time.

Where co-funding is provided, ARC KSS will update Memorandums of Understanding to detail this co-funding with each co-funding partner post-award.

3.3 How much co-funding is required within applications?

The amount of co-funding required should be 25% of the total ARC KSS funding amount requested.

3.4 What can be included as co-funding?

Any organisation's committed resources, whether it is NHS, charity, volunteers, industry, or local authority, will count as co-funding. Co-funding can be provided by the lead applicant and / or other health and care organisations, including voluntary sector, as long as the providers are directly providing health and / or care services. There can be a mix of co-funding organisations.

Examples of 'in kind' resources might be (this list is not exhaustive):

- Staff time to contribute to the project
- Time for frontline staff to recruit and collect data for projects
- Meeting room space for the project e.g. visits or meetings
- Use of facilities for implementing the project
- Staff time to extract data for use in the project
- Consumables already available to the organisation that can be used by the project.
- Training provided to the applicants that is needed to undertake the project

Co-funding should not include HEI or non-HEI overheads/indirects/estates costs (co-funding could include direct funding, 'in kind' contributions, use of facilities for implementation). Member organisations of ARC KSS can include project co-funding as part of their overall co-funding commitment to ARC KSS. Further information can be found in the **Co-Funding Guidance document Dec 19** on <https://www.sussexpartnership.nhs.uk/research-arc-kss>

3.5 What costs can I apply for?

The funding requested from ARC KSS may include the following costs: staff costs, travel and subsistence, dissemination costs, equipment (including lease versus purchase costs) no more than £2000, consumables, patient, and public involvement (PCIE) and any other direct costs.

NOTE: Indirect and estates charges cannot be claimed as part of the funding requested nor as part of co-funding provided.

Costs must be provided at current prices. Whilst allowances for incremental increases should be included, nationally or locally agreed pay increases should be excluded.

For help with estimating Public and Community Involvement and Engagement costs please see the INVOLVE cost calculator available at <http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>.

For help and guidance on assessing the attribution of costs for health and social care research (required Service Support Costs, excess treatment costs and Research Costs) if these are required for your project, please refer to the [ACCORD guidelines](#). See section 3.5 and 3.6 above for information on NIHR CRN adoption and support for ARC funding projects.

Further itemisation of costs and methods of calculation may be requested to support the application at a later date. Payments will be made to the contracted organisation only and the contracted organisation will be responsible for passing on any money due to their member organisation(s). Appropriate sub-contracts must be put in place for any element of the research which is to be paid to another organisation.

The lead applicant will be responsible for initiating appropriate sub-contracts for any element of the research funding which is to be paid to another organisation.

Section 4 – Application process

4.1 How do I apply?

Please ensure you send an intention to submit an application email to arckentsurreysussex@spft.nhs.uk by 5pm, Friday 3rd March 2023. This is so we can plan the assessment panel and ensure no conflicts of interest of panel members.

If you are interested in applying:

- Read the [call remit](#) and these **guidance notes** carefully
- Ensure your work aligns with the [ARC KSS funding approach](#) and the [ARC KSS theme objectives](#)
- Complete the [application form](#) and send this with supporting letters/emails in a single pdf if appropriate and signatures where required to arckentsurreysussex@spft.nhs.uk
- Submissions will be accepted up to **5pm, Friday 14th April 2023**.

To submit:

- Please include in the email Subject header: 'ARC KSS Youth research partnerships' or your submission may not be received.
- Please ensure there is only 1 application per submission email.
- Applications received after the deadline or emails containing more than one application will not be accepted.
- Unsigned or partially signed applications will not be accepted.

If you have any questions about the call, please email ARCKentSurreySussex@spft.nhs.uk.

Applicants should provide all the information requested on the application 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 application form.

4.2 Application form sections - guidance:

Section 1: Lead applicant information: Please provide overview details of your project including:

- Proposed full title and a short title if you have one
- Total funding requested from ARC KSS – see section 3.4 for more details of what can be claimed
- Total co-funding contributed – see section 3.2-3.4
- 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:
 - the lead applicant's name
 - professional role or job title
 - name of your employing organisation
 - 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 or an organisation willing to become an ARC KSS member through contracting of this provision.
- 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: Delivery team:

- Please detail the lead applicant's role in delivering the proposed service and their experience in involving and engaging with young people in research or other relevant experience in this client group.
- Please complete the table provided with a list of each collaborator. You should include team members names, job roles, collaborating organisation, experience and project role(s). Please limit text to one sentence.

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. Collaborators are expected to share responsibility for its successful delivery and normally provide specific expertise on particular aspects of the project.

Section 3: Provision/delivery plan

- Please summarise your ambition for the service in lay language (*300 words maximum*)

This should be a clear explanation of your provision/service in lay terms. 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.

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/>.

- Tell us about any existing background/infrastructure in this area that will contribute to the provision/service? (300 words maximum)

Here you may showcase existing work in this area or existing young people's engagement/involvement groups that will be used as a foundation for this provision/service. You may have significant organisational expertise or track record of delivering similar services which you should elaborate on in this box. Detail any existing support mechanisms available to you that you can capitalise on in your provision/service e.g. existing training, facilities, policies or expertise.

- Delivery plan (1250 words maximum)

The delivery plan should give a sufficient detail for the panel to assess how you will run your provision/service and what you propose to do over the 15 month funding period.

You should include details of:

- What will the provision/service provide and what young people will you target?
- How will young people be actively involved in research through this provision/service – principles and practicalities (meetings/formats/discourse with young people)
- How will researchers interface with the provision/service to involve young people in their research?
- What governance will be in place for oversight of the provision/service?
- How will you align with national policies on public involvement and engagement in research?
- You might choose to utilise novel approaches to involving young people for example action research type approaches, enabling participation in ongoing projects or take a focus on improvement as 'research'.

- Explain how the activities are aligned to one or more of the ARC KSS theme and objectives. (250 words maximum)

You can find a summary of ARC KSS themes on [our website](#). Also refer to the [ARC KSS funding approach](#) and [summary of research theme objectives](#) to ensure you are well aligned to the ARC KSS research programme in your work. Where possible list the themes and particular objectives relevant to your partnership and explain why. Using headings or bullets points to structure your answer is recommended.

- Describe how you intend to recruit children and young people to be a part of the provision/service and how you will ensure they contribute to give their voice to research? (500 words maximum)

In this section you should explain how you will make your provision/service visible to young people, how you will recruit them and any application procedures you put in place. You should also describe how you intend to keep young people interested and involved in your provision/service in the long term (retention). Please also include details of any existing links/ connections to research organisations.

- How will you safeguard and support the young people that get involved in the provision/service? (500 words maximum)

Please outline the procedures in place to ensure roles and responsibilities are clearly defined. You might want to describe how you will ensure the young people know what is expected of them if they are a part of the provision/service. Please ensure in particular you also describe how you will safeguard the young people who are part of the service and safety mechanisms in place to ensure their continued mental and physical wellbeing whilst involved in the provision/service.

- Describe the training you will provide to the young people who become part of the provision/service? (500 words maximum)

In this question, describe the training you will provide to young people so that they can give their best and feel confident in the tasks they are expected to fulfil. Will you utilise any existing training in place? What will be the standard training offer for all and when and how will it be delivered. What other training and development opportunities might the young people expect if they become involved.

- Delivery timeline (250 words maximum)

Summarise in **bullet point format** the general timeline intended. Please include any set up activities required and show how often and when young people and researchers will interact.

Ensure you submit a Gantt chart with your application showing the activities proposed over the 15 month funding period. Submit this as a single side PDF document.

- Please describe how children and young people have been involved in the development of this application. (250 words maximum)

Describe if and how young people have been involved in the development of the application. This may include any input, review, co-production or co-design activities in the past or specifically for this application.

- Please explain how you will reach diverse young people, including their voices in an equal, diverse and inclusive environment? (500 words maximum)

Through this call, we are keen to reach young people who may not have shared their voice or thoughts on research before. Tell us how you will reach as many diverse groups of young people as possible. Tell us your overall approach to equality, diversity and inclusion in your provision and how you will ensure accessibility of access to the opportunity.

Section 4: Sustainability:

- What will success of the partnership look like and how will you measure this success? (250 words maximum)

Tell us what success criteria you aim to achieve within the partnership. Detail what metrics or methods you might use to measure your success and what impact it has on the young people involved in the partnership and on the research it supports.

Partnerships funded will be expected to come together to share learning and good practice facilitated by the ARC KSS during the 15-month funding period.

- How do you intend to sustain the engagement and involvement of children and young people in research beyond the initial 15-month funding period? (250 words maximum)

Explain how you hope to secure additional funding or sustain the provision/service at the end of the 15-month period.

- How will you ensure your organisation and other organisations in the KSS region will benefit and embed engagement and involvement of children and young people in research? (400 words maximum)

Tell us how the provision/service will benefit your organisation and be embedded in the work you do. How will you work with others and ensure you share best practice across the KSS region?

Section 5: Budget – funds requested from ARC KSS

Use the table provided to indicate detailed costs you are requesting from ARC KSS. For staff costs, please detail who this is for (or TBC), their job role and grade, and any affiliations. Please provide the annual salary

costs with on costs (National insurance and superannuation). Depending on the number of months working on the project which will be specified, then calculate the funding requested for this staff post.

For non-staff costs, use the categories provided to indicate costs requested, the purpose or use of this cost and a justification for the amount requested.

Provide the total funding requested from ARC KSS in the final box and enter this total into Section 1 of the form.

Section 6: Budget – co-funding

Detail all co-funding provided towards the provision/service. Use the details above to indicate staff and non-staff co-funding.

Provide the total co-funding provided in the final box and enter this total into Section 1 of the form.

Section 7: 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.

NOTE: Please ensure to contact your Research Office as soon as possible if you intend to submit an application to ensure appropriate oversight and meet relevant timelines for supporting, costing and approving submissions.

Section 5. Submission and timelines for assessment and outcomes

5.1 Where do I submit my application?

Completed applications forms should be submitted to arckentsurreysussex@spft.nhs.uk by **Friday 14th April 2023, 5pm**

5.2 How will applications be assessed?

All applications will undergo a remit check by the ARC KSS core team to confirm projects meet the specification advertised. Therefore, please consider the [call remit](#) and these guidance notes carefully. A panel including the ARC KSS Academy, PCIE team, ARC KSS Starting Well theme, ARC KSS Mental Health Capacity building steering group and public advisors will assess applications. Applications will be assessed on:

- **Quality, design and aims of the proposed provision/service:** design of the service, innovation and its ambition. How the provision/service intends to engage and involve young people and provide a space for young people to converse with researchers on relevant areas of research and projects. What the partnership aims to do and how it will contribute to health and care research in KSS. The design of the model and timeline will also be assessed.
- **Involving diverse voices of young people:** How well the provision/service will be inclusive and seek to involve diverse voices in research. How the service will ensure equality of young people's voices in research.

- **Governance and support:** how well the application proposes to support young people in engagement/involvement in research, training provided and governance ensuring safety and robust management and procedures are in place.
- **Involvement of young people in the organisation of the service/provision:** Plans to include and involve young people in the development of the service and it's organisation and running.
- **Sustainability:** how well embedded is the provision/service in existing structures that will ensure sustainability and plans for sustaining the service post the initial 15 month funding period.

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

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

Timeline for assessment and award:



5.4 – Contact information

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