

Commissioned Research – Early Intervention Transformation Programme



The
ATLANTIC
Philanthropies



***Guidance Notes
and Application
Form for
Commissioned
Research - Early
Intervention
Transformation
Programme (EITP)***

July 2015

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Commissioned Research Early Intervention Transformation Programme (EITP)

1. Introduction

The Early Intervention Transformation Programme (EITP) is one of three projects that have been developed as part of the Delivering Social Change (DSC)/The Atlantic Philanthropies (AP) Signature Programme. As such, EITP is funded via a range of contributions from DSC, AP and five Government Departments including Department of Health, Social Services and Public Safety (DHSSPS), Department of Justice (DOJ), Department of Social Development (DSD), Department of Education (DE) and Department for Employment and Learning (DEL).

An EITP Programme Board has been established with senior representatives from each of the funders. Key themes within this time-limited programme are transformation, sustainability, demonstrating outcomes and the use of evidence in designing interventions.

The Delivering Social Change Network Framework, led by Ministers through the Executive Ministerial Sub-Committee on Children and Young People and the Sub-Committee on Poverty and Social Exclusion, was set up by the Northern Ireland Executive to deal with poverty and social exclusion specifically. The Framework aims to deliver a sustained reduction in poverty and associated issues across all ages and to improve children and young people's health, well-being and life opportunities thereby breaking the long term cycle of generational problems.

The DSC/AP Signature Programme comprises of three projects: EITP, Shared Education and Dementia.

EITP builds on existing national policy thinking and guidelines and specifically acts on the recommendations for improved outcomes called for in documents such as the Allen Report (2011). There are a number of regional strategies across Government in relation to early intervention and some which are currently under development; these include:

- People and Place – a Strategy for Neighbourhood Renewal (2003) DSD
- Our Children and Young People, Our Pledge – A Ten Year Strategy for Children and Young People in Northern Ireland (2006-2016): Office of the First Minister and Deputy First Minister (OFMDFM).
- Families Matter (2009): DHSSPS.
- Every School a Good School (2009): DE.
- Healthy Child Healthy Future (2010): DHSSPS.
- Strategic Framework for Reducing Offending (2013): DOJ.
- Making Life Better (2013-2023): DHSSPS.

Core connecting themes in the early intervention element of these strategies include those of:

1. Evidenced improved outcomes for children and young people
2. Supporting and empowering parents and families
3. Care and education for 0-6 years

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4. Improving safeguarding of children and young people supporting the contribution of children, young people and their families to communities
5. Addressing health and well-being inequalities
6. Improving foundations for better physical, emotional and mental health
7. Improving foundations for Achievement and Education; and
8. Improving Community Safety and Prevention of Offending.

The key policy messages are summarised as –

- Reorientation of the system towards early intervention
- Focus on collaborative working across departments/sectors/organisations
- Making best use of available resources
- Focus on evidence informed outcomes and the ability to demonstrate clearly the benefits of interventions.

EITP is delivered across 3 Work Streams -

Work-stream 1 is focused on universal services, especially from the antenatal stage to pre-school; it will focus on three key inter-related parenting stages:

1. Getting Ready for Baby – laying the foundations for effective parenthood
2. Getting Ready to Explore – developing and encouraging parenting skills
3. Getting Ready to Learn – supporting parents as their child's first educator.

A key focus of Work Stream one is to support parents through pregnancy and the early years with a baby/toddler, and to support child development through parental engagement and a focus on the home learning environment.

Getting Ready for Baby: Transforming Antenatal Care and Education Provided by Midwives

1.1 A universal programme of “key parenting messages” will be given using a range of communication interventions –this approach will be embedded into the antenatal pathway and follow into the post natal period.

1.2 Group Based Antenatal Care and Education for First Time Parents – first time parents will be offered the opportunity to attend group which will incorporate clinical care and education at the same appointment using the Solihull Approach. The Solihull Antenatal programme is delivered over 5- 6 weeks and has a focus on brain development, the importance of attachment and relationships.

This model will be tested within a minimum of two Health & Social Care Trusts in 2015/2016 with gradual scale up and roll out across NI.

Getting Ready to Explore: Health Visitor Engagement in the Early Years Setting.

2.1 Each DE funded Early Years Setting will have a named Health Visitor by September 2015.

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2.2. Child Development Review for 3-4 year olds in Early years setting

It is proposed to pilot an integrated child development review for children aged 3 years 3 months – 4 years 8 months who are attending a DE funded preschool education setting under the Pre School Education Programme (PSEP)

The assessment will involve input from parents, Health Visitor and preschool education practitioners.

The integrated child development review aims to -

- Holistically review the child's developmental progress at this age and identify any additional needs or developmental delays evident.
- Ensure that any child and his/her family, where additional needs have been identified, is referred in a timely fashion to appropriate services for support and intervention.
- Ensure a joined up approach to working across health and education, encouraging sharing of information, reducing duplication where possible and ensuring a consistent message for parents.
- Record, analyse and share appropriate child data which can then be used to develop services and hence improve outcomes for children and young people.

The review will be based on the Ages & Stages Questionnaire which will be completed in partnership with parents.

The integrated review will combine the Health Visitor's skills, knowledge and experience; the preschool education early years practitioner's observations and detailed knowledge of the children in their day to day care; and parents' views and concerns on their child's progress and development.

A number of pilot sites will be identified in 2015/2016. These sites will reflect the variety of settings across urban and rural and covering a range of statutory, voluntary and private preschool education settings. All children taking part in the review will be in receipt of a DE funded preschool education place under the Pre School Education Programme (PSEP).

Anticipated Outcomes -

- Improved social and emotional wellbeing of antenatal mothers including parental anxiety and depression.
- Parents are better informed in relation to pregnancy and parenthood.
- Parents will have a better understanding child development, child health including infant mental health and in particular have a better understanding of infant mental health and attachment.
- Improved attachment.
- Improved social networks, learning and support.
- Children will be socially and emotionally ready to learn through earlier identification of development delay.

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- Enhanced user satisfaction.

Getting Ready to Learn: The aim of Getting Ready to Learn is to use universal pre-school education provision to build on the existing strengths of pre-school education settings and ensure that practice is transformed so that the best practice becomes common practice in terms of not just involving but helping and supporting parents to take an active role in the children's development.

Work-stream 2 is targeted at supporting 'Tier 2' families (Hardiker Model, 1991) where there are problems at an early stage, before problems become embedded or there is the need for statutory involvement. This work-stream will deliver a defined range of preventative services at Tier 2 to include a new flexible Early Intervention Support Service (EISS) aligned to Family Support Hubs; Strengthening Families and Incredible Years Parenting Programmes and Family Group Conferencing.

The EISS will provide support to families when problems first emerge, before significant problems become intractable or statutory services are required. The EISS aim is to de-escalate issues of concern, achieve sustainable change, promote capability and capacity within families to problem solve difficulties they are or may experience in the future and divert them from statutory intervention services using the combined expertise of participating agencies.

EISS will provide one-to-one evidence-based support through a consistent regional model over a 33 month period to August 2015. Five providers from the Community and Voluntary sector are expected to be delivering services from August 2015 following a competitive process led by the Public Health Agency (PHA).

The EISS will have a number of components which will be consistent across the five pilot areas and will provide family support using a "key worker" approach. The "key worker" will carry out whole family assessments using standardised assessment tools and will provide a range of evidence informed time limited therapeutic and brief interventions such as motivational interviewing, solution focused brief intervention therapy and Solihull Approach to meet the specific needs of families. Outcomes will be measured using recognised tools such as Strengths and Difficulties Questionnaire, Outcomes Star, Family Quality of Life Scales or Ages and Stages Questionnaire. Outcomes Based Accountability will be used as the performance management framework for the EISS.

The PHA is particularly interested in testing the effectiveness or otherwise of the EISS model, its fit to the local geographical and stakeholder context and journey travelled for beneficiaries in terms of improved outcomes. Capturing the overall learning from the 3 year phase is critical to inform future redesign if necessary.

Work-stream 3 is focused on addressing the impact of adversity on children by intervening earlier, and more effectively to reduce the risk of poor outcomes later in life, and is led mainly by the Health and Social Care Board (HSCB), with one of its projects led by DOJ. It seeks to break generational cycles of poor outcomes for children and the main projects are outlined below –

1. The Edges Project – seeks to use evidence informed practice to build and support family stability from those families with troubled adolescents between the ages of 13 -17 years, who are on the 'edge' of school exclusion, care, homelessness, becoming Not in Education Employment or Training (NEET) and formal involvement in the Youth Justice System.

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2. 6 in 10 Project – focuses on young parents being discharged from Hydebank Wood to promote and support employment opportunities, alongside building their ability to parent well. This project aims to provide additional parenting support for parents within Hydebank Wood and give support to parents, wider family and child on release. This will focus on their parenting role and will include an employment placement for the young person on release within a social enterprise organisation for one year to break unemployment/offending cycles.

Further information regarding the projects in each of these Work Streams can be obtained from the Work Stream Lead/Change Managers at the following email addresses; researchers are advised to make contact **before** completing the application form –

Work Stream One – Health - Siobhan Slavin - Siobhan.Slavin@hscni.net

Work Stream One – Education – Cathy Galway - Cathy.Galway@deni.gov.uk

Work Stream Two - Amanda McLean - Amanda.Mclean@hscni.net

Work Stream Three - Maurice Meehan - Maurice.leeson@hscni.net

The Atlantic Philanthropies – Peter Boyd - peter@boydassociates.co.uk

Allen, G (2011) Early Intervention: The Next Steps, An Independent Report to Her Majesty's Government HM Government.

Hardiker, P., Exton, K and Barker, M (1991) Policies and Practices in Preventive Child Care. Avebury. Aldershot.

2. Scope

HSC R&D Division, in partnership with the AP and EITP, wishes to commission 3 research awards to provide evidence as to the effectiveness of the projects within the 3 Work Streams of EITP.

Applicants are invited to address one of the following research topics within a Northern Ireland context of the EITP projects.

- 2.1 The total funding available for this call is up to £300,000; the allocated funding and research question is included below –

Work Stream 1 - £100,000 (up to a maximum of 3 years)

What are the critical success factors associated with rolling out these system-wide changes in universal parenting supports? How extensively and successfully have they changed the way associate professions go about their work (including the potential for the deployment of technology)?

Work Stream 2 - £100,000 (up to a maximum of 3 years)

Early Intervention Support Services in Northern Ireland – what are the key factors which make this intervention work?

Work Stream 3 - £100,000 (up to a maximum of 3 years)

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Using the voluntary sector to provide services to children and families with complex needs as an alternative to social work services – what are the benefits and risks?

3. Eligibility

- 3.1 Applications are invited for research study grants up to a maximum of three years duration.
- 3.2 It is indicated that three research studies will be funded under this call and will depend on the quality of the proposals received. Total funding for the initiative will be in the region of £300,000 and a total of £100,000 will be allocated to each research question per work stream over a three year period.
- 3.3 Applications are invited from research teams that demonstrate appropriate experience and expertise. Applications are invited from all relevant sectors and ideally should include collaboration between sectors e.g. academic, voluntary and HSC organisations. The research team should also demonstrate experience of research involving the evaluation of similar Health and Social Care innovations. Applications which include collaborations with other jurisdictions, including an all-island component, are welcome. However, the Chief Investigator must be based in Northern Ireland.

4. Application Process

- 4.1 The closing date for receipt of applications by HSC R&D Division is **1:00pm on Wednesday 11 November 2015**
- 4.2 Application forms are available from HSC R&D Division in electronic format. Electronic format application forms can be supplied as an e-mail attachment. Alternatively, information can be obtained and downloaded from the HSC R&D Division website: <http://www.research.hscni.net>.
- 4.3 **Only paper application forms with original signatures will be accepted by HSC R&D Division.**
- 4.4 If acknowledgement of receipt by HSC R&D Division is required, a stamped addressed envelope should be included with the submitted application form.
- 4.5 The research must have a strong service user involvement element and must demonstrate patient/public benefit (either short term, or longer term), to ensure that funded activity is focused on potential outcomes that are consistent with HSC R&D Division's objectives.
- 4.6 **Eligibility should be clearly demonstrated within the application form. Applicants should establish eligibility by addressing the eligibility criteria outlined in Section 3 of this document.**
- 4.7 **Should research governance permissions be required please contact the relevant Research Governance Office or if an opinion from a Research Ethics Committee is required, please contact Dr Siobhan McGrath at (028) 9260 3107 or email Siobhan.McGrath@hscni.net; applicants are reminded of the need to ensure the dignity, safety and confidentiality of all participants in their study.**

Please note all members of the research team who have direct contact with children and young people are also required to comply with Access NI checks; further information is available at the link below.

<http://www.nidirect.gov.uk/accessni-criminal-record-checks>

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All enquiries and correspondence relating to applications should be addressed to:

Ms Joanne O'Neill
Strand Administrator
HSC R&D Division
4th Floor, Public Health Agency
12-22 Linenhall Street
BELFAST, BT2 8BS

Tel: (028) 9536 3458
Email: joanne.oneill@hscni.net

Dr Ruth Carroll
Programme Manager
HSC R&D Division
4th Floor, Public Health Agency
12-22 Linenhall Street
BELFAST, BT2 8BS

Tel: (028) 9536 3490
Email: ruth.carroll@hscni.net

5. Guidance for Completion of Application Forms

5.1 The HSC R&D Division will regard incomplete or incorrectly completed application forms as invalid. All applications can only be judged on the information contained within the application form, the research proposal and the CV(s). **In order to treat all applicants equally, HSC R&D Division must enforce strictly the prescribed format requirements including font size and font type.**

Application Form: Applicants must adhere to the given layout. Applications that extend the existing text entry box (es) will be treated as invalid and automatically excluded.

Proposal: Applicants must adhere to the specified page limit, page margins, line spacing and font type/font size. **Applications that do not comply with the specified format/page limit will be treated as invalid and automatically excluded.**

5.2 Forms, CVs and research proposal must be completed in clear typescript using Arial font size 11pt or greater. Arial Narrow font will not be accepted as an alternative to Arial.

5.3 Applicants are asked to note the following instructions:

Question 1 Please state the title of the study clearly and tick the box for the Work Stream to which this application applies (1, 2 or 3).

Question 2 *Details of applicant(s):* The Chief Investigator and Co-Investigators should be named here with each completing a current CV as presented in Annex A. CVs must not exceed 3 pages.

Question 3 Please provide a brief synopsis of the proposed research including:

- A full title and short running title no more than 75 characters
- Total cost of award (a breakdown of the total cost should be provided in response to Section 10)

Question 4 Please give details of any work carried out in preparation relating to this application

Question 5 *Description of proposed investigation:* applicants must submit a research protocol describing the proposed investigation.

Applications must not exceed eight pages, nor use less than single line spacing. All page margins (top, bottom, left & right) must be at least 2.5cms and applicants must

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use Arial font size 11pt or greater. Details to be contained within the eight pages must include:

- title of project
- main research question being addressed in the project
- background evidence to indicate the context and relevance of the proposed project
- plan of investigation – to include details of study design, methodologies, sample size, selection and exclusion criteria, the need for use of controls, data protection issues, methods of data collection, and methods of data analysis
- project timetable
- all necessary diagrams and tables

Question 6 All projects must be clearly relevant to the HSC service user or to the policy aims of the HSC/EITP/AP/Education/Social Services (as appropriate).

Question 7 *Personal and Public Involvement (PPI):* HSC R&D Division believes that research grant applications and research studies are strengthened through the appropriate involvement of service users and the public. Applicants should use this section to describe how service users and the public have been and will be involved in the planning, design and application of your project(s). Applicants are expected to make every effort to involve service users and the public, where appropriate, at each stage of the research process. The chosen level of involvement should be fully justified. For further guidance, applicants are referred to the INVOLVE website www.invo.org.uk, and are encouraged to contact Dr Gail Johnston, Programme Manager, HSC R&D Division (Tel: 028 95363490, Email: gail.johnston@hscni.net).

Question 8 *Role of Project team:* Applicants must include a statement of the roles of all members of the project team in the design, conduct and reporting of the study.

Question 9 *Research Governance* – The Research Governance Framework for Health and Social Care can be found at the link below:

http://www.dhsspsni.gov.uk/research_governance_framework.pdf

This document identifies key stakeholders involved in health and social services research. These stakeholders are allocated specific responsibilities. The HSC R&D Division will act as funder for these awards but cannot act as sponsor. Agreement on which organisation will act as sponsor or as co-sponsor will be determined post award. Applicants are requested to identify the employing organisations for the Chief Investigator, Co-Investigators and researchers for the duration of the research and the employing organisation for any staff who will be employed under the grant. The care organisations (ie organisations who are responsible for service-users participating in the research) which will be involved in the research must also be identified.

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Question 10 *Finance:* The full cost of support required from the HSC R&D Division should be identified showing the breakdown, by organisation, of funding required over the duration of the research. Costs should be given on a full year basis irrespective of the proposed starting date. The definitions of a number of cost categories, including Research Activity Costs, Treatment Costs and Service Support Costs are set out in Annex B. Further information relating to costs are found in AcoRD at the following link –

<http://www.nicrn.hscni.net/2012/09/attributing-the-costs-of-health-and-social-care-research-development-acord-for-northern-ireland/>

Question 10b-d Costs relating to individual organisations should be recorded on separate sheets with each sheet certified by the Research Office or by the Finance Directorate of the relevant organisation. Universities should use 10b and duplicate this section as necessary. HSC bodies should use 10c and duplicate this section as necessary. Voluntary sector bodies should use 10d and duplicate this section as necessary.

All costs must be calculated on a 2015/2016 price base with no allowance for inflation, but salary increments should be included. Inflation issues will be dealt with post award.

HSC bodies should include overheads calculated at 46% of their total eligible staff costs.

Universities should state their costs at 100% fEC for the individual cost elements and at 80% fEC for the appropriate sub totals.

Question 11 *Justification for support:* applicants must provide detailed justification for the costs identified in Question 10 (a-d)

Question 12 *Nominations of referees:* Applicants are requested to nominate two independent referees who could be asked to assist HSC R&D Division in the evaluation of the proposed research programme. They must be familiar with the field of research, must reside outside Northern Ireland and should not be current or recent collaborators with the Chief Investigator or Co-Investigators.

Question 13 *Declarations:* As approval declarations may be required from more than one organisation, applicants should duplicate the standard HSC body, voluntary sector and the university declaration sections as required.

Question 13a Please note that the Chief Investigator must sign the declaration section.

Question 13b In relation to those Chief Investigators and Co-Investigators who are employed within the HSC, the declaration section must be signed by the relevant HSC Research Office for all Chief Investigators and Co-Investigators named at Question 2.

Question 13c For those Chief Investigators and Co-Investigators employed by a university, the declaration section must be signed by the Head of University Department, or equivalent, and the Research Office.

At least one application form with original signatures must be submitted. Failure to provide all the requisite original signatures

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will result in the application being excluded automatically at the initial validation stage.

6. Evaluation

- 6.1 Proposals will be validated by HSC R&D Division to ensure that they meet the requirements set out in the Guidance Notes and Application Form. **An invalid application will not go forward for further evaluation.** The Chief Investigator will be notified in writing where an application is deemed invalid.
- 6.2 All valid applications will be subject to peer review, selected from referees nominated by the applicants and additional referees allocated by the HSC R&D Division. All peer reviewers will be external, independent experts who reside outside Northern Ireland.
- 6.4 Following peer review, the applications will be judged by an Evaluation Panel, chaired by a non-voting chair. During the assessment of applications, the Evaluation Panel will take account of the external referee' reports.
- 6.5 In the event that applications are deemed to be successful, HSC R&D Division will reserve the right to initiate discussions amongst applicants, and others who may not have submitted applications, to construct a research team that meets the criteria set out below.
- 6.6 In addition to addressing the eligibility requirements detailed in Section 3, proposals will be evaluated against the following criteria: -
- Policy relevance
 - Please see Section 1 (Introduction) for policy relating to the three Work Streams
 - Innovation and novelty of research proposal
 - Does the proposed project make a relevant contribution to the existing knowledge base?
 - Knowledge of area and understanding of key issues
 - Does the applicant(s) demonstrate adequate knowledge of their chosen area?
 - Does the applicant(s) demonstrate an understanding of the key issues?
 - Quality of the proposal
 - Are the aims and objectives/research questions clearly stated?
 - Is the proposed methodology adequate and appropriate?
 - Is the project planning adequate?
 - Is the envisaged outcome likely to be achieved?
 - Have the dissemination and implementation of results been addressed?
 - Track record/experience of research team and suitability of environment
 - Do the applicant(s) have relevant experience in the chosen area?

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- Do the applicant(s) have a suitable track record?
- Is the environment suitable to support the proposed research?
- Personal Public Involvement
 - Have the applicants demonstrated that they have sought to include service users and the public, including from appropriate groups, in a partnership role in the research process rather than solely as research participants?
 - Is the level of PPI appropriate and justified?
 - Does the proposal demonstrate an understanding of the benefits of PPI?
 - Does the applicant aim to incorporate PPI in the reporting/dissemination of the study?
- Value for money
 - Does the proposed research represent value for money?

7. Notification Process

- 7.1 The Chief Investigator will be notified of the outcome of the application in writing using the contact details specified on the application form.
- 7.2 The Chief Investigator may request feedback in writing if their application is unsuccessful. Applicants should note that feedback will be limited to points of significance raised by the Evaluation Panel.
- 7.3 Unsuccessful applicants may apply for further funding opportunities at any time.

8. Successful Applicants

Financial Arrangements

- 8.1 Awards must be accepted by an appropriate designated organisation (normally the employing organisation of the Chief Investigator), which will manage the award on behalf of HSC R&D Division.
- 8.2 No payments will be made before HSC R&D Division has received the following:
- Written acceptance of the award on the terms and conditions offered
 - A completed HSC R&D Division start certificate
 - Completed staff certificate(s)
 - Signed agreements as required by Research Governance

Reporting Requirements

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- 8.3 Submission of both annual progress reports and a final report will be required by HSC R&D Division. The final report should include an abstract of the completed research.
- 8.4 Chief Investigators are expected to update Researchfish, an online survey database used by HSC R&D Division to gather information about research outputs and outcomes. <http://www.publichealth.hscni.net/directorate-public-health/hsc-research-and-development/research-governance> Details of all reports, publications, grants and other outputs stemming from the research supported by this award should be included.

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Timescales

Advert	28 July 2015
Closing Date	11 November 2015 (1:00pm)
Validation	W/C 16 November 2015
Peer Review	Close - 16 December 2015
Panel Meeting	W/C 11 January 2016
Candidates notified	W/C 18 January 2016

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***Application Form
for Commissioned
Research – EITP***

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Please complete in typescript and return, by 1:00pm Wednesday 11 November 2015.

Please tick relevant work stream

Work stream 1

Work stream 2

Work stream 3

1. Title of project

2a. Chief Investigator Details

Name

Job Title

Employing Organisation

Telephone

STD Code

	No.		Ext	
--	-----	--	-----	--

Email

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3.	Brief synopsis of proposed research		
Title of research project			
Short Running Title (<75 Characters)			
Proposed Start Date		Proposed End Date	
		Total Cost of Award	
Abstract (max 250 words)			

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4. Preliminary Work

Please give details of any preliminary or previous work carried out relevant to this application.

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5. Description of proposed investigation
RESEARCH PROTOCOL - Applicants must append a description of the project for which support is requested. Please refer to the guidance notes for details of content and format.

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6. Relevance to HSC/EITP/AP/Education/Social Services (as appropriate)

Please outline the relevance of this project to the HSC Service user and the policy aims of the HSC/EITP/Education/AP/Social Services (as appropriate)

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7. Personal and Public Involvement (max 450 words)

Please describe how service users and the public have been and will be involved as partners in the planning, design and application of your project. The chosen level of involvement must be fully justified.

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8. Role of Project Team

Please describe the roles of all members of the project team in the design, conduct and reporting of the study.

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9. Research Governance

Please indicate any care organisation(s) which will be involved in the research

Care Organisation

Address

Please indicate the employing organisation for any staff (e.g. research assistants) who will be employed under this grant

Position

Employing Organisation

--	--

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10.a Please provide a summary of the overall cost by organisation. Detailed costing should be provided using sections 10b and 9c

Organisation	Year 1	Year 2	Year 3	Total
	£	£	£	£
1				
2				
3				
4				
5				
Total				

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10b.

University Finance

Please provide a detailed breakdown of costs associated with any University (duplicate this section if more than one university is involved) **Please refer to Annex B**

University Name

NB: Costs should be stated at 100% fEC for individual cost elements and at 80% fEC for the appropriate subtotals

Cost Categories	Year 1	Year 2	Year 3	Total
Staff (to include employers costs) state grades of staff and whole-time equivalents				
Consumables				
Travel & Subsistence				
Exceptional Items				
Sub Total 100%				
Sub Total 80% fEC				

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Cost Categories	Year 1	Year 2	Year 3	Total
Indirect Rate				
Estate Rate (specify whether laboratory rate or deskbased rate)				
Subtotal 100%				
Subtotal 80% fEC				
Grand Total 100%				
Grand Total 80% fEC				

Designated Officer

Name

Position

Signature

Date

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10c.

HSC Finance

Please provide a detailed breakdown of costs associated with any HSC Bodies (duplicate this section if more than one HSC body is involved) **Please refer to Annex B**

HSC Body Name

Cost Categories	Year 1	Year 2	Year 3	Total
Staff (to include employers costs) state grades of staff and whole-time equivalents				
Consumables				
Travel & Subsistence				
Exceptional Items				

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Cost Categories	Year 1	Year 2	Year 3	Total
Service support costs				
Sub Total				
Overheads (46% on staff costs payable to HSC bodies)				
Grand Total				

Designated Officer *“As designated officer (eg from the Research Office or Finance Directorate), I approve the financial details contained in this proposal. I will support the applicant and agree to uphold the terms and conditions”.*

Name

Position

Signature

Date

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10d

Voluntary Sector Finance

Please provide a detailed breakdown of costs associated with any Voluntary Sector Organisations (duplicate this section if more than one is involved) **Please refer to Annex B**

Voluntary Sector Name

Cost Categories	Year 1	Year 2	Year 3	Total
Staff (to include employers costs) state names, grades of staff and whole-time equivalents				
Consumables				
Travel & Subsistence				
Exceptional Items				

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Cost Categories	Year 1	Year 2	Year 3	Total
Service support costs				
Sub Total				
Overheads (calculated at normal rate)				
Grand Total				

Designated Officer

“As designated officer (e.g. from the Research Office or CEO), I approve the financial details contained in this proposal. I will support the applicant and agree to uphold the terms and conditions”.

Name

Position

Signature

Date

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11.	Finance – Justification
	<p>Applicants must provide detailed justification for each of the costs identified in Section 10</p>

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12.	Nominations for Referees (both referees must reside outside Northern Ireland)							
Scientific Referee (1)								
	Name	<input style="width: 100%;" type="text"/>						
	Position	<input style="width: 100%;" type="text"/>						
	Institution (if applicable)	<input style="width: 100%;" type="text"/>						
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Scientific Referee (2)								
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	Position	<input style="width: 100%;" type="text"/>						
	Institution (if applicable)	<input style="width: 100%;" type="text"/>						
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	E-mail	<input style="width: 100%;" type="text"/>						

Commissioned Research Early Intervention Transformation Programme (EITP)

13a.	Applicant Declaration
<p>Chief Investigator</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> "I declare that the information on this application form and any other information given in support of this application is correct to the best of my belief" </div> <p>Name <input style="width: 150px; height: 30px;" type="text"/> Signature <input style="width: 200px; height: 30px;" type="text"/> Date <input style="width: 100px; height: 30px;" type="text"/></p>	
13b.	HSC Body Declaration (Duplicate this page if more than one HSC Body is involved)
<p>HSC bodies</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> "I can confirm that this application has been approved in accordance with the requirements of the Research Management System" </div> <p>Signature of Research Office</p> <p>Name & Initials <input style="width: 350px; height: 25px;" type="text"/></p> <p>Position <input style="width: 350px; height: 25px;" type="text"/></p> <p>Institution <input style="width: 350px; height: 25px;" type="text"/></p> <p>Address <input style="width: 350px; height: 25px;" type="text"/> <input style="width: 350px; height: 25px;" type="text"/> <input style="width: 350px; height: 25px;" type="text"/></p> <p>Signature <input style="width: 200px; height: 30px;" type="text"/> Date <input style="width: 100px; height: 30px;" type="text"/></p>	

Commissioned Research Early Intervention Transformation Programme (EITP)

13c. University Declarations (Duplicate this page if more than one University is involved)

This application should be submitted through (i) Head of University Department, or equivalent and (ii) the Research Office. Each should sign the following declaration:

"I confirm that I have read this application and that, if awarded, the work will be accommodated in the named Department."

(i) Signature of Head of University Department or equivalent

Name & initials:

Position

Institution

Address

Signature

Date

(ii) Signature of Research Office

"I confirm that the University Research Office has a record of this application"

Name & initials

Position

Institution

Address

Signature

Date

Commissioned Research Early Intervention Transformation Programme (EITP)

Please return completed application and copies to:

Ms Joanne O'Neill
Strand Administrator
HSC Research & Development Division
12-22 Linenhall Street
BELFAST
BT2 8BS

Tele: (028) 95363458
E-mail address: joanne.oneill@hscni.net

CHECK LIST

Please ensure you have enclosed the following?

- One signed original application form
- Completed application form
- Research protocol
- Current CVs for all applicants (Annex A)

Commissioned Early Intervention Transformation Programme – Application Form

CURRICULUM VITAE OF APPLICANT

Annex A

1. Surname	Forename(s)			
2. Degree, etc Subject	Degree	Class	University	Date
3. Current post held (please identify tenure and source of funding)				

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4. Previous posts held (with dates)

5. Recent publications (including papers in press)

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5. Recent publications (including papers in press) Cont'd

6. Grants awarded (including awarding body, dates of tenure and grant total)

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Attributing the costs of Health and Social Care Research & Development

Annex B

Basic principles

This AcORD guidance provides a framework for the HSC and its partners to identify, attribute and recover the various costs associated with research in the HSC, in a transparent, robust and consistent manner.

Research studies comprise a number of component activities, which, for the purpose of agreeing funding arrangements, are attributed to one of three broad cost categories:

- **Research Costs** – the costs of the R&D itself that end when the research ends. They relate to activities that are being undertaken to answer the research questions.
- **NHS Treatment Costs** – the patient care costs, which would continue to be incurred if the patient care in question continued after the R&D study had stopped.
- **NHS Support Costs** – the additional patient care costs associated with the research which would end once the R&D study in question had stopped, even if the patient care involved continued to be provided.

For the purpose of this application research costs and NHS support costs will be met by HSC R&D Division. Treatment costs will not. For further information please refer to our website.

<http://www.nicrn.hscni.net/2012/09/attributing-the-costs-of-health-and-social-care-research-development-acord-for-northern-ireland/>

Research Costs

Research Costs are those costs attributed to specific R&D activity i.e. the cost associated with conducting the research study including data collection and analysis. Research Costs include:

- Staff
- Travel and subsistence directly associated with the conduct of the research
- Consumables
- Exceptional Items

Further detail on these research cost categories is provided below:

Staff

Eligible staff costs will normally be met in full. Applications must be costed at current prices, based on current salary scales and scale increments. The staff costs for Chief Investigator; Co-Investigators; researchers, technical or professional staff; or other support staff recruited or required to work full-time or part-time on the research study are eligible for R&D Division support.

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Travel & Subsistence

HSC R&D Division will normally meet the cost of travel and subsistence directly relating to the commissioned research project. Travel and subsistence will be paid at the rate and under the conditions operated by the institution/authority administering the grant. **Travel to scientific conferences etc is not supported under this call.**

Consumables

HSC R&D Division will normally meet the cost of consumables required to carry out the proposed research. Equipment costing less than £1000 should be included in the consumables cost category. Only consumables that can be directly attributable to, and required for, the conduct of the commissioned research study should be included. The overhead payments (see below) are intended to cover general central and departmental services.

Exceptional Items

This cost category is intended for those items which are essential for the conduct of the project but which do not relate to the other cost categories. By its nature it is not possible to provide a definitive list of potential exceptional items.

HSC General Overheads

General Overheads are the appropriate share of organisational costs that cannot be directly attributed to R&D as a generic activity or to specific R&D activity.

HSC R&D Division will normally contribute towards the indirect costs of commissioned research studies through the payment of overheads to HSC bodies at a rate of 46 percent of eligible staff costs. This overhead is intended to contribute toward the cost of:

- Departmental services (research office, administration, secretarial (where not included under direct support), computer support, local finance, minor consumables, printing/photocopying, minor store items and laboratory and workshop support)
- Financial services (finance, accounting, tendering, marketing)
- Personnel Services
- Public Relations
- Recruitment costs (advertising etc)
- Staff development (including training)
- Staff facilities (transport, health and safety, welfare services, laundry)
- Central institutional libraries

HSC overheads are expected to cover the cost of computer equipment and software. Only in exceptional cases, when evidence is given that the computer support is absolutely essential and a direct requirement for the conduct of the research project, and of a nature

Commissioned Early Intervention Transformation Programme – Application Form

that could not reasonably be expected to be provided as part of the normal computer infrastructure, will the costs of computers and associated hardware and software be considered under the consumable category where the cost is less than £1000.

University Overheads

In the academic sector under fEC methodology the universities will include the equivalent of overhead costs in the form of “indirect rates” and “estate rates”, the latter will be a “laboratory estate rate” or a “desk based estate rate” depending on the nature of the research activity. Those rates are applied on the basis of staff whole time equivalents (WTE).

The university “indirect rates” and “estate rates” are expected to cover the cost of computer equipment and software. Only in exceptional cases, when evidence is given that the computer support is absolutely essential and a direct requirement for the conduct of the research project, and of a nature that could not reasonably be expected to be provided as part of the normal computer infrastructure, will the costs of computers and associated hardware and software be considered under the consumable category where the cost is less than £1000.