

## RESEARCH TRAINING BURSARY SCHEME 2015 NOTES FOR GUIDANCE: LEVEL 2

### Background to the Research Training Bursary Scheme - Level 2

These Notes for Guidance are intended to help applicants apply for Level 2 funding. They explain why the information is needed and how it will be used to inform funding decisions. Further information about the Pharmacy Research UK, its research programme and its commitment to research training for pharmacy can be found at [www.pharmacyresearchuk.org](http://www.pharmacyresearchuk.org).

### Purpose of the Research Training Bursary Scheme - Level 2

The Research Training Bursary Scheme Level 2 is intended to support pharmacists (see comments below relating to eligibility) who have an interest in developing skills in conducting research relating to their practice. It provides funding for such pharmacists to upgrade a Diploma in Clinical/Community Pharmacy to an MSc. This usually involves undertaking a further two modules (one in research methods) and a project.

The aim of this funding is to develop a group of community and primary care pharmacists who have basic experience and skills in health services research who will pursue research as part of their practice, working in collaboration with other researchers or as part of larger projects led by academic departments.

### Who is eligible to apply?

Funding for these bursaries has come from the Leverhulme Trade Charities Trust and is therefore to be used to help individual pharmacists who demonstrate a real need for external support to develop their skills and careers in research. All registered community and primary care pharmacists who are registered with the General Pharmaceutical Council (GPhC) and members of the Royal Pharmaceutical Society (RPS) are eligible to apply. Please note: pharmacy technicians, who are members of the RPS, are also eligible to apply.

### What support is available?

Each Bursary may (if required) include a contribution to the following items of funding:

- Salary (*pro rata* for part time)/Locum costs
- Course fees
- Research costs (up to a maximum of £500, to include printing, postage and travel)
- Supervision costs
- Conference attendance (up to a maximum of £400 towards attendance and presentation of work at UK conference(s))

## Application process

The closing date for receipt of applications is:

**4pm on 11<sup>th</sup> May 2015**

Please note that any applications received after this date will not be accepted.

The awarding of the Research Training Bursary is undertaken by the Scientific Advisory Panel, which is appointed by Pharmacy Research UK. The Panel will normally comprise researchers drawn from within and outwith pharmacy and health services research. One or more Panel members will therefore be familiar with the areas of research and will be aware of any duplication. You will be expected to be aware of any other research currently being undertaken in the field. If your proposed research is similar to that being undertaken elsewhere, you will need to make a strong case for replication.

Applications will be judged against specific criteria:

- Contribution to developing research capacity and capability
- Suitability of training identified
- Supervision/support arrangements
- Appropriateness of the research area/question identified

Successful and unsuccessful applicants will be given feedback on their application.

### **Guidance Notes on Completion of Application:**

The application form is available from the Pharmacy Research UK website.

### **GENERAL COMMENTS:**

- Complete all requested information.
- Use a typeface which is not smaller than 10 point.
- Check for spelling and grammatical errors.
- Proofread your bursary application form before submitting it.
- Get a friend/colleague/supporting organisation to critically appraise it for you.
- Leave sufficient time to get the necessary signatures – key individuals may be on annual leave, out of office etc and it is important that you liaise with them at an early stage.

Do your research - both about your chosen research topics, the organisation and individuals that will support you, Pharmacy Research UK's research and areas of interest and the panel members interviewing you.

### **Section 1 – Personal Details**

Applicants must be a registered pharmacist with the GPhC and members of the RPS and be working as a primary care or community pharmacists (including locums).

### **Section 2 – Details of Present Appointment**

We would like to know the address of your current workplace and the name of your current employer.

If you are self employed, please state so under post title. If a self employed locum, please state "locum" in the post title section.

If you work in a pharmacy regularly, we would like you to add the details of that pharmacy under the current employer's name and address.

Applicants must have secured the agreement of their employers to attend taught course modules and to conduct research as part of the dissertation. Section 7 requires the signature of a representative from the employer.

It is anticipated that applications for this funding will be supported by a Higher Education Institution supporting organisation. Links to Schools of Pharmacy can be found at: <http://www.rpharms.com/what-qualifications-do-i-need-/where-can-i-study-.asp>.

### **Section 3 – Details of Proposed Training Bursary**

Our intention, in funding Research Training Bursaries, is to provide pharmacists with the basic skills and knowledge needed to conduct (or participate) in research as part of their every day practice. The Bursary can be used to fund any course which is relevant to conducting 'practice research' in pharmacy.

Most relevant courses will lead to a Masters Level qualification.

We are seeking details of the course you intend to undertake. We will be interested to know why you have chosen the course and will be looking for evidence that you have chosen a course that best suits your plans for the future and your experience of research to date. Please provide as much detail as possible about the course in terms of module content and any assessments that will be undertaken.

We are asking you to identify an area of your practice that may form the focus for the project. It is recognised that the detail of the research project will emerge during the course and that, as a result of the taught modules, this may change completely. We will explore at interview why you think this aspect of your practice requires research and why it is of particular interest.

PLEASE NOTE: All research projects must be conducted in accordance with national and local ethics and research governance guidelines. Successful applicants will be expected to obtain both ethical and R&D approval to cover the sites in which they work before the programme of study can commence.

### **Section 4 – Your Professional Development through Research**

Here we are interested to know if you have any previous experience in research and why you are interested in developing your research skills. You will need to demonstrate here, and at interview, that this Bursary provides a significant opportunity for you to develop your career in research.

In funding these Bursaries we are looking to increase the numbers of pharmacists who are able to develop careers that include research activity. You may be planning to stay in practice, but would like to work on projects locally or you may have plans to undertake further academic training. It is not essential for you to have extensive experience at this stage, but some grounding in research will be an advantage. We are just interested to know your plans and how you see this Bursary contributing to your professional development.

### **Section 5 - Sources of Advice and Supervision**

#### ***Ongoing Support and Supervision***

Pharmacy Research UK, 1 Lambeth High Street, London SE1 7JN  
Email: [yen.truong@rpharms.com](mailto:yen.truong@rpharms.com), Tel: 020 7572 2719,

Registered Charity Number 1148335

(Please note: Pharmacy Research UK will be relocating to East Smithfield in June 2015)

Trustees: Mrs Susan Ashelby, Mr Martin Astbury, Professor Nicholas Barber, Mr Steve Churton, Mr Anthony Clinch, Mr Peter Curphey, Professor Brian Edwards, Mr Ray Jobling, Professor Anthony Smith (Chair)

Making use of the available support and expertise from your supporting organisation is critical. You should discuss your needs with the relevant parties and agree the support arrangements they will provide (both in time, expertise and resources). Pharmacy Research UK would like to see an indication of the kinds of support you will be receiving from individual/organisations identified including formal and informal arrangements.

Areas that might be included from a research training perspective are:

- Developing your existing idea into a feasible research question
- How to conduct a literature review
- Identifying paradigms and approaches to match the problem/questions
- Refining the questions/hypotheses, selecting a general research design and identifying a suitable sample
- Selecting appropriate quantitative data collection tools and analysis techniques
- Selecting appropriate qualitative data collection tools and analysis techniques
- Identifying suitable partnerships/collaborations
- Advice on ethical considerations and approval processes

Practical areas of support might also be relevant, for example:

- Office resources/facilities
- Library facilities
- Professional contacts
- Peer support

The above lists are not exhaustive and you may have additional contacts (professional/academic) that you may wish to list here (e.g., a professional colleague who can act as a “critical friend”).

### **Section 6 – Summary of Financial Details**

Bursary applications up to a maximum of £10,000 per pharmacist can be made for one year (or two year's part time *pro rata*) and may (if required) include a contribution to the following items of funding:

- Salary\*
- Course fees
- Research costs (up to a maximum of £500, to include printing, postage and travel)
- Supervision costs
- Conference attendance (up to a maximum of £400 to allow attendance and presentation of work at UK conference(s))

\*Please note that for the purposes of calculating salaries for self-employed applicants average community pharmacy annual salaries will be used as a bench mark.

We will expect to pay the course provider directly for any course fees and will pay the other components of the award directly to the Bursary holder. It is the responsibility of the Bursary holder to arrange for any tuition invoices to be sent directly to Pharmacy Research UK. The salary or locum component of the Bursary will be paid quarterly, in arrears direct to the

Bursary holder/institution. Research costs and conference attendance will be paid in arrears and we will require proof of registration (for conferences) and details of research costs before payments can be made.

PLEASE NOTE: These awards are student bursaries. We understand that under [Section 331 Income and Corporation Taxes Act 1988](#), they may be exempt from income tax. Their primary purpose is learning, not employment, and so we understand that the bursaries produce no National Insurance contribution liability. However, depending on your individual circumstances you may find your local tax office will wish to tax your Bursary. In making the final arrangements for receiving your Bursary you may like to take this into consideration.

Pharmacy Research UK will not make any grant to meet a tax liability, should tax be deemed payable.

### **Section 7 – Declarations and Signatures**

We need signatures from you, your employer (if appropriate) confirming that you have study leave agreed and a confirmed supporting organisation/individual.

Applicants are asked to send five (5) paper copies and one (1) electronic copy to:

Yen Truong  
Research Manager  
Pharmacy Research UK  
1 Lambeth High Street  
London  
SE1 7JN  
[yen.truong@rpharms.com](mailto:yen.truong@rpharms.com)

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For further details of local organisations that may be able to support your application for funding go to:

NIHR Research Design Services –

<http://www.rds.nihr.ac.uk/>

Links to Schools of Pharmacy can be found at: <http://www.rpharms.com/what-qualifications-do-i-need-/where-can-i-study-.asp>

Pharmacy Research UK also offers other levels of research training funding:

**Level 1** - funding to undertake research modules and a small scale project. This would cover tuition fees, locum costs/salary replacement, research costs, supervision costs and conference attendance.

**Level 3** - funding to undertake a non-pharmacy MSc. This would cover tuition fees, locum costs/salary replacement, research costs, supervision costs and conference attendance.