

PERSONAL RESEARCH AWARDS: GUIDANCE NOTES 2015

Purpose of the Personal Research Awards

Pharmacy Research UK is the principal research charity supporting pharmacists and pharmacy to improve healthcare for the benefit of patients and the public. We were founded in 2012 to bring about improved efficiency and use of funds to current and future beneficiaries, with the ultimate aim of providing the best possible assistance to those who benefit from our work.

Our broad ambition is to improve the health of the public through supporting and promoting excellence in pharmacy research and, while a new organisation, we have a legacy of supporting and promoting pharmacy research since the late 1990s, which provides a strong foundation for this ambition.

The purpose of the awards is to develop pharmacy practice research capacity and, therefore, applications will be assessed both in relation to the individual applicant and the research project proposed.

Whilst some research will have a direct impact on the way in which pharmacy is practised other research will generate results which address theoretical and explanatory areas and are useful in developing and underpinning conceptual thinking in the profession, for example, work examining lay beliefs about medicines where the results inform practice, could fall into this category. Therefore, applicants should be mindful of how the outputs of their research will be used to inform practice, policy and patient outcomes.

There are two types of award:

1. **Galen Award** - one or more awards made annually to a total value of £30,000 funded by a bequest by Rowland Henry Williams*.
2. **Leverhulme Pharmacy Research Fellowship** (previously known as Sir Hugh Linstead Fellowship) - one or more awards made annually to a total value of £45,000 funded by a grant from the Leverhulme Trade Charities Trust in order to support research relating to community pharmacy.

Who is eligible to apply?

Applicants must be registered with the General Pharmaceutical Society (GPhC) and a member of the Royal Pharmaceutical Society (RPS) (those currently undertaking pre-registration training will be considered but will need to have joined the GPhC register

* All applications will be judged on merit, but in the event of two or more being of equal merit, the wishes of the original testator that applications from pharmacists with registered addresses within the geographical area covered by the former counties of Anglesey, Caernarfon, Denbigh and Flint will be favoured.

before receiving funding). As the purpose of the awards is to build research capacity and capability in pharmacy the following groups have been identified:

- those requiring funding between PhD and post doctoral grants;
- those requiring funding to go from MPhil to PhD;
- practitioners new to research; and
- PhD students requiring 'research costs' to enhance their PhDs.

The Awards can also be used to fund new areas of research, e.g. pre-pilot and feasibility studies that would not be considered by other funding bodies. The lead applicant must be the person who is going to undertake the majority of the research activity.

Please note the Leverhulme Pharmacy Research Fellowship funding has to be used for research that is of benefit to community pharmacy or the applicant must be a community pharmacist due to the source of funding.

What support is available?

The level of funding requested is at the discretion of the applicant to a maximum of £30,000 for the Galen Award and £45,000 for the Leverhulme Pharmacy Research Fellowship.

The awards can be used for the following items:

- salary costs
- locum costs
- training costs/ course fee's
- supervision costs [if the study being undertaken is outside an academic institute supervision costs may be applied for]
- research costs

The awards can **not** be used to fund:

- overheads
- appointment of research assistants
- transcribing (unless applicant can demonstrate sufficient experience in this exercise)
- research consumables
- IT equipment – i.e. laptops and computers

Supervision

All applicants must identify an appropriate supervisor or supervisors, but where grants are used to support doctoral studies the Scientific Advisory Panel may request further information – see below. More than one supervisor may be required if the research proposed is multi-disciplinary in nature. Normally the supervisor/s will have a good track record in health services research and will be a senior member of an academic department of a university, or an experienced researcher acceptable to the Scientific Advisory Panel. The supervisor/s must declare that they support your application. Please make sure your chosen supervisor/s has the time available to supervise you properly through regular meetings. Your supervisor/s have a number of responsibilities, however, it is paramount that they give guidance about the nature of research and the standard expected, the planning of the research programme, appropriate literature and sources, attendance at taught classes, requisite techniques (including arranging for instruction where necessary) and about the ethos of research. In signing the application form and, if successful, the Research Agreement, the supervisor is agreeing to the provision of these minimum requirements.

In the application review process the Scientific Advisory Panel may request further information regarding supervision arrangements, as outlined below^{1, 2}:

1. Does the appointed supervisor/s have the appropriate skills and subject knowledge to support, encourage and monitor the research student effectively?
 - Is training provided for new student supervisors?
2. Is there a minimum of one clearly identified point of contact for the student within the supervisory team?
 - Are there joint supervisory arrangements and/or others available who can advise on day-to-day procedures etc?
3. Have the responsibilities of the research student supervisor been clearly communicated to both supervisor and student?
4. Will the volume and range of responsibilities assigned to the individual supervisor impinge on the quality of supervision provided?
 - How much access will the student have to the appointed supervisor?
 - How many other students and postdoctoral workers do they supervise?
 - Has s/he a great many external commitments?

If you experience difficulties identifying appropriate supervisors in your local area please contact the Research Manager (Tel: 020 7572 2719, Email: yen.truong@rpharms.com) who will be able to provide advice.

¹ Code of Practice for the assurance of academic quality and standards in higher education. Section 1: Postgraduate research programmes – September 2004. The Quality Assurance Agency for Higher Education (<http://www.qaa.ac.uk/Publications/InformationAndGuidance/Pages/Code-of-practice-section-1.aspx>)

² Assessment Criteria for MRC Studentships. Medical Research Council. (<http://www.mrc.ac.uk/Fundingopportunities/Applicanthandbook/Studentships/FAQ/index.htm>)

Duration

While it is preferred that projects last no longer than three years, the Scientific Advisory Panel will consider projects of a longer duration if justifiable.

Research Governance

The Department of Health's Research Governance Framework defines the broad principles of good research governance and is key to ensuring that health and social care research is conducted to high scientific and ethical standards.

Researchers are required to obtain ethical advice from the appropriate research ethics committee for any research proposal that involves:

1. Patients and users of the NHS. This includes all potential research participants recruited by virtue of the patient or user's past or present treatment by, or use of, the NHS. It includes NHS patients treated under contracts with private sector institutions;
2. Individuals identified as potential research participants because of their status as relatives or carers of patients and users of the NHS, as defined above;
3. Access to data, organs or other bodily material of past and present NHS patients;
4. Foetal material and IVF involving NHS patients;
5. The recently dead in NHS premises;
6. The use of, or potential access to, NHS premises or facilities; and
7. NHS staff – recruited as research participants by virtue of their professional role.

More information on the Research Governance Framework can be found at [here](#).

If successful in obtaining funding you will be asked to identify a research sponsor, normally a Higher Education Institution or a NHS organisation, to oversee your project.

Important Dates

The deadline for completed applications is **4pm 4 May 2015**. Please note that applications received after this date will **not** be accepted.

The interviews for those short-listed for the Personal Research Awards will be held in London on the **14th of July**.

Notes on completion

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

Section 1 - Personal Details

Please note your personal and contact details. Please also attach your brief Curriculum Vitae (max. 2 sides A4).

Section 2 – Details of Present Appointment

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

Section 3 - Proposed Project

This section asks for details of your proposed research study. In particular you are asked whether the project has been submitted for alternative sources of funding, whether multi or local research ethics committee approval is required, when you plan to start and the duration of the project. You are also asked to provide details on the research question to be asked, background to the work, study design/methodology, timetable, costings and sources of advice used in developing the proposal. We are also interested in how you plan to disseminate your research findings. You will also be asked to detail any research training you intend to undertake as part of the proposed study.

Section 4 – Sources of Advice and in completing the application form

You will be asked to give details of your sources of advice and supervision arrangements. If possible, please provide details on who provides the course/s and the estimated costs.

Section 5 – Supervision

You will need to provide details of your supervisor/s – name, current position and research background. Please also attach brief summary Curriculum Vitae for your supervisor/s (max. 2 sides A4). Here you will be asked to demonstrate how the award will contribute to your own career progression and how the proposed study will contribute to pharmacy practice.

Section 6 – Declaration and Signatures

You will need to sign the declaration and your supervisor/s will also need to sign the application form.

Don't forget to attach your own and your supervisor/s summary Curriculum Vitae.

Please return five (5) hard copies and one (1) electronic copy of the completed and signed application form by 4pm on 4 May 2015 to:

Yen Truong
Research Manager
Pharmacy Research UK
Royal Pharmaceutical Society
1 Lambeth High Street
London
SE1 7JN
yen.truong@rpharms.com

The Selection Process

The awarding of the Personal Research Awards is undertaken by the Scientific Advisory Panel, which is appointed by the Pharmacy Research UK. The panel will normally comprise health service researchers drawn from within and outwith pharmacy 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.

Applicants will be assessed against the following criteria:

- **Person** (what will the award add to the applicants career, what will it add to pharmacy research)
- **Project** (research question, methodology, timetable, costings)
- **Supervision** (is the supervision requested suitable?)

All short-listed applicants will be invited to the RPS headquarters in London for a short interview (approx. half an hour), at their own expense, where they will be asked to give a short presentation on their application and answer questions.

The interviews for those short-listed for the 2015 Personal Research Awards will be held in London on the **14th of July**. Further details on dates will be published shortly.

If Your Application Is Successful

You will be asked to agree to the Pharmacy Research UK's standard terms and conditions which will detail the level of the award and payment structure. Copies of these terms and conditions are available from the Research Administrator. Dates for submission of interim and final reports will be agreed with the Research Administrator at the start of the project and will normally be reviewed by the Scientific Advisory Panel annually. Reports should be of a publishable standard and will be the property of the Pharmacy Research UK and may be published.

It is important to keep a track of your expenditure. The Scientific Advisory Panel will request a detailed breakdown of expenditure at any time in the duration of the project and a breakdown of expenditure must be submitted with the final report.

It is expected that at least one paper should be published based on the results from the project. All successful applicants are encouraged to ensure that their work is accessible to other researchers. Successful applicants may also be asked to present their work at Pharmacy Research UK events, as appropriate.

If you would like any further information or to discuss your application, please contact Yen Truong, Research Manager – Tel: 020 7572 2719, Email: yen.truong@rpharms.com