Pharmacy Research UK

RESEARCH TRAINING BURSARY SCHEME 2013
NOTES FOR GUIDANCE: LEVEL 1

Background to the Research Training Bursary Scheme - Level 1

These Notes for Guidance are intended to help applicants to complete the Application Form for Level 1 funding. They explain why the information is needed and how it will be used to inform funding decisions. Further information about Pharmacy Research UK, its research programme and its commitment to research training for pharmacy can be found at www.pharmacyresearchuk.org

Purpose of the Research Training Bursary Scheme - Level 1

The Research Training Bursary Scheme Level 1 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 undertake one or more taught research modules and a supervised small scale research project.

The aim of this funding is to develop a group of community and primary care pharmacists who have basic experience and skills in research.

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.

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:

17th May 2013

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 senior researchers drawn from within and outwith pharmacy and health services research. One or more Panel members will therefore be familiar with 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 registered community or primary care pharmacists with the GPhC and members of the RPS and be working as a primary care or community pharmacist (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.

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

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 research in pharmacy (examples of the type of course the applicant may wish to undertake are: modules from an MSc course or short courses on research methods.

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 training; however an early indication of the area and potential research question would be useful. You will also need to state who will be supervising your research project and it is expected that this will be someone from your supporting organisation. If you are successful you will be asked to submit a summary of your research project including a timetable prior to starting the project.

Training Programme

We are looking for detail of the training you wish to undertake, formal and informal. As well as details re: modules, their timing and length, where they will be undertaken and costs, we would also like this information to be linked to your existing skills and knowledge gaps and match the ambitions of the proposed topic(s) for research. Applicants need to provide information on the various modules/courses that they will be undertaking.

For modules/courses not contributing to a degree or formal qualification, the length of the course(s) and indication of the assessment/evaluation needs to be outlined.

Additional useful information would be why you have chosen to do this particular course as opposed to any others, and how they relate to your proposed study area(s).

Proposed Topic for Research

We recognise that your ideas may not be fully worked up at this stage and that, following your training, the direction of your research interests may change. However, we expect this section to cover areas of your research that you would like to pursue, where these interests have come from and how they relate to your practice/professional progression and the wider health context.

Demonstrating some knowledge of existing research in your chosen area(s) and policy would be advantageous.

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, what your role was, and why you are interested in developing your research skills. You will need to demonstrate here, 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 (e.g. an MSc). We are just interested to know your plans and how you see this Bursary contributing to your professional development.

Balancing your current work activities with your proposed research project and training

You need to be realistic about what you are proposing to do and the amount of time that it will take to achieve this. You need to demonstrate that you have thought through what this study and training programme will involve in terms of time commitment and how you will balance this with your current work activities.

Section 5 - Sources of Advice and Supervision

Ongoing Support and Supervision

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 £5,000 per pharmacist can be made for one year (or two years 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 benchmark.

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 us. 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:
Duncan Walsh
Research Administrator
Pharmacy Research UK
1 Lambeth High Street
London
SE1 7JN
Duncan.Walsh@rpharms.com

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

NIHR Research Design Services –

http://www.nihr.ac.uk/research/Pages/ResearchDesignService.aspx

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 2 - funding to upgrade a Diploma in Clinical/Community Pharmacy to a MSc, which usually involves undertaking a further two modules (one on research methods) and undertaking a 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.