



Research & Development Fellowship – Guidance for Applicants

Background

Throughout its existence, the Resuscitation Council (UK) has considered the promotion of research into the science of resuscitation one of its prime objectives. To further these aims a Research Subcommittee was established at an early stage in the history of the Council.

The Council has research monies available most years and applications are processed on a 'first come - first served' basis. The Council funds both small projects with research grants, and also undertakes more substantive funding of larger scale projects.

Structure of the Research Subcommittee

The subcommittee is convened by a Chairman appointed by the Executive Committee. Other members comprise the current Chairman of the Resuscitation Council (UK) and at least two other members of the executive committee. Applications are also reviewed by an independent external reviewer.

Terms of Reference of the Research Subcommittee

To advise the Executive Committee of the Resuscitation Council UK on the appropriate distribution of funds made available by it for research purposes.

NIHR

The Resuscitation Council (UK) is recognised by the Department of Health National Institute of Health Research (NIHR) as a non-commercial partner. This allows Resuscitation Council (UK) small project and fellowship grants to be registered on the NIHR Portfolio. In England studies included in the Portfolio have access to infrastructure support via the NIHR Comprehensive Clinical Research Network. This infrastructure support covers study promotion, set up, recruitment and follow up by Network staff.

Ethical Approval

It is a fundamental principle that all research conducted on human subjects must have the approval of an appropriate Research Ethics Committee (REC) and be conducted in accordance with the latest revision of the Declaration of Helsinki.

Applicants are expected to abide by the local REC rules and regulations and should include a copy of the ethics approval or a statement confirming the status of the application.

If ethics approval has not been sought the reasons why should be stated. Applicants may be required to obtain a letter from their local ethics committee confirming the project does not need ethics approval.

Purpose of the research and development fellowship

The purpose of research and development fellowships is primarily to fund the salaries of research fellows based in the UK to conduct research in the field of resuscitation medicine.

It is intended that:

- The fellowship would provide a salary for a researcher based in the UK for a period of one year. Exceptionally a fellowship for two years may be offered.
- In the case of an award made for one year 50% of the sum awarded would be paid at the outset of the year concerned, and the remaining 50% would be paid at the six month point. In the case of an award made for two years payment of the sum will be made in four installments: at the outset, and at six, 12 and 18 months subject to satisfactory six-monthly reports.
- The sum awarded should be administered by the Finance Department of the Institution where the research fellow is based. Any charges made by the Institution for administering the award must be included in the award and any such charges clearly stated on the application form. No additional costs for administering the award will be considered after the award has been made.
- The research fellow should be engaged full time on the research project with the exception of spending a maximum of one working day per week in a clinical role. Where a fellow is employed for less than full time the commitment to clinical work should be in similar proportion i.e. if the researcher was funded half time then one half day per week could be spent in a service role. Exceptions to this rule may only be made under exceptional circumstances after application to the Research Subcommittee.
- The research fellow should primarily pursue one defined project but it would be appropriate to pursue related projects during the tenure of the fellowship provided this was not to the detriment of the main project.
- The research fellow should be known as the Resuscitation Council (UK) Research Fellow.
- The salary will be at the appropriate point on the applicant's salary scale. The Council will meet the costs of the fellow's basic salary including National Insurance and Superannuation contributions.
- For an award made for one year a progress report must be made at six months and at the end of the year.

In the case of a project funded for two years progress reports must be made at six-monthly intervals. The fellow is also obliged to present reports on progress at other times if so required by the Research Subcommittee of the Resuscitation Council (UK). Continued funding of the award will depend on the receipt of satisfactory reports by the required dates.

- The Research Fellow should submit any results of their research to a peer reviewed journal. Acknowledgment of the financial help of the Resuscitation Council (UK) must be made wherever and whenever publication is achieved or verbal presentation of the results is made. A short report may also be requested for presentation at the Council's scientific symposium, or at such other places as the Research Subcommittee may require. If the applicant is asked to present their findings at other scientific meetings a separate application **prior** to the meeting should be made for associated expenses and may be met by the Resuscitation Council (UK). Expenses for overseas meetings cannot be met.
- The Research Subcommittee should be informed of all publications arising out of the award of a research fellowship.
- The Research Subcommittee reserves the right to terminate the award without notice in the event of gross misconduct by the Research Fellow.

Requirements of the department in which the fellow is based

The department should be equipped adequately to accommodate the Research Fellow and to allow the work specified in the proposal to be performed. Appropriate health checks must be made according to local occupational health guidelines. Employers are responsible for ensuring that the Research Fellow carries full professional indemnity where this is required.

Equipment

- Requests to fund specialised equipment may be supported but evidence must be provided that the necessary expertise to use the equipment is available in the department undertaking the research. The running costs and costs of maintaining the equipment must be considered and funds should be available to cover this during the duration of the fellowship.
- Funding applications for equipment should enclose precise quotes from the suppliers or manufacturers. The applicant must indicate why a particular make and model has been chosen.
- At the end of the project, or after such interval as deemed appropriate by the Research Subcommittee, the Council reserves the right to consider the ultimate disposal of the equipment. Where it is retained by the department that was awarded a grant to purchase the equipment, the Council would expect that the equipment will continue to be used for research purposes. Where the equipment is redundant at the end of a project, yet still usable, the Council should be informed and will attempt to find a further use for it. It may be transferred to another department in the same institution for further research purposes with the permission of the Research Subcommittee.
- Should the holder of the fellowship change institution at any stage while the research project is in progress, the equipment should normally be placed at the site where the research project is in progress. The Research Subcommittee must be informed if the equipment is moved from one institution to another.

Applications

- Applications should be submitted by a department or institution for a defined project to be undertaken by a specified individual. The research fellow should be working in the NHS or a university department within the UK and hold qualifications appropriate to their grade. Such individuals will usually be doctors, nurses, resuscitation officers or other professions supplementary to medicine.
- If the application is submitted by the supervisor of the research project the CV and reference will be required in respect of the appointed individual.
- Applications must be made electronically using the forms available from the Council's website and include the names of two referees, one of whom should be the main supervisor of the project.

Alternative sources of funding

Applicants must inform the Council if funding is being sought or has been obtained from other bodies. If alternative funding is obtained for a project already supported by the Resuscitation Council, the Council should be notified immediately, as this may affect the sum to be disbursed.

Submitting your application

The information required on the official Resuscitation Council [application form](#) must be completed in all cases. Applications must be submitted electronically; in addition, hardcopies of the pages where signatures are required must be posted to the address below. Supporting documents should be sent in PDF format. Additional information may be required by the research subcommittee in order to consider the application and this should be supplied as requested.

Enquiries and applications should be submitted to the Chairman of the Research Subcommittee by emailing research@resus.org.uk

Hardcopies of application form signature pages should be sent to:

Chairman of the Research Subcommittee
Resuscitation Council (UK)
5th Floor
Tavistock House North
Tavistock Square
London WC1H 9HR

Candidates who are short-listed for the Fellowship may be interviewed by the committee. The Council will meet reasonable travel costs within the UK in connection with this interview.