

# Guidance for new UHS\* grant holders

Congratulations, you've been awarded some research funding!

Now what?

What are the key things you need to do immediately and remember for the future?

Each funder has its own approach but the following procedure for NIHR awards broadly applies to all.

## Award letter

NIHR will send you a letter of intent to fund, pending acceptance of the terms and conditions. You must confirm your acceptance of the award within the stated timeframe.

NIHR may have finance queries that must be responded to by the deadline indicated.

**Who can help?** Trust R&D grants team [researchgrants@uhs.nhs.uk](mailto:researchgrants@uhs.nhs.uk)

## Research contract

A standard research contract may be attached to the letter or you may be directed to download it from their website.

The letter will indicate the preferred project start date. You must liaise with your host organisation's R&D team to have the research contract reviewed and signed before this date. A collaboration agreement is required if you are working with sites other than UHS or UoS.

**Who can help?** Trust senior contracts manager [researchgrants@uhs.nhs.uk](mailto:researchgrants@uhs.nhs.uk)

## Financial arrangements

On confirmation of the contract, UHS grants finance will set up a cost centre for your grant income and expenditure. You must use this reference number for any purchases. UHS R&D will monitor the account to ensure you do not overspend and that the purchases are allowed within in the contract.

**Who can help?** Trust grants accountant [researchgrants@uhs.nhs.uk](mailto:researchgrants@uhs.nhs.uk)

## Governance

If your grant funding is supporting a clinical trial of an investigational medicinal product (IMP), rather than a training programme, you will require a sponsor for the study. Depending on the project, UHS may act as sponsor, conditional on gaining full R&D approval.

**Who can help?** Trust sponsorship team [sponsor@uhs.nhs.uk](mailto:sponsor@uhs.nhs.uk)

## Reporting

The funder's award letter and/or contract will detail the timetable and mechanism for reporting your project's progress, e.g. a study progress narrative every six months and an annual financial report.

On completion, an end of project report will be required and, usually, further reports for up to five years must be submitted. Many funders use Researchfish as a repository for reports and results. For further information and to set up a Researchfish account, <https://www.researchfish.net/>

It is now a condition of receiving funding from UKRI and some other funders that the principal investigator completes Researchfish with an annual update on research outcomes. Funders may apply sanctions at both an individual and institutional level if reports are not provided as scheduled.

NIHR also requires sight of a draft of any proposed publication before journal submission.

\*Grants hosted by University of Southampton are managed by [funding@soton.ac.uk](mailto:funding@soton.ac.uk) and [finrhub@soton.ac.uk](mailto:finrhub@soton.ac.uk)