

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

Research contract

A standard research contract may be attached to the letter or you may be directed to download it from their website. This will outline the terms & conditions of your award and funder expectations.

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

Who can help? Trust senior contracts manager researchcontracts@uhs.nhs.uk

Financial arrangements * see next page for more detail

On confirmation of the award, 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

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.

The research contract may require evidence of safeguarding or governance arrangements.

Who can help? Trust sponsorship team 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. Reports may be required for up to five years after the project end date.

It is now a condition of receiving funding from UKRI and some other funders that the principal investigator reports outcomes annually on Researchfish <https://www.researchfish.net/>. 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 and finrhub@soton.ac.uk All matters referring to UoS must be referred to them.

Financial arrangements for UHS-led grants – further details

- Successful applicant sends award letter to researchgrants@uhs.nhs.uk
- UHS R&D grants finance will set up a cost centre for your grant income and expenditure. You must use this cost centre as a reference number for any purchases.
- R&D grants finance will monitor the account to ensure that all expenses are in line with the budget and are allowed within in the contract.
- R&D grants finance will prepare financial reports if required by the funder, as outlined in the contract, to demonstrate that the budget is being spent as forecast. Any spending that deviates from the budget must be explained to the funder.

Salary backfill: if your award is supporting backfill of salaried posts, funds are transferred from R&D to the clinical department.

- Ask the relevant clinical department for the cost centre that incurs the salary cost.
- Give this cost centre, the exact dates of the backfill period, and written confirmation from the departmental manager to R&D grants. A monthly recharge will then be arranged from R&D to the clinical department. You must inform R&D grants if there are any delays to the start date of the staff on the grant.

Expenses to be invoiced:

- Ideally, expenses are invoiced to R&D, not paid from your personal bank account.
- Contact researchgrants@uhs.nhs.uk and ask for a purchase order (PO) number to be raised for the correct amount. Allow 5 working days for a PO up to £5000, and 10 working days if the PO value is higher. UHS operates a 'no PO, no payment' policy regarding payments to external organisations.
- Notify the supplier of this PO number and ask them to invoice *R&D, University Hospital Southampton NHS Foundation Trust, Southampton General Hospital, Tremona Road, Southampton, SO16 6YD*

Participant expenses:

If you are providing travel expenses to participants or reimbursement for their time, a BACs transfer form needs to be completed for each transaction. Please contact the grants team for assistance.

Expenses paid from personal finances (e.g. transport, course fees if unable to invoice):

- Claim your expenses via the Easy Expenses system, <https://uhs.easy.giltbyte.com/user/login/>
A PO number is not required provided you reference your UHS grant number (GRTxxxx) and cost centre on the claim.
- Your departmental manager who authorises the claim must inform R&D of the cost centre that has incurred the cost. The sum will then be recharged from R&D to the department.

If your award is held by a different institution, e.g. University of Southampton, an appropriate agreement will be set up to ensure correct funds flow to the trust to cover UHS costs and expenses.

Award income and underspend:

- The contract will explain how the funder will pay your award to UHS: either (a) through a payment schedule at specified time points **OR** (b) on receipt of invoices from UHS following research activity.
- Any underspend at the end of your grant period must be notified to the funder. Depending on the contract, they may allow you to transfer it to another site (if you are moving to another employer), reallocate it to other research purposes, or require it to be returned. Any remaining unclaimed funds will be moved into a PI fund by R&D finance for your future use.

Who can help? Trust grants accountant and finance assistant researchgrants@uhs.nhs.uk