**NHS Excess Treatment Cost Application Form**

**For Secondary Care**

This form is for applications for Excess Treatment Costs (ETCs) for single or multiple sites across Wales

**Important: Please refer to the guidance before completing this form.**

|  |  |
| --- | --- |
| **Study acronym** |  |
| **Funding Amount requested** | £ |
| **Study contact name** |  |
| **Study contact email** |  |
| **Study contact Tel** |  |

Please send a scanned signed copy to:

research-fundingsupport@wales.nhs.uk

Or complete and forward to:

Research Funding Team

Health and Care Research Wales

Castlebridge 4

Cardiff

CF11 9BB

**Section 1 - Study Information**

|  |
| --- |
| **Full study name** |
|  |
| **Sponsor** |
|  |
| **CPMS portfolio number or IRAS reference number** |
|  |
| **Grant funder** |
|  |
| **Grant award date** |
|  |
| **Total grant award** |
| £ |
|  |
| **Please give details on where the study will take place** |
|  |

**Section 2 - Study Team Information**

|  |
| --- |
| **Chief Investigator** |
| Title: |  | Address: |
| Name: |  |  |
| Employing organisation: |  |
| Post: |  |
| E-mail: |  |
| Telephone: |  |

|  |
| --- |
| **Principal Investigator/ lead Principal Investigator in Wales (if CI is not based in Wales)** |
| Title: |  | Address: |
| Name: |  |  |
| Employing organisation: |  |
| Post: |  |
| E-mail: |  |
| Telephone: |  |

|  |
| --- |
| **Nominated study contact for any queries regarding the application** |
| Title: |  | Address: |
| Name: |  |  |
| Employing organisation: |  |
| Post: |  |
| E-mail: |  |
| Telephone: |  |

|  |
| --- |
| **NHS Wales R&D Office Contact** |
| Name |  |
| E-mail: |  |
| Telephone: |  |

**Section 3 - Study Details**

|  |  |
| --- | --- |
| **Start date of whole study** | **Overall end date of study** |
|  |  |
| **Proposed date from which ETC’s will be incurred** | **Proposed end date when ETC’s will cease to be incurred** |
|  |  |
| **Study outline** (word limit:300) |  |
|  |  |

**Section 4 - Details of Costs Requested**

Please detail items or resources you need to purchase and any associated costs you are requesting funding for, in the **Excess Treatment Costing Template** spreadsheet.

Detail included in the spreadsheet is what is used to assess the viability of your request. It is important that you add as much detail as possible to speed up the request process by reducing querying any unsubstantiated cost requests.

Please ensure your request is in-line with the AcoRD guidance for Wales and that the relevant NHS R&D Department have been consulted and signed the application form.

**Section 5 - Declaration and Signatures**

I declare that the information given on the form is complete and correct.

I agree to update figures, and update the Health and Care Research Wales Support Centre if any details are modified (e.g. number of sites or anticipated recruitment increases)

**Lead Investigator**

Signature: Date:

Name:

**NHS R&D Manager / Director**

Signature: Date:

Name:

Please send the following documents electronically to research-fundingsupport@wales.nhs.uk

1. Completed and signed ETC application form

2. Completed Excess Treatment Costing Template

3. Most recent approved study protocol

4. Patient Information Sheet (if available)

5. If applicable, a copy of any letters providing decisions on ETCs in England, Scotland, or Northern Ireland

• To determine whether your study requires excess treatment costs, please refer to the AcoRD Guidance for Wales: <http://www.healthandcareresearch.gov.wales/costing/>

• ETC applications should be accompanied by a completed Excess Treatment Costing Template, which can be found at 3.4 of the following web page: <http://www.healthandcareresearch.gov.wales/nhs-randd-funding-policy/>

• If you have used any other form of costing template, please attach this to your application

• For ETCs within Primary Care, please see guidance and application form at Section 4.1 of the following web page: <http://www.healthandcareresearch.gov.wales/nhs-randd-funding-policy/>

• Health and Care Research Wales will support eligible applications within the budget available