

Health and Care Research Wales Senior Research Leaders 2022-2025

Scheme overview and application guidance

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Section 1: Overview

1.1 Introduction to the call

Health and Care Research Wales Senior Research Leaders are among the most prominent and prestigious health and care researchers in the country, and they play a vital role in leading and developing the health and care research community in Wales. We look to them to provide leadership, to act as ambassadors and advocates for health and care research, and to play a central role in supporting the next generation of health and care research leaders in Wales through mentorship, advice and support to the research community.

In recognition of their important role and the contribution they make to building and supporting the health and social care research community in Wales, Senior Research Leaders receive a discretionary annual award of up to £20,000 to support their research activity.

Applications to the Senior Research Leaders call will be assessed by an external, expert panel. Applications are invited from individuals who:

- demonstrate research leadership, excellence and impact both in Wales and in the UK/internationally;
- can commit 10-15 days per year to the role;
- have a track record in developing researchers and building research capacity and capability in Wales, for example, through attracting, developing and retaining a highly skilled health and care research workforce, by supporting collaborations and developing new programmes of research;
- integrate patient/service user and public involvement in research; and
- are committed to contributing to Health and Care Research Wales as a senior leader.

The time commitment from Senior Research Leaders would include them contributing to Health and Care Research Wales in a number of ways including through panels, boards or committees, through UK level engagement with other funders and bodies, and through contributing to research capacity and capability development in Wales through a range of activities. We are considering reorganising our doctoral, post-doctoral, career fellowship and related schemes and bringing them together in a new Health and Care Research Wales Faculty designed to provide expanded and more integrated opportunities for research career development. We would see the Senior Research Leaders playing a central role in this new faculty.

This is a one-stage application process and applicants may only submit one application. Please note that applicants **may** be interviewed.

[Application forms](mailto:healthandcareresearchgrants@gov.wales) should be submitted to healthandcareresearchgrants@gov.wales by 13:00 on Monday 10 January 2022.

This document outlines the process for selecting Health and Care Research Wales Senior Research Leaders and provides guidance on how to complete the application form.

Any questions regarding this call for applications should be directed to Emma Small via healthandcareresearchgrants@gov.wales.

1.2 Benefits and responsibilities

The appointment as a Health and Care Research Wales Senior Research Leader is a source of prestige which recognises an individual's research leadership and contribution to the health and care research community in Wales. We see the Senior Research Leaders as central to leading and developing that community, especially through the planned reorganisation of our training, fellowship and development schemes into a more integrated Health and Care Research Wales Faculty.

Subject to the ongoing availability of funds, Senior Research Leaders will be able to apply for an annual, discretionary award of up to £20,000 to support their work to the benefit of health and care research in Wales. Please see Annex 1 for further details.

Senior Research Leaders are expected to:

- provide leadership for health and social care research professionals in Wales;
- contribute to attracting, developing and retaining the best students and researchers in Wales;
- play a key role in supporting the next generation of research leaders in Wales through a commitment to mentoring within the Health and Care Research Wales community;
- act as ambassadors for Health and Care Research Wales, raising the profile of health and social care research in Wales on a national and international level and championing Health and Care Research Wales schemes and campaigns to the research community and the wider public;
- offer strategic advice to the Welsh Government Health and Social Care Research and Development Division; and
- contribute to Health and Care Research Wales as a senior leader, through both strategic and operational activities such as joining or chairing funding boards and working groups, advising on the development of funding schemes and contributing to events (see also Annex 2).

Overall, we expect Senior Research Leaders to contribute around 10-15 days per year on these activities.

1.3 Eligibility criteria

Applicants to the scheme must meet the following eligibility criteria:

- Applicants must be currently working in Wales as a researcher in health and/or social care

- Applicants must have a track record as a chief investigator/lead applicant on significant research grants or awards funded (at least in part) by Health and Care Research Wales, the Research Councils, National Institute for Health Research, or other high-quality funding bodies (including [portfolio-eligible funding bodies](#)).
- Applicants must hold a contract of employment with a Welsh institution (for example a Welsh University, a Welsh NHS body, or a Welsh social care organisation).

Individuals who do not meet these eligibility criteria will not be considered in this process, and will be informed that their application has been rejected.

Existing and previous Health and Care Research Wales Senior Research Leaders are able to apply for reappointment.

Applicants who have been unsuccessful in previous Senior Research Leader calls are welcome to re-apply.

1.4 Application process and timetable

Application Stage	Announcement of scheme	September 2021
	Application window opens	11 November
	Application window closes	10 January 2022
Review Stage	Eligibility assessment and award panel meets	January / February
	Notification of successful applicants	February
Award Stage	Issue of award letters	March
	Signing of terms and conditions	March
	Commencement of award	1 April 2022

The Health and Care Research Wales Senior Research Leaders scheme opened on 11 November 2021. **The closing date is 13:00 on Monday 10 January 2022.** Please note that applications submitted after this deadline will not be accepted.

We take seriously our duty under the Equality Act (2010) to offer and make reasonable adjustments for people with disabilities applying to our research funding schemes, and to ensure that our panel members are aware of our responsibilities in relation to equality, diversity and inclusion and thus the need to treat all applications fairly. If you would like to discuss reasonable adjustments to the application process, please contact Emma Small via healthandcareresearchgrants@gov.wales before the application deadline.

We encourage all applicants to complete an [equality monitoring form](#) and to send it in with their application. Information provided on the form will be stored separately from your application, and will not be shown to the assessment panel. More information on how we will handle the data is provided in the form.

Completed application forms (and optional equality monitoring forms) must be emailed to healthandcareresearchgrants@gov.wales. We will acknowledge receipt of successfully delivered emailed applications by reply.

Applications will be screened for eligibility. Any applications which fail to meet the eligibility criteria set out in section 1.4 in this document will be rejected. Candidates will be informed if their application is removed at this stage of the call.

Applications that meet the eligibility criteria will be considered by an external expert panel in January/February 2022. The panel will advise Health and Care Research Wales on which applicants should be appointed. The panel will consider each application on its own merits against the following selection criteria:

- evidence of research excellence;
- evidence of public, practice and policy impact of research;
- evidence of research leadership that has helped to develop research capacity, and contributions to Health and Care Research Wales and the wider research environment;
- track record in and commitment to developing capacity and capability in the health and care research community, and in supporting and mentoring researchers in their careers;
- demonstrable commitment to public involvement and public engagement;
- willingness to contribute 10-15 days per year to the role.

This is a one-stage application process, though please note that **applicants may be called to interview.**

Applicants will be informed of their success or otherwise in February 2022, with a view to having contracts in place and for Senior Research Leader appointments to start on 1 April 2022.

Section 2: Application guidance

How to apply

To apply to become a Health and Care Research Wales Senior Research Leader, individuals must complete the Senior Research Leaders 2022-2025 [application form](#). There is also an optional equality monitoring form that we encourage applicants to send in with their application.

Applications must be emailed to: healthandcareresearchgrants@gov.wales by **13:00 on 10 January 2022**.

Applications submitted after this will **not** be accepted. We will acknowledge receipt of successfully delivered emailed applications by reply.

The application form should be submitted **electronically** with the applicant's signature (scanned or electronic) included.

Please include a **Word version** of the application – which does not require signatures, if they have already been provided by a PDF. This is to enable the secretariat to redact the application for the different review stages which is not always possible with a PDF.

The submission email must come directly from the applicant or from their PA with the applicant copied in.

This section provides guidance, on how to complete the Senior Research Leaders 2022-2025 application form. Before completing the application form, you should also read the scheme overview (section 1 above).

Word limits

Some questions on the application form have specified word limits. Words exceeding the limits will be redacted and will not be assessed. Please include word counts in these sections.

Section A: Applicant details

In **A.1**, please supply your title, name, job title, work contact address and other work contact details. Our contact with you will usually be by email, so please ensure you provide a current and regularly accessed email address.

In **A.2**, please keep this succinct – we do not require detailed information.

Section B: Research excellence and impact

This section is aimed at providing the Senior Research Leaders panel with an overview of your research to date and the impact that this has had on the public and on practice and policy.

In **B.1**, please give details of the five most significant projects funded through open, national, peer review competition that you have worked on as a Lead or Co-Investigator (including current projects). The explanation of your role should be succinct (a few words only).

In **B.2**, please provide details of your top six publications, ranked from one to six. These should be the publications in which you played a substantial role and which you consider to be your most important. The description of your role in the article should be succinct. Please provide a link to the article.

B.3 is an opportunity for you to demonstrate to the Senior Research Leaders panel your outstanding contributions to the field and the impact it has had for policymakers, patients, service users, those in receipt of care, practitioners and the general public.

These three examples should show how your research has addressed a health or social care need, and how your research has been translated into health or social care improvements and/or wealth generation.

Section C: Research leadership to develop research capacity, and contribution to Health and Care Research Wales

Senior Research Leaders make significant contributions to shaping and building the research environment in Wales and beyond.

Senior Research Leaders are also considered to be part of the senior leadership of Health and Care Research Wales, and act as ambassadors for Health and Care Research Wales, raise the profile of health and social care research in Wales on a national and international level and champion our funding schemes and campaigns to the research community and the wider public. They are expected to actively involve themselves in Health and Care Research Wales' work, and to offer strategic advice to the Welsh Government Health and Social Care Research and Development Division.

In **C.1**, you are asked to provide two examples where you feel you demonstrated leadership that contributed to developing research capacity. You may find it helpful to write these examples in a STAR format (what was the **S**ituation, what was the **T**ask, what **A**ction did you take, what was the **R**esult). Leadership can happen at any level.

Building research capacity could involve contributing to attracting, developing and retaining a highly skilled health or social care research workforce, or supporting collaborations and developing new programmes of research.

C.2 gives you an opportunity to tell us about your engagement with, and contributions you have made to, Health and Care Research Wales and the wider research environment in Wales and the UK. Annex 2 lists some ideas.

Section D: Track record in developing researchers and commitment to mentoring

Senior Research Leaders play a key role in helping to recruit, develop and retain the best researchers in Wales, and in supporting the next generation of research leaders.

This section will provide the Senior Research Leaders panel with an overview of your track record in developing researchers (**D.1**). Please note that this can include a wide range of both formal and informal activities, from classroom training courses, to self-study, academic supervision (including PhD supervision or supporting early stage career researchers holding fellowships), work shadowing, networking and peer support etc.

We are currently reorganising our doctoral, post-doctoral, career fellowship and related schemes and plan to bring them together in a new Health and Care Research Wales Faculty designed to provide expanded and more integrated opportunities for research career development – and we see Senior Research Leaders playing a central role in this new faculty. A key component of this will be to strengthen approaches to mentoring. Therefore, in section **D.2** we ask you to provide evidence of your current commitment to mentoring, and to outline how you might continue that over the next three years.

Section E: Public involvement and engagement

Please provide two examples that demonstrate your commitment to public involvement and public engagement.

Please note the examples call for one example of involvement (**E.1**) and one example of engagement (**E.2**).

For the purposes of this application, public involvement is where members of the public are actively involved in research project development and/or delivery as research partners/members of the research team. Public engagement is where information and knowledge about research is provided and disseminated to members of the public. You may want to reference the [UK Standards for Public Involvement](#).

Senior Research Leaders are expected to act as role models by showing a real commitment to public involvement and engagement. In section **E.3** we ask you to tell us more broadly about that commitment, how it benefits your research, and how you might continue over the next three years.

Section F: Statement in support of your application

Please state why you wish to be a Health and Care Research Wales Senior Research Leader. It will be helpful to the panel if you could summarise:

- why you wish to be a Health and Care Research Wales Senior Research Leader;
- what you would like to contribute as a Senior Research Leader to the aims of Health and Care Research Wales and the emerging plans for the Health and Care Research Wales Faculty;
- what you bring to this role and the ways in which you will contribute to the wider research environment in Wales if you are appointed.

Please note that it is our expectation that Senior Research Leaders will contribute 10-15 days per year to their role. This could include activities listed in section 1.3. Involvement in the wider research environment in the UK and beyond (for example through involvement in National Institute for Health Research activities) could be included as part of this as this activity means Wales is represented while also contributing to the wider UK research environment.

Section G: Declaration

Please sign to confirm that you have read and understood the application form and guidance notes and have completed the relevant sections accurately to the best of your knowledge.

The application form must be submitted electronically with the applicant's signature (scanned or electronic) included.

In your submission, please include a **Word version** of the application – which does not require signatures, if they have already been provided by a PDF. This is to enable the secretariat to redact the application for the different review stages which is not always possible with a PDF.

Contact us

If you have any questions regarding the application process, please contact Emma Small via healthandcareresearchgrants@gov.wales

Check list

To check:

- All sections of the application have been completed
- Word counts on application are within section limits
- Application has been signed
- Application submitted by email in Word or PDF format by applicant, or applicant's PA
- Equality monitoring form submitted along with application (optional)

Privacy Notice – Welsh Government Grants

The Welsh Government provides a wide range of grant schemes to help deliver our policies and create a fairer, more prosperous Wales.

The Welsh Government will be data controller for any personal data you provide in relation to your grant application or request for grant funding. The information will be processed as part of our public task (i.e. exercising our official authority to undertake the core role and functions of the Welsh Government) and will help us assess your eligibility for funding.

Before we provide grant funding to you, we undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks require us to process personal data about you to third party fraud prevention agencies.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the grant funding you applied for, or we may stop providing existing grant funding to you.

A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you.

We will keep personal information contained in files in line with our retention policy. If successful in your application then your personal data will be kept for seven years after the date when you, as grant recipient, are free from all conditions relating to the grant awarded and all payments have been made. However, if the funding is awarded under General Block Exemption or De Minimis, your personal data will be kept for 10 years from the conclusion of any aid award. If you are unsuccessful your details will be kept for one year after the date you provided them.

Under the data protection legislation, you have the right:

- to access the personal data the Welsh Government holds on you;
- require us to rectify inaccuracies in that data;

- to (in certain circumstances) object to or restrict processing;
- for (in certain circumstances) your data to be erased;
- to lodge a complaint with the Information Commissioner's Office (ICO) who is the independent regulator for data protection.

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the General Data Protection Regulation (GDPR), please see contact details below:

Data Protection Officer:

Welsh Government

Cathays Park

Cardiff

CF10 3NQ

Email address: DataProtectionOfficer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.org.uk/

Welsh Government Data Protection Policy

How to find out more

The [Privacy Notice](#) has been effective since 25 May 2018. It makes sure we continue to comply with privacy law and regulation.

If you have any questions or require any further help please contact us at DataProtectionOfficer@gov.wales

Annex 1 – Senior Research Leaders annual discretionary award

Health and Care Research Wales Senior Research Leaders are eligible to apply for up to £20,000 each year of their three-year appointment, subject to the ongoing availability of funds.

This is a personal (not a project) award, designed to be flexible and discretionary. The aim is to fund activities that support your role as a Senior Research Leader in Wales, particularly your role in helping to build research capacity and shape the research environment in Wales.

Eligible activities

Typical examples of expenditure include:

- **Funds to pay, bridge or supplement salaries of researchers and research support staff.**
In some cases, this has been used to retain a talented researcher within an institution between grant awards. In others it has been used to cover salaries for research support staff to assist in the submission of research applications, or for administrative support to free up time for the Senior Research Leader.
- **Funds to exploit networking opportunities, such as attending conferences, hosting meetings and arranging visits.**
Awards have been used to support travel and subsistence costs for Senior Research Leaders or members of their teams to attend national and international conferences/meetings/symposia to represent Wales, present research findings and increase collaboration with international partners. In some cases, funds have been used to provide a stipend for visiting researchers.
- **Personal development, team member development, and delivering training for others.**
Senior Research Leaders have used their award to procure training for themselves and their research teams, to host workshops and other training events for others, and to develop training materials.
- **Minor research costs.**
You should **not** use the award to supplement research costs granted by funders through project grants. This includes the purchase of computer equipment normally obtained through funders as a research cost.

However, the award **can** be used to meet more general costs that help to develop future funding applications, and/ or to meet the cost of **core** or **underpinning** resources that are not eligible for funding through project grants. An underpinning resource could be some data collection, a piece of equipment or software that is used across several research projects and which is too general to be eligible for a project grant. Senior Research Leaders have used

their flexible awards to pay for laboratory equipment and consumables to support their research interests. A small amount of money has been used to replace or update computer hardware and devices when it can be demonstrated that this will provide underpinning (rather than project-specific) benefits (e.g. to allow remote working).

- **Open access publishing.**

The costs of open access publishing can be met using this award where these cannot be met through other means.

This is not an exhaustive list. You are welcome to contact us to ask whether a particular expenditure will be deemed eligible.

Application for the award

Senior Research Leaders will make an application in February of each year (maximum £20,000) outlining how they intend to spend the award and what the expected outputs and benefits will be. This is not a competitive process. Instead the aim is to ensure that all planned expenditure is eligible.

We appreciate the detailed expenditure you list in your application form will only be projected at this point and that you may need to make adjustments to both the nature and exact amounts during the year.

Payments and reporting requirements

Scheduled payments will be made in September and in March of each year on receipt of a simple report. You will be asked to report back on:

- the expenditure of your discretionary award;
- the ways in which you have fulfilled your responsibilities as a Senior Research Leader (which may well include activities not linked to expenditure).

Your final claim at the end of the three-year period (March 2025) will require a full financial reconciliation and a fuller report.

Annex 2 – Contributing to Health and Care Research Wales and the wider research environment

Senior Research Leaders are expected to contribute significantly to Health and Care Research Wales as senior leaders and to act as ambassadors and role models for the wider development of the research environment in Wales and the UK.

The below information gives people applying to the Senior Research Leader scheme some examples of how they might demonstrate their contribution.

Roles in which you have contributed to Health and Care Research Wales and the wider research environment in Wales and the UK

Directors and Leads:

- Programme Director
- Directors of research infrastructure/units/research design service/schools
- Deputy Directors/Associate Directors
- Infrastructure Public Involvement (PI) Lead

Committees, boards and working groups:

- Member of a Health and Care Research Wales, National Institute for Health Research or other funding panel
- Member of a Health and Care Research Wales, National Institute for Health Research or other research committee
- Advisory board member
- Member of a policy or guideline working group
- Other committee, board or working group
- Peer reviewer

Other Health and Care Research Wales contributions

- Contributions at Health and Care Research Wales conferences, workshops and other events
- Collaborative work with Health and Care Research Wales
- Other

Additional roles:

- Lead or involvement in James Lind Alliance priority setting partnerships
- Other public involvement roles
- Other