

# Health and Care Research Wales Research Training Award 2023

## Scheme overview and application guidance

## Contents

<b>Contents</b> .....	<b>2</b>
<b>Section 1: Overview</b> .....	<b>3</b>
1.1 Purpose and Background.....	3
1.2 Introduction to call.....	3
1.3 What we will fund.....	4
1.4 Expectations of Research Methods Training Qualifications.....	4
1.5 Eligibility criteria.....	5
1.6 Process and timetable .....	5
1.7 Selection process .....	6
<b>Section 2: Guidance</b> .....	<b>7</b>
Word limits.....	7
Section A: Applicant details .....	7
Section B: Employment history.....	8
Section C. Justification for the course you have chosen and how this will help you to progress your research career.....	8
Section D: Employing Organisation Sponsor.....	8
Section E: Costs .....	8
Section F: Declarations.....	9
Submitting your application.....	9
Checklist.....	10
Section G: Privacy Notice – Welsh Government Grants.....	10
<b>Appendix One</b> .....	<b>12</b>

## Section 1: Overview

### 1.1 Purpose and background

This scheme provides an opportunity for applicants to gain in depth research methods knowledge, confidence and skills through the completion of a taught Masters in Research (methods) degree or equivalent M-level research training course in applied health and/or social care research commencing during the 2023/24 academic year.

The opportunity is open to staff based in NHS Wales, Local Authorities - adult or children's social care services, or in independent health and social care provision such as primary care, community pharmacy, adult or children's residential care, or domiciliary care. It is aimed at those in the early stages of their research career (not necessarily early clinical or practice career stage) to support them to develop applied research skills and take the first steps on their research journey in health and social care.

The funding covers tuition fees and partial salary costs for applicants to undertake taught health or social care (Economic and Social Research Council (ESRC) accredited) Research Methods or Clinical Trials Masters level programmes. Applicants are required to make a strong case for the likely impact of the award on their research development and career trajectory.

Successful applicants will become Faculty members and will access learning and development opportunities and mentorship in addition to that provided by the courses. For more information on the Health and Care Research Wales Faculty please go to <https://healthandcareresearchwales.org/faculty>.

Those interested in progressing a formal training in health economics should contact Welsh Health Economic Support Service for advice on appropriate M-level training options that would support the development of a health and social care research career.

### 1.2 Introduction to call

The Research Training Award aims to support pre-doctoral research skills development in Wales by offering funding (tuition fees and partial salary support). This is aimed at any staff member of eligible employing organisations wishing to progress a career in health and social care research. The award will enable the applicant to undertake taught health or social care Research Methods or Clinical Trials Masters level training. Both full time and part time study options are available. Selected courses should provide all the skills needed to progress to clinical or practice based academic doctoral training. Any social care research methods courses must be ESRC accredited.

Applicants must:

- meet all eligibility criteria set out in Section 1.5
- clearly demonstrate in their application how the chosen course-level research training award will assist with their research career progression

Funding is only available for tuition fees and partial salary support. No funding is provided for travel and subsistence.

### 1.3 What we will fund

The award will cover:

- Tuition fees for the course
- Applicants can also apply for salary costs of up to 0.2 WTE (1 day a week)

The award will **NOT** cover:

- Travel and subsistence costs incurred by the activities associated with this award
- Any other costs associated with your chosen course
- The award will not fund courses where the applicant has already registered and started to undertake course work unless these are clearly evidenced as being taught research methods training awards. In these instances, applicants are advised to contact the Faculty administration team to discuss their application and associated request for funding for the remainder of the course work or dissertation.

### 1.4 Expectations of Research Methods Training Qualifications

Funded courses should include at least 80 credits dedicated to taught health and/or social care research methods at M-level. Research placements, integral to the programme of work, alongside 60 credit dissertations, are also encouraged. Curricula should equip the applicant with all the skills needed to progress towards a health and social care research career pathway. The selected M-level programme should ensure provision of robust formal training in research design, quantitative and qualitative methods, data management and analyses and regulatory and ethical frameworks for health and/or social care research. On completion of the relevant Masters level training programme, the applicant should be in possession of advanced research skills and techniques relevant to their field of study and the capabilities for delivering and disseminating research in practice.

A list of M-level courses that meet the expectations for the award are provided in Appendix One. Please note that this is not an exclusive list; there may be other programmes that candidates wish to apply for. They should provide a justification for their choice in their application.

## 1.5 Eligibility criteria

The following criteria must be satisfied:

- Applicants must be in employment in NHS Wales, Local Authorities - adult or children's social care services, or in independent health and social care provision such as primary care, community pharmacy, adult or children's residential care, or domiciliary care based in Wales.
- Applicants must be able to commence their chosen course by January 2024 at the latest. Applicants are advised to contact the relevant course leaders to establish start dates for the relevant modules.
- Applicants must remain in employment in NHS Wales, Local Authorities - adult or children's social care services, or in independent health and social care provision such as primary care, community pharmacy, adult or children's residential care, or domiciliary care based in Wales for the duration of their award.
- Applicants must have the support of the Head of Department or equivalent in the relevant employing organisation
- Applicants must meet the eligibility requirements of their chosen course (e.g. applicants must hold an upper 2.1 Bachelor's Degree or equivalent experience)

## 1.6 Process and timetable

The application window will open on **16 March 2023** with a deadline for submission of on **16:00 on Thursday 13 April 2023**. Applications received after the deadline will not be assessed.

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 [Research-Faculty@wales.nhs.uk](mailto:Research-Faculty@wales.nhs.uk) before the application deadline.

We encourage all applicants to complete an [Equality Monitoring Form](#) online. More information on how we will handle the data is provided in the form.

Completed application forms must be emailed to [Applications.Faculty@wales.nhs.uk](mailto:Applications.Faculty@wales.nhs.uk). We will acknowledge receipt of successfully delivered emailed applications by reply.

Please note:

- Applications will first be assessed for their eligibility by Health and Care Research Wales officials in line with the criteria at Section 1.5.
- Applications deemed eligible will then be assessed by a panel of professionals and academics with appropriate experience.
- The Panel will make funding recommendations to Health and Care Research Wales.
- Health and Care Research Wales will make the final funding decision, taking into account available resources. These decisions are final and are not open to appeal.
- Final decisions will be announced in June 2023 and award letters and contracts issued in June 2023.
- Unsuccessful applicants will be entitled to request feedback, which will be provided as a courtesy. Please note that Health and Care Research Wales will not be able to enter into any discussions regarding the feedback provided.

## 1.7 Selection process

The Panel will assess each application based on the following criteria:

- The research interests of the applicant which demonstrate their potential as a future clinical or practice academic researcher.
- The applicant's justification for the selected course and how the selected course will enable them to progress their research intentions.
- The applicants plan for a clinical or practice academic research career beyond the term of this award.
- The support of the relevant employing organisation Head of Department or equivalent.

The Panel will make funding recommendations to Health and Care Research Wales.

To apply please complete the [Research Training Award application form](#)

## Section 2: Guidance

This section provides guidance, on how to complete the Research Training Award application form. Before completing the application form, you should also read the **Scheme Overview** (Section 1 above).

### Word limits

Please note that 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

A1 – A8 Please supply your title, name, work contact address, other work contact details and your degree, or highest academic qualification. Contact between Health and Care Research Wales and the applicant will usually be by email, so please ensure you provide a current and regularly accessed email address.

You must be satisfied that you meet the entry requirements for the proposed course in full before applying.

A9 The employing organisation will be the organisation with which the Welsh Government will enter into a formal contract should your application be successful.

A10 - A14 Please include the contact details of your Head of Department or an appropriate equivalent within your organisation and Line Manager. These individuals should agree and be able to authorise you to undertake the course.

A15 - A19 Please indicate if you have your employer's approval to undertake your chosen course, please specify your chosen course, if the course is not one from the list provided, please explain how it meets the criteria for this award. State whether you meet the entry requirements of the course you have chosen and if you wish to study full time or part time.

A20 Please indicate if you are applying for tuition fees only or for tuition fees and partial salary costs. For more explanation, please see the Finance Section below.

## Section B: Employment history

B1 Please give the details of your current job and previous employment history relevant to this application.

## Section C. Justification for the course you have chosen and how this will help you to progress your research career

C1 A and B This section is aimed at providing the Research Training Award Panel with an overview of your research experience to date, how your interest in research has developed, how the course you have chosen is structured (module options, mode of delivery, whether you would plan to study full time or part time and why you have chosen this specific course. You should also use the section to explain how this specific training will impact on your future research career plans.

**(Maximum: 500 words for each)**

## Section D: Employing Organisation Sponsor

D1 This section should be completed by your first sponsoring individual, which would normally be your Line Manager or equivalent. They must complete all sections and sign using an electronic signature, agreeing to the commitments of the award. They need to agree the time commitment and agree to release the time needed to attend and complete the programme of study through study leave and/or backfilling of the staff member's time. On completion of the award your line manager needs to agree that you will be supported to return to your original WTE hours if they are to be reduced for the duration of the course.

D2 This is your Second Sponsor which should be Head of Department/ Research and Development Director or an equivalent individual from your organisation.

## Section E: Costs

Please complete the finance table in Section E of the application form. Ideally your employing organisation Finance Officer should complete this table, with reference to the tuition fees of your chosen course. If you are only applying for tuition fees, please only complete Table E1, if you are also applying for salary costs please also complete Table E2 And E3.

E1 Please enter the tuition fees for each academic year, with the total. Please do not add in any other costs.



E2 Please enter your current grade, spine point and hours worked, along with the Whole Time Equivalent (WTE) at which you wish to undertake your Research Training Award. The protected time offered is 0.2 WTE: 1 day. There are no other options.

E3 Please enter your salary costs per academic year, and the total for 0.2 WTE. This figure must also include your organisations on costs for your salary. Please provide the total for Table E3.

Please provide the contact information of the finance officer (or equivalent) completing the E3 Table cost section and approval for Table E3.

Please note your Finance Department will be able to provide your salary plus on costs information.

## Section F: Declarations

F1 To confirm that the applicant has read and understood the application form and guidance notes and has completed the relevant sections please complete the table.

F2 To confirm that the Head of Department or equivalent approves the application form and guidance notes and has completed the relevant sections.

## Submitting your application

The application form should be submitted *electronically* with all required authorised electronic signatures included. All signatories should be copied into the email.

Please do not send additional information as this will not be assessed. Please do not send any answers in separate documents.

If you have any questions regarding the application process, please contact Health and Care Research Wales using the email address below. The application form should be submitted electronically **from your employing organisation email address with authorised signatures** (electronic) to the address below by **16:00 on Thursday 13 April 2023**. [applications.faculty@wales.nhs.uk](mailto:applications.faculty@wales.nhs.uk)

### Contact us

If you have any questions regarding the application process, please contact; [research-Faculty@wales.nhs.uk](mailto:research-Faculty@wales.nhs.uk)

## Checklist

To check	Complete
All sections of the application have been completed	<input type="checkbox"/>
Ensure word counts on application are within limits	<input type="checkbox"/>
Obtained correct signatories on application	<input type="checkbox"/>
Application to be submitted from organisation email address with relevant signatories copied in <a href="mailto:applications.faculty@wales.nhs.uk">applications.faculty@wales.nhs.uk</a>	<input type="checkbox"/>
Equality Monitoring Form submitted online	<input type="checkbox"/>

### Section G: Privacy Notice – Welsh Government Grants

We have an obligation to keep data secure and to use it appropriately. To fulfil our obligations under law and as a result of our partnership with the Welsh Government, Health and Care Research Wales adopts various procedures to use and protect data. This will impact on how we deal with you as an applicant and your Co-applicants.

#### Privacy Notice

The Welsh Government Grant Privacy Notice states how the Welsh Government will use the information provided at application stage. It is available here:

<https://gov.wales/privacy-notice-welsh-government-grants>

#### Data Security – Data About You

Personal information will be held by Health and Care Research Wales in a network that is available only to Health and Care Research Wales staff. Your details and those of your Co-applicants will be retained in order to facilitate the running of the Health and Care Research Wales funding schemes. If your application is successful at any stage of our process, your name and organisation details may appear on the Health and Care Research Wales website. In addition, once funding has been agreed and the contract signed, your details may appear in other Health and Care Research Wales literature as a grant holder and will be passed to Welsh Government for inclusion in any of their publicly available databases of research projects. If you have any questions, please contact us at: [Research-Faculty@wales.nhs.uk](mailto:Research-Faculty@wales.nhs.uk)

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the data protection legislation, please see contact details below:

Data Protection Officer:  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

Email Address: [DataProtectionOfficer@gov.wales](mailto: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](http://www.ico.org.uk)

### **How to find out more**

The Privacy Notice will be effective from 25 May 2018 and you can view it at Privacy notice: Welsh Government grants | GOV.WALES. The Grants Privacy Notice makes sure we continue to comply with privacy law and regulation.

If you have any question or require any further help please contact us at [DataProtectionOfficer@gov.wales](mailto:DataProtectionOfficer@gov.wales)

## Appendix One

All the courses listed below include a substantial element of taught research methods content (at least 80 M-level credits). They cover the spectrum of health (including public health and clinical trials, social care and health economics). Please note that this is not an exhaustive list. Applicants should contact us at: [Research-Faculty@wales.nhs.uk](mailto:Research-Faculty@wales.nhs.uk) if they have any queries about the proposed programme that they wish to pursue.

### Health and/or Clinical Research Methods

- <https://www.stir.ac.uk/courses/pg-taught/health-research-online/>
- <https://www.exeter.ac.uk/study/postgraduate/courses/medicine/health-research-msc/>
- <https://www.plymouth.ac.uk/courses/postgraduate/mclinres-clinical-research>
- <https://www.southampton.ac.uk/courses/clinical-health-research-masters-mres#main>
- <https://www.manchester.ac.uk/study/masters/courses/list/08175/mclin-res-clinical-research/course-details/#course-profile>
- <https://unc.ac/health-research-methods-msc-diploma-certificate/>

### Social Research Methods

- <https://www.postgraduatesearch.com/courses/search/postgraduate/swansea-university/social-research-methods-msc/52333036>
- <https://www.cardiff.ac.uk/study/postgraduate/taught/courses/course/social-science-research-methods-social-work-msc>

### Clinical Trials

- <https://www.lshtm.ac.uk/study/courses/masters-degrees/clinical-trials-online#structure>
- <https://www.ed.ac.uk/studying/postgraduate/degrees/index.php?r=site/view&edition=2023&id=809>
- <https://www.cardiff.ac.uk/study/postgraduate/taught/courses/course/clinical-research>

### Public Health/Health Services/ Health Economics

- <https://www.lshtm.ac.uk/media/63761>
- <https://www.lshtm.ac.uk/media/63841>
- <https://www.lshtm.ac.uk/media/63751>
- <https://www.cardiff.ac.uk/study/postgraduate/taught/courses/course/public-health-mpH>