

Health and Care Research Wales

Senior Research Leaders 2025-2028 Call for Applications

Scheme overview and application guidance

About these guidance notes

This document contains information and guidance to applicants submitting a **FULL** proposal to Health and Care Research Wales Senior Research Leaders Award.

It is important that you read these guidance notes fully before starting to complete the application form to ensure that you provide the correct information.

We have endeavoured to cover all necessary information relating to the application form through these resources. Incorrectly completed applications may be rejected.

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Section 1: Overview

1.1 Introduction

Health and Care Research Wales Senior Research Leaders are among the most prominent and prestigious health and social 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. All Senior Research Leaders will be expected to engage with and support the development of Health and Care Research Wales Faculty's activities.

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 £15,000 to support their research activity (£45k across the 3-year award).

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, including the Faculty, 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 funding 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 Faculty activities.

This is a one-stage application process and applicants may only submit one application.

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 Research-Faculty@wales.nhs.uk

1.2 Benefits and responsibilities

The appointment as a Health and Care Research Wales Senior Research Leader (SRL) is a source of prestige which recognises an individual's research leadership and contribution to the health and social care research community in Wales. We see the SRLs as central to leading and developing that community, especially through the Health and Care Research Wales Faculty.

Subject to the ongoing availability of funds, SRLs will be able to apply for an annual, discretionary award of up to £15,000 (£45k across the 3-year award) to support their work to the benefit of health and care research in Wales. Please see Annex 1 for further details.

SRLs 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, particularly as part of the Faculty mentoring scheme;
- 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 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, supporting the development of Faculty activities and contributing to events (see also Annex 2).

Overall, we expect SRLs 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, NIHR, 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 SRLs are able to apply for reappointment up to a maximum of 3 consecutive terms, including the 2022-25 award period.

Applicants who have been unsuccessful in previous SRL calls are welcome to re- apply.

1.4 Application process and timetable

The Health and Care Research Wales Senior Research Leaders scheme opened on Thursday 14 November 2024 with a **closing date of 16:00 on Thursday 9 January 2025**. Please note that applications received after this deadline will not be considered.

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 before the application deadline.

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 using the Health and Care Research Wales Faculty Awards Management System by **16:00 on Thursday 9 January 2025**.

Applications will be screened for eligibility. Any applications which fail to meet the eligibility criteria set out in Section 1.3 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 February 2025. 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:

1. Evidence of research excellence
2. Evidence of public, practice and policy impact of research;
3. Evidence of research leadership that has helped to develop research capacity, and contributions to Health and Care Research Wales and the wider research environment;
4. 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; either through the Faculty or other national initiatives
5. Demonstrable commitment to public involvement and public engagement
6. Willingness to contribute 10-15 days per year to the role

This is a one-stage application process. Applicants will be informed of their success or otherwise in March 2025, with a view to having contracts in place and for SRL appointments to start on 1 April 2025.

Section 2: Guidance for submitting your application form

How to apply

To apply to become a Health and Care Research Wales Senior Research Leader, individuals must complete the Senior Research Leaders Call 2025 application form using the Health and Care Research Wales Faculty Awards Management System.

Please do not send additional information as this will not be assessed.

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 using the Health and Care Research Wales Faculty Awards Management System by **16:00 on Thursday 9 January 2025**.

This section provides guidance, on how to complete the SRL 2025-2028 application form. Before completing the application form, you should also read the Scheme Overview (Section 1 above).

Section A: Applicant details

Please supply your title, name, work contact details, your current job title, profession and specialty area. 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 work email address.

Please provide your academic and professional qualifications. These should be succinct – we do not require detailed information.

Section B: Research excellence and impact

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

Your most significant research projects

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).

Publications top 6

Please provide details of your top 6 publications, ranked from 1 – 6. 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.

Relevance of research to policy, practice and public and research impact

This is an opportunity for you to demonstrate to the SRL panel your outstanding contributions to the field and the impact it has had for policy-makers, 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.

SRLs 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 Faculty, 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, particularly through the Faculty, and to offer strategic advice to the Welsh Government Health and Social Care Research and Development Division.

Examples of research leadership that have helped to develop research capacity in Wales

Please provide two examples where you feel you demonstrated leadership which 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.

Contribution to Health and Care Research Wales and broader contributions helping to shape and build the research environment in Wales and the UK

This 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.

Record in training and developing researchers

This section will provide the SRL panel with an overview of your track record in developing researchers. 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.

Commitment to mentoring

With the establishment of the Health and Care Research Wales Faculty in late 2022, engagement with Senior Research Leaders has been a priority. SRLs have been expected to participate in Faculty personal award panels, events and the Faculty mentoring scheme. In this section we ask you to provide evidence of your current commitment to mentoring and, if relevant, your past involvement in the Faculty mentoring scheme and to outline how you might continue that over the next three years.

Section E: Public Involvement and Engagement

Commitment to public involvement and engagement

Senior Research Leaders are expected to act as role-models by showing a real commitment to public involvement and engagement. In this section 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.

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

Please note the examples call for **one example of involvement** and **one example of engagement**.

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](#).

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 an SRL to the aims of Health and Care Research Wales and particularly 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 SRLs 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 NIHR 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: Financial Plan – SRL Discretionary Award

Each applicant is required to provide an outline plan of their anticipated spend of the discretionary award available to them each year. A maximum of £15k per year is available to fund activities that support your role as a Senior Research Leader. Further guidance is provided in **Annex 1** below.

One row should be added per activity, describing the expected output and/or benefit and costs attributed to it for each of the three years. Multiple rows can be added and the total for each year, and overall, will be shown in **bold**.

Section H: Declaration

In confirming your role as Applicant in this application you confirm that the information given in this form is complete and correct and you take full responsibility for the accuracy of this submission. You shall be actively engaged in, and in day-to-day control of, the award. You confirm you understand progress reports will be required by the funding programme and no substantive variation in the scheme as outlined in the application will be permitted without prior reference to the funding programme.

Contact us

If you have any questions regarding the application process, please contact Research-Faculty@wales.nhs.uk

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.

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

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: Data.ProtectionOfficer@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

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

Annex 1 –Senior Research Leaders Annual Discretionary Award

Health and Care Research Wales Senior Research Leaders are eligible to apply for up to £45,000 across the term of their three-year appointment.

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, including the Faculty, 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 include a high-level plan as part of the SRL application process indicating the level of funds they will be claiming and how these funds are proposed to be used and what the expected outputs and benefits will be. Applicants are able to apply for up to £15k per year of their award.

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. This will be managed through the progress reporting mechanism and in discussion with the Faculty team.

Payments and reporting requirements:

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

- the expenditure of your discretionary financial 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 2028) 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 act to act as ambassadors and role models for the wider development of the research environment, including the Faculty, in Wales and the UK.

The table below gives people applying to the SRL 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/Faculty
- Deputy Directors/Associate Directors
- Infrastructure Public Involvement (PI) Lead

Committees, Boards and Working Groups

- Member of a Health and Care Research Wales (including Faculty),
- NIHR or other funding panel
- Member of a Health and Care Research Wales, NIHR 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
- Contributions at Health and Care Research Wales Faculty conferences, Learning & Development days, 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