THE UNIVERSITY OF WARWICK

RESOURCES STATEMENT TO ACCOMPANY AN APPLICATION FOR
A RESEARCH GRANT OR CONTRACT

All applicants are asked to forward to Research Support Services:-
- One copy of this form
- the number of applications required by the funder plus one for University use, at least five working days before the relevant deadline for applications.

The front page should be signed by the Investigator, HOD and Departmental Administrator

CHIEF/PRINCIPAL INVESTIGATOR*: ___________________________  CHIEF/ PI DEPT/CENTRE: ___________________________

CO-INVESTIGATOR(S)* with DEPT/CENTRE(s): __________________________________________________________

PROJECT TITLE: ______________________________________________________________

FUNDER: __________________________________________________________

START DATE: ___________________________ DURATION: ___________________________

Funder Deadline (if applicable): ___________________________ fEC: ___________ Funder Price: ___________  

*NB. Only the PI and Co-Is detailed above will be recorded on the University’s research database

Will this project involve human participants, their data or tissue? YES**   NO

** If YES from which committee will/has approval be/been sought?

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<th>Committee</th>
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<td>BREC</td>
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<td>HSSREC</td>
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<td>NHSREC</td>
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<td>BIOLOGICAL REC</td>
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<td>Other REC: Please specify and supply evidence</td>
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An FP14c form will be required if application is successful.

Does this project meet the following definition of an Invasive Clinical Trial as defined by our insurers:

Anything requiring general anaesthetic, any surgical procedures, implants or anything requiring injection or ingestion of drugs and/or chemicals? NB Blood tests that are the sole clinical activity of a trial are agreed as non-invasive.

YES  NO

DEPARTMENTAL STATEMENT

I have read the notes overleaf and I am aware that the University does not guarantee to make any resources available to support this research, except where a specific agreement has already been made by the relevant University committee. I also confirm that this proposal complies with the relevant University regulations and with the rules of the funding body to which the proposal is being submitted. In addition I can confirm that I have read the University’s Research Code of Conduct and other relevant professional and University guidelines and policies pertaining to research in this area and I understand that to not adhere to such codes may be grounds for disciplinary actions.

SIGNED: ___________________________ (CHIEF/PRINCIPAL INVESTIGATOR): ___________________________ (DATE)

I have read the notes overleaf and am aware of the resource implications of the proposal and confirm that they can be met from within existing departmental budgets, except where a specific agreement has been made by the relevant University Committee. I believe that the academic content of the proposal is worthy of the support of the University and the Investigators involved are suitably qualified to undertake such work.

SIGNED: ___________________________ (HEAD OF DEPARTMENT/CENTRE): ___________________________ (DATE)

I approve the costing of this proposal.

SIGNED: ___________________________ (DEPARTMENTAL ADMINISTRATOR)_______________________ (DATE)

for those Departments with Administrators
RESEARCH PROPOSALS: NOTES

University Regulations: All research work funded by outside bodies is subject to the normal University regulations. Of particular relevance are Financial Regulation 14 (Research Grants and Contracts) and University Regulation 5 (The Grant of Study Leave, Leave of Absence and Leave to Accept a Research Award) Applicants are advised to familiarise themselves with these regulations which are available in Departments or from RSS as well as on the University’s website.

Accommodation: The Accommodation Sub-Committee can give no guarantee that additional accommodation can be made available to meet the needs of research projects. Should any application be successful, the Sub-Committee will make every effort to ensure that the resulting project is housed adequately and in doing so will have regard to the overall provision of accommodation for the Department.

Study Leave: Where a piece of research will require study leave or leave of absence, the application for leave should be submitted to the Committee for Study Leave and Leave of Absence before the application for the research grant or contract is submitted. If this is not done, there can be no guarantee that staff will be granted the leave necessary to undertake the research. When submitting applications for leave, please note that the definition of a term of leave differs according to the type of leave: Study leave is granted for term time only (currently ten weeks) but in the case of Leave of Absence a term is defined as being four months.

Data Protection: The provisions of the Data Protection Act 1998 apply to all data gathered for research purposes and must be complied with by all staff engaged in research. A copy of the Data Protection Act guidelines is held by each Department and further copies can be obtained from the Academic Office. If there are any queries regarding Data Protection these should be discussed with the Data Protection Officer in the Academic Office before the application is submitted.

Library Facilities: It is the normal expectation that Library resources for research projects will be met from within existing departmental allocations. In exceptional circumstances please contact the Librarian.

Equipment: If the equipment necessary to carry out the research is not already available in the Department, its purchase will have to be funded from the grant or contract, or from within the Department’s allocation from the Academic Equipment Committee. If any other arrangements are envisaged, these must be discussed with RSS in the first instance, before the application is submitted. Similarly, any maintenance costs not funded from the grant will have to be met from existing departmental resources.

Other Resource Implications: If the research proposal has any other resource implications for the University, either during or after the period of the grant or contract, these must be discussed fully with RSS in the first instance, before the application is submitted.

Submission of Applications: All applications for grants or contracts must be forwarded to RSS at least five full working days before the awarding body’s closing date for applications. RSS cannot guarantee to process an application in time to meet the closing date, if it is received later than this.

Remits of Ethics Committees:

BREC (Biomedical Research Ethics Committee): All studies conducted by University staff and students/supervisors (including NHS audit and evaluation studies) that involve human participants and/or human samples/tissue and for Warwick Medical School and the School of Life Sciences studies involving human data, that do not fall within the remit of the NHS Research Ethics Committee and/or HSSREC approval are required to obtain BREC approval before the research can be undertaken.

http://www2.warwick.ac.uk/services/rss/services/ethics/statement/framework/biomed/#Scope

HSSREC (Humanities and Social Sciences Research Ethics Committee): Social Studies, Arts and Sciences (excluding Warwick Medical School, School of Life Sciences and/or human samples/tissue) that doesn't fall within the scope of the NHS ethical approval and/or BREC and involves human participants, and/or their data must be sent to the HSSREC committee for appropriate approval before the research can be undertaken.

http://www2.warwick.ac.uk/services/rss/services/ethics/statement/framework/hssrec

NHSREC: Ethical advice from the appropriate NHS REC is required for any research proposal involving:

a. patients and users of the NHS. This includes all potential research participants recruited by virtue of the patient or user's past or present treatment by, or use of, the NHS. It includes NHS patients treated under contracts with private sector institutions
b. individuals identified as potential research participants because of their status as relatives or carers of patients and users of the NHS, as defined above
c. access to data, organs or other bodily material of past and present NHS patients
d. fetal material and IVF involving NHS patients
e. the recently dead in NHS premises
f. the use of, or potential access to, NHS premises or facilities

g. NHS staff - recruited as research participants by virtue of their professional role.