

NHIVNA Research Awards

Guidance manual 2022

1. Background

Launched in 2019, the NHIVNA research and capacity development fellowship awards scheme 2022 is open through competitive application to NHIVNA members for projects that impact on the improvement of clinical care and management of people living with HIV in the UK.

A total of up to £3,000 is available to be distributed amongst the successful applicants, according to the quality of the submitted proposals. The awards process is managed through an awards panel. Each application is independently reviewed by at least two members of the panel and decisions about allocation of awards are made at a meeting of the whole panel. The call for applications is open from **1 June 2022 to 31 August 2022**. All applications will be notified of the outcomes within six weeks of the closing date. Successful applicants and award of fellowships will be announced at the annual conference.

1.1 Purpose of the awards

NHIVNA fellowship awards provide funding for research or development projects that will improve the care and management of people with HIV in the UK. They are specifically designed to build research capacity in the NHIVNA membership by enabling members with limited research experience to undertake a project with mentorship and support.

1.2 Application support and additional information

The NHIVNA research awards programme provides support to all potential applicants including queries on eligibility, and advice on the application process. In addition, NHIVNA provides potential applicants with access to those with research experience who are willing to provide mentorship and support for the project.

All applicants are required to have a NHIVNA research mentor. They will provide assistance and guidance during the application process and over the course of the project. If you have a suitable mentor, then please include their contact details in your application form. If, however, you do not know someone who could take on this role, then NHIVNA has a pool of volunteers from whom a mentor can be allocated to support your application and research.

The NHIVNA research forum¹ has been established to support communities of practice and is therefore a good place to start if you need support with your application or in identifying a mentor. Members of the research subcommittee log onto the forum regularly. If you leave a

¹ <https://www.nhivna.org/forum-instructions>

message on the forum requesting support, one of them will get back to you within a few days. If you do not receive a response within seven days, please send an email to nhivna@nhivna.org.

2. Awards summary and timelines

The envisaged timeline for the NHIVNA research awards is as follows:

Item	Date
Application process opens Forms available to download from the NHIVNA website Application support and guidance available – via the forum or individually by arrangement	1 June 2022
Application submission deadline	1700 on Wednesday 31 August 2022
Review of applications	1–30 September 2022
Notification of awards	w/c 3 October 2022

3. Funding available for the 2022 round

A total of up to £3,000 is available for the 2022 round to be distributed amongst the successful applicants. You can apply for between £100–£2,000 for an individual project.

4. Eligibility

4.1 Who can apply?

The awards are only open to paid-up NHIVNA members², either clinical or non-clinical working with People with HIV in any capacity that contributes to improvement in HIV care and management within the UK.

NHIVNA seeks to support those who are developing and establishing themselves as independent researchers. We welcome applications from NHIVNA members of all grades,

² Only applications from NHIVNA members will be accepted. If you are not a NHIVNA member, please join at: <https://www.nhivna.org/Membership> and **allow up to two working days** for your application to be processed. Successful applicants must retain their NHIVNA membership during the entire period of any research project supported by the NHIVNA research awards.

irrespective of level of qualifications. Successful applicants will be allocated a mentor, possibly with a doctoral qualification to support with the research project.

There is no restriction on the number of applications someone can make to the scheme. If you have been unsuccessful, we encourage you to seek advice and support prior to submitting to a subsequent funding call.

4.2 What types of projects are eligible?

NHIVNA will accept for review projects that may lead to improved patient care in the UK or studies that have the potential to translate into improvements in UK HIV clinical care and management. International applications will not be considered unless they are submitted through a UK-based institution and have a UK-based mentor. Your project needs to be aligned to one of the NHIVNA research themes. Research, service development, service evaluation and audit projects are all eligible for funding. The length of time for your project to be completed should not exceed five (5) years from the start date of the project.

4.3. What do we fund?

You can apply for costs associated with the conduct of your project, e.g., travel for data collection, transcriptions of interviews, costs of running focus groups, gratuities for lay participants, printing, poster productions etc. Please consult your mentor when you are costing your project to make sure you have included all the things that will help you complete it in a timely fashion.

4.4 What do we not fund?

Funding does not cover staff costs, academic fees or conference attendance.

5. Application process and checklist

1. Download and read in its entirety the *NHIVNA Research Awards Guidance Manual 2022* (this document). It will guide you through the application process, providing explanation of what information is required and why.
2. Download and complete the application form.
3. Download and complete the declaration form, which should be signed by both applicant and mentor. It must be submitted by the closing date.
4. Prepare your timelines in a Gantt chart and email by the closing date.
4. Email your completed application form, completed and signed declaration form and Gantt chart to: nhivna@nhivna.org by the closing date of **1700 on Tuesday 31 August 2022**.
5. All submissions will be acknowledged. If your application has not been acknowledged, please contact the Secretariat on +44 (0)1462 530069 or email nhivna@nhivna.org.

5.1 Guidance notes on how to complete the application form

For detailed guidance on the completion of the application form please consider each of the guidance notes carefully. You will find within this section detailed points to consider for each section of the application form:

Name	Click or tap here to enter text.
Contact details	Click or tap here to enter text.
Project title	Click or tap here to enter text.
Project category	What sort of project is it? Research/service development/service evaluation/audit Choose an item.
NHIVNA research theme	Which NHIVNA research theme does it sit under? Service design and delivery/ patient experience/workforce development Choose an item.
Amount requested	Amount between £100 and £2000 Click or tap here to enter text.
Project summary	This needs to be in lay terms. (max 300 words) Click or tap here to enter text.

Project outline

Start date of research project	Click or tap to enter a date.
End date of research project	Click or tap to enter a date.
Will ethics and governance approvals be required? If yes, provide details and indicate timeframes.	<p>Most research studies will require Ethics Approval. Audits and service evaluations may not always require this. The distinction between the different types of study may often be blurred. In general, the aim of a research study is to derive generalisable new knowledge (i.e., to find out what you should be doing), the principal mode of dissemination will be through research presentations and/or publications, and the target audience will be the wider clinical or research community. In contrast, the primary aim of audit/service evaluation is to find out whether you are doing planned activity and, if so, to assess whether it is working.</p> <p>We recommend you seek advice on your study design and/or the need for Ethics Approval from the Research and Development department in your Trust. Additional guidance is available from the National Research Ethics Service. http://www.hra.nhs.uk/documents/2013/09/does-my-project-require-rec-review.pdf</p> <p>If you do require ethics and/or governance approvals, realistic timelines for these should be built into your own timelines for study completion.</p> <p>(max 100 words)</p>

	<p>Click or tap here to enter text.</p>
<p>How will you share the findings from this project?</p>	<p>Research is of no value if the findings are not shared with anyone outside the immediate study team. One of the criteria for acceptance of a NHIVNA Research Award is that you will submit your findings as an abstract to the annual NHIVNA conference (and will attend and present the findings if accepted). Indicate to which NHIVNA conference you would intend to submit your findings.</p> <p>In addition to this, are there any other conferences that you will target? What journal would you expect to submit your paper to (the HIV nursing journal is a realistic target for small studies and for less experienced researchers).</p> <p>In addition, what other approaches will you take to disseminate your findings, for example through local network meetings?</p> <p>(max 100 words)</p> <p>Click or tap here to enter text.</p>
<p>How does PPI contribute to your study?</p>	<p>Have you undertaken any patient and public involvement (PPI) activities and if so, how have they informed your study development? Are you planning to include PPI within your study? If so, what are you intending to do and how will it contribute to your study?</p> <p>PPI in planning, design and conduct of research is essential. It should inform the questions we are seeking to answer to ensure that they are relevant to the population of interest, and the ways in which we conduct a study in order to answer those questions. It can also be critical to the success of a project in terms of informing how it is communicated to the people you want to participate in your study and the ways in which you recruit them. PPI involvement should not be a tick box exercise – to get the best out of the process and ensure that it informs your project in a meaningful way, you are advised to involve people in the early stages of designing research and engage with them throughout the whole research process.</p> <p>If you want to do some PPI work but you do not really know how to go about it, we have good contacts with people who can help including established PPI groups who may be able to advice on your project. Post a message on the research forum explaining what you want to do and what advice/ support you want.</p> <p>(maximum 250 words)</p> <p>Click or tap here to enter text.</p>

<p>The rationale for your study</p>	<p>What is the rationale for your study? What is the issue of concern and what do we know about it? What is the gap in knowledge or understanding that your study aims to address?</p> <p>(Max 500 words)</p> <p>Click or tap here to enter text.</p>
<p>Study aims and objectives</p>	<p>(max 250 words)</p> <p>Click or tap here to enter text.</p>
<p>Study design – methodology and methods</p>	<p>What are you proposing to do and how are you proposing to go about it?</p> <p>State your study design in one clear sentence and make sure that it will enable you to address the aim of your study.</p> <p>Break down this section into sub-sections as this will make it easier to read (and will also allow you to check that nothing has been forgotten). Make sure you describe the study population (including any inclusion and exclusion criteria), your recruitment approach, what data you will collect and how you will collect it, how you will analyse the data.</p> <p>Try to identify and discuss any likely difficulties you may experience – it is important that you recognise the limitations of your approach and be clear about what you would do to mitigate any risks. No study is perfect and reviewers will accept that. However, it is far preferable that you identify the limitations of your study rather than they identify them.</p> <p>It is important to present your timelines. These must be realistic and should incorporate any time that will be required for obtaining the necessary ethics and R&D approvals. Present your timelines as a separate Gantt chart and submit it with the application form.</p> <p>(max 500 words)</p> <p>Click or tap here to enter text.</p>

Funding and budget

This needs to be fully itemised and should be appropriately costed. The budget should represent good value for money and NHVNA needs to be sure that the money will be well spent. Please make sure that you have read the accompanying documentation about what NHIVNA will and will not fund.

The payment arrangements for successful applicants are as follows:

Applications for less than £1000 will receive a single payment for the full agreed amount on award of the fellowship. For awards of over £1000 the amount will be paid in two stages. An initial payment of up to £1000 will be paid on award of the fellowship. The second payment will be made when the initial payment has been spent and on receipt of progress reports including receipts of expenditure and demonstration of satisfactory progress (see post award requirements).

Item	Cost (£)
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Click or tap here to enter text.	Click or tap here to enter text.
Total cost (£)	Click or tap here to enter text.

Applicant details

Name	Click or tap here to enter text.
Email address	Click or tap here to enter text.
NHIVNA membership no.	Click or tap here to enter text.
Role title	Click or tap here to enter text.
Qualifications	Click or tap here to enter text.
Work address	Click or tap here to enter text.

Applicant research experience

Research experience and training?	Click or tap here to enter text.
How this project will help you develop in your role	Click or tap here to enter text.

Mentor/supervisor details

If you have a suitable mentor, then please enter their details below. If not, please so indicate and NHIVNA will put you in touch with someone from the pool of volunteer mentors available.

Name	Click or tap here to enter text.
Email address	Click or tap here to enter text.
Role title	Click or tap here to enter text.
Qualifications	Click or tap here to enter text.
Work address	Click or tap here to enter text.

Mentor research experience

Research experience relevant to this application	Click or tap here to enter text.
Contribution to the project	Outline how you have contributed to the current application and what your role will be over the course of the project. Click or tap here to enter text.

6. Post award requirements

- Successful applicants must retain their NHIVNA membership during the entire period of research projects supported by the NHIVNA Research Awards.
- Any awards made but not commenced within 12 months may be cancelled and the funds returned to NHIVNA, unless an extension has been applied for and granted.
- Successful applicants are required to submit an interim report six months into the project and then at 12-monthly intervals on projects lasting more than a year. A financial report detailing expenditure and including receipts should be submitted at the same intervals.
- Successful applicants are required to submit an abstract to a NHIVNA annual conference at the earliest opportunity following completion of their project. Acceptance of the abstract is subject to the normal conference judging procedures.
- Successful applicants will return any underspend to NHIVNA within one month of receiving acceptance of the final report from NHIVNA unless they have applied for and been granted permission to use those funds for other activities related to their project.
- Successful applicants must acknowledge NHIVNA in their final report and in all publications related to the funded project. The NHIVNA logo and acknowledgement to NHIVNA, must also be included in any presentation (oral or poster) related to the funded project.