

# NHIVNA Research Awards

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## Guidance manual 2024

### 1. Background

Launched in 2019, the NHIVNA research awards scheme 2024 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 £2,000 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 research awards will be open continuously with applications being reviewed on an ongoing basis. All applications will be notified of the outcomes within six weeks of the respective sitting of the research award panel, which will meet quarterly.

#### 1.1 Purpose of the awards

NHIVNA research awards provide funding for research or development projects that will improve the care and management of people living 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 mentors with research experience, who are willing to provide guidance and support for the project.

All applicants are required to have a NHIVNA research mentor. They will provide help 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 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. This might take place after your project has been approved for funding. Please do not delay your application if you have not been allocated a mentor.

## 2. Awards summary and timelines

The timeline for the NHIVNA research awards is as follows:

Item	Date
Application process opens Forms available on the NHIVNA website Application support and guidance available	February 2024
Application submission deadline	Anytime in the year
Review of applications	March, June, September, December,
Notification of awards	Within six weeks after the panel meeting

## 3. Funding available for the 2024 round

A total of up to £2,000 is available for the 2024 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 members<sup>1</sup>, either clinical or non-clinical, working with people living with HIV in any capacity in 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, 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 limit on the number of applications someone can make to the scheme. If you have been unsuccessful, we encourage you to seek advice and support before submitting again.

### 4.2 What types of projects are eligible?

NHIVNA will accept 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. Applications can be an individual project or part of an educational course, although the cost of fees is not eligible for funding. International applications will not be considered unless they

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<sup>1</sup> 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.

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 2024* (this document). It will guide you through the application process, providing an 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 the applicant and the mentor (if allocated at the time of application (see section mentor/supervisor details in sample application form below).
4. Prepare your timeline in a Gantt chart (see Appendix 1), and your budget in a spreadsheet.
5. Email your completed application form, declaration form, budget spreadsheet and Gantt chart to: [nhivna@nhivna.org](mailto:nhivna@nhivna.org).
6. All submissions will be acknowledged within two working days. If your application has not been acknowledged, please contact the Secretariat on [01462 530079](tel:+441462530079) or email [nhivna@nhivna.org](mailto: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:

<b>Personal details</b>	
<b>Applicant name</b>	Insert name of research project lead
<b>Email address</b>	Insert full title of project
<b>NHIVNA membership number</b>	Your membership number is at the top of the screen when you login to your online account on the NHIVNA website. Only applications from NHIVNA members will be accepted. If you are not a member, please go to: <a href="https://www.nhivna.org/Membership">https://www.nhivna.org/Membership</a> and allow up to two working days for your application to be processed.
<b>Current job role</b>	Give your full job title
<b>Research experience</b> (Maximum 300 words)	If you have experience, please give details. If none, please indicate. (Maximum 300 words)
<b>Project details</b>	
<b>Project title</b>	Insert the full title of your project
<b>Project category</b>	What sort of project is it? Options: research/ service development/ service evaluation/ audit
<b>NHIVNA research theme</b>	Which NHIVNA research theme does it sit under? Options: service design and delivery/ patient experience/ workforce development
<b>Amount requested</b>	Insert the amount requested in GBP (£) Amount should be between £100 and maximum £2,000 Your budget should be presented in a spreadsheet and submitted with your application. All elements of your project should be fully itemised and 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 details of what can be funded (see item 4.3).
<b>Project summary</b> (Maximum 100 words)	This should be in lay terms, using non-technical language and avoiding any jargon. (Maximum 100 words)
<b>Study aims and objectives</b> (Maximum 100 words)	Describe the main aims and objectives of the project. (Maximum 100 words).
<b>Study design – methodology</b> (Maximum 300 words)	What are you proposing to do and how are you proposing to go about it? State your study design in one clear sentence and make sure that it will enable you to address the aim of your study. 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).

	<p>Make sure you describe:</p> <ul style="list-style-type: none"> <li>▪ The study population (including any inclusion and exclusion criteria)</li> <li>▪ Your recruitment approach (if any)</li> <li>▪ What data you will collect and how you will collect it</li> <li>▪ How you will analyse the data</li> <li>▪ Timeline with specific activities (use it as part of SMART goals) (include ethics approvals, other R&amp;D approval times, etc.).</li> </ul> <p>Try to identify and discuss any 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>(Maximum 300 words)</p>
<p><b>Start date of research project</b></p>	<p>Include the date when you hope to start your project. Consider that the judging panel will review applications on quarterly (see item 2). Include full timelines in your Gantt chart and submit with your application (see example in Appendix 1).</p>
<p><b>End date of research project</b></p>	<p>Enter the date when you expect to complete your project.</p>
<p><b>Will ethics and governance approvals be required?</b></p>	<p>Select yes or no</p>
<p><b>If yes, provide details and indicate timeframes</b></p>	<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: <a href="http://www.hra.nhs.uk/documents/2013/09/does-my-project-require-rec-review.pdf">http://www.hra.nhs.uk/documents/2013/09/does-my-project-require-rec-review.pdf</a>.</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><b>Which ethics committee are you submitting to?</b></p>	<p>Research Ethics Committees (RECs): <a href="https://www.hra.nhs.uk/about-us/committees-and-services/res-and-recs/search-research-ethics-committees/">https://www.hra.nhs.uk/about-us/committees-and-services/res-and-recs/search-research-ethics-committees/</a></p>
<p><b>How will you share the findings from this project?</b> (Maximum 100 words)</p>	<p>Research is of no value if the findings are not shared with anyone outside the immediate study team. One of the criteria of acceptance of a NHIVNA Research Award is that you will submit your findings HIV abstract to the annual NHIVNA conference (and will attend and present the findings, if accepted).</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 NHIVNA supplement to the <i>British Journal of Nursing</i> journal is a realistic target for small studies and for less experienced researchers).</p>

	In addition, what other approaches will you take to disseminate your findings, for example through local network meetings? (Maximum 100 words)
<b>Will you use Patient and Public Involvement (PPI)?</b>	Select yes or no. PPI in planning, design and conduct of research is essential. It should inform us of 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 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.  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 advise on your project. Post a message on the research forum explaining what you want to do and what advice/ support you want.

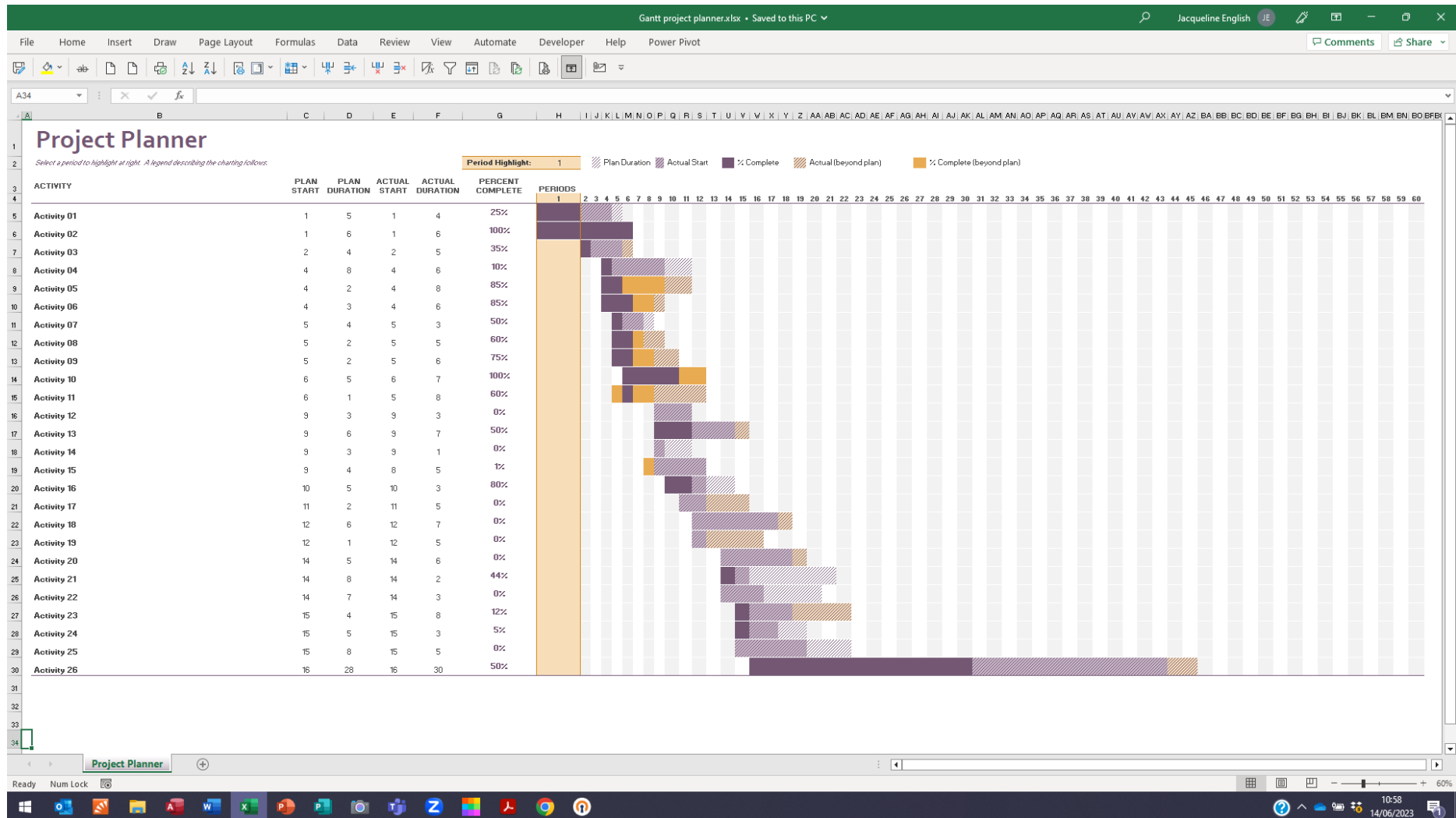
### Mentor/supervisor details

<b>Have you identified a mentor?</b>	Select yes or no. If you have a suitable mentor, then please enter their details below. If not, please indicate and NHIVNA will put you in touch with someone from the pool of volunteer mentors available.
<b>If no, would you like NHIVNA to connect you with one of the approved mentors?</b>	Select yes or no.
<b>Name of mentor (if known)</b>	Insert name of mentor
<b>Email address</b>	Insert mentor's email address
<b>Job title</b>	Give mentor's full job title
<b>Qualifications</b>	Mentor to complete with list of qualifications
<b>Research experience relevant to this application</b> (Maximum 100 words)	Mentor to complete with research experience that is relevant to this application and may include publications and references.
<b>Contribution to the project</b> (Maximum 100 words)	Mentor to complete to outline how you have contributed to the current application and what your role will be over the course of the project.

## 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 will be cancelled and the funds returned to NHIVNA, unless an extension has been applied for and granted in writing by the Chair of the Research subcommittee.
- 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.

## Appendix 1: Sample Gantt chart project planner timeline<sup>2</sup>



<sup>2</sup> Source: <https://create.microsoft.com/en-us/template/gantt-project-planner-8eab671c-2214-4ce4-b5ee-17b3ad09c5a1>