



SOP 31 – PA allocation process

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<https://www.gloshospitals.nhs.uk/about-us/research-our-hospitals>

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Version History Log

This area will be updated with details of all changes made to the SOP whether due for full review or not.

Version	Details of Change	Date Implemented
1.0	Original SOP	

This SOP will be reviewed every two years unless changes to any relevant legislation require otherwise

Related Documents:

SOPs
SOP 14 Study Income Distribution

Glossary

GCP	Good Clinical Practice
GOG	Governance Oversight Group
PA	Programmed Activity
R&I	Research & Innovation

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1. Introduction, Background and Purpose

This SOP describes the process of allocating, managing and monitoring Research and Innovation funding (R&I) that is allocated as Programmed Activity (PA) sessions to support R&I activity.

The SOP will define the following;

- The application process for the allocation of a R&I PA time
- The criteria by which applications will be reviewed.
- The decision process which the PA review panel will follow
- The process for review of all R&I PAs
- Ratification process at Heads of Service meeting
- The arrangements for reimbursement of a R&I PA.

2. Who Should use this SOP?

- GHNHSFT medical staff wishing to apply for a PA to support R&I activity.
- The panel members who are involved in the decision-making process to award and review the PA allocation.
- Core members of Heads of Service meeting who will sanction the decision-making and review process of PA review panel.
- The research finance team who will oversee the arrangements for reimbursement of a R&I PA.

3. When this SOP should be used

This SOP should be referred to when a PA is applied for, during the decision-making process for an allocation of a new PA and when reviewing existing PAs. The ratification process of panel decisions at Heads of Service will follow this SOP. The research finance team will refer to the SOP during the reimbursement process.

4. Applying for a Research & Innovation PA

Medical staff prior to applying for a R&I PA will need agreement from their clinical divisional lead to submit an application. The R&I PA must be explicitly recognised in consultant job plans. All PAs are awarded for a maximum of a twelve-month period and will be subject to a review

Medical staff wishing to obtain a R&I PA must be able to either demonstrate current research activity or the potential for growth.

- Current research activity levels should be evidenced by recruitment of patients to NIHR portfolio and commercial research studies. This should take into account NIHR portfolio non-commercial recruitment accrual weighted by the complexity of the research study, and the numbers of participants recruited to commercial studies.

- Demonstrate potential to increase a portfolio of NIHR adopted studies and/or commercial research, including a pipeline of feasible studies. All research should be subject to all relevant R&I and regulatory approvals.

All applicants must have evidence of valid Good Clinical Practice (GCP) training within the last three years prior to applying. The application form to be used can be found in Appendix 1. The application should be returned to ghn-tr.commercialadmin@nhs.net

5. Criteria for Review of New Applications for PA

Applications received will reviewed by a panel review process, containing the following members;

- Director – Research, Innovation & Commercial Development
- R&I Clinical Director
- Research Matron
- Head of Professional Services
- Member of the R&I finance team

Three members need to be in attendance for the panel to convene.

Once this panel has met and reached a decision using the scoring matrix found in Appendix 2.

The panel decision will be discussed and sanctioned as appropriate at the next available Heads of Service meeting. The Heads of Service meet monthly on the first Wednesday of the month. Once the decision has been ratified the applicant will be notified in writing by the Head of Professional Services.

6. Review of all R&I PA

All R&I PAs including existing PAs will be subject to a review. This process will start three months prior to the end of the awarded period or sooner if significant reduction in activity predicted. If the holder of the PA/s wishes to retain the funding, evidence must be provided of delivery and progress against the objectives set out in the application. The Head of Professional Services will contact each consultant who holds a PA, three months prior to the end of the awarded period asking if the clinician wishes to renew their application.

If the clinician wishes to apply for an extension to their PA funding the evidence should be provided on the review form found in Appendix 3. The form will need to be returned to the ghn-tr.commercialadmin@nhs.net email address.

The evidence submitted will be reviewed by panel as described in section five using the scoring matrix found in Appendix 2. The panel decision will be discussed and sanctioned as appropriate at the next available Heads of Service meeting. The Heads of Service meet monthly on the first Wednesday of the

month. Once the decision has been ratified the applicant will be notified in writing by the Head of Professional Services.

7. The Arrangements for Reimbursement of a R&I PA

Once the PA has been awarded and the clinician with the divisional clinical lead has been informed in writing the funds will be transferred monthly. The expenditure will be transferred from the relevant senior medical budget to the R&I budget. This will show as CO2P with the analysis code of IN006.

Any existing locally agreed clinical excellent awards will be taken into account within the R&I PA funding but not the nationally awarded clinical excellent award.

When a clinician is awarded a PA, any study activity income, related to medical time costs, will not be transferred from R&I to the relevant medical budget.

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Appendix 1 – PA Application Form

<p>Section 1:</p> <p>Demonstrable Current Research Activity</p> <p>OR</p> <p>Demonstrate Potential for Growth</p>	
<p>Current number of NIHR portfolio non-commercial studies acting as CI/PI divided into number of:</p> <p>Randomised controlled Trials</p> <p>Non-interventional studies</p> <p>PIC studies</p> <p>Number of studies involved in as a sub/co-Investigator</p>	
Current number of commercial studies acting as CI/PI	
Recruitment into NIHR portfolio non-commercial interventional studies past 3 years	
Recruitment to NIHR portfolio non-commercial observational studies past 3 years	
Recruitment into commercial studies past 3 years	
NIHR Portfolio non-commercial trials in set-up as CI/PI	
NIHR Portfolio non-commercial trials identified as pipeline opportunities	
Commercial trials in set-up as CI/PI	
Commercial trials identified as pipeline opportunities/number of Expression of Interest submitted	
Resource (e.g. research nurse support) currently attributed to this research activity	
How will you increase the number of research projects	
Date of GCP training, obtained within the last 3 years?	

Section 2:

Aims and Objectives – Please use this section to provide measurable objectives which will be used to monitor the success of this funding at the end of year review

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Section 3:**Other Research Activity (within last 3 years)**

Infrastructure/lead for	
Publications details	
Numbers of student supervised	
Conference presentations details	
Keynote speaker details	
Journal editorship/board member details	
Partnership/collaborations with other organisations details	
Number of grants submitted/awarded/in preparation	
Membership of national or international research funding panels	
Membership of significant national or international policy committees	
Scope for growth and development	

Section 4:**Authorisation**

Applicant Name	
Applicant Role/Job Title	
Clinical Divisional Lead name, signature and date	

Appendix 2 – Scoring Matrix

1.	NIHR Portfolio Activity	Score
	<p>Current number of NIHR non-commercial portfolio studies acting as PI</p> <p>Recruitment into NIHR non-commercial portfolio studies past 3 years or past 12 months for renewal application</p> <p>Weighted recruitment to NIHR portfolio non-commercial studies past 3 years or past 12 months for renewal</p> <p>Details of “infrastructure” acting as lead for</p>	
2.	Commercial Research Activity/Income	
	<p>Current number of commercial studies acting as CI/ PI</p> <p>Recruitment into commercial studies past 3 years or last 12 months for renewal applications</p> <p>Income generated past 3 years or last 12 months for renewal applications</p> <p>Number of planned commercial studies or case for “pump priming” commercial activity</p> <p>Number of EOIs submitted in past 3 years or in last 12 months for renewal applications</p>	
4.	Publications	
	<p>Publications for past 3 years or last 12 months for renewal applications</p> <p>Speaker invitations at national/international conferences last 3 years or last 12 months for renewal applications</p> <p>Conference presentations for past 3 years or past 12 months for renewal applications</p>	
5.	Supervision of higher degree students	
	<p>List how many PhD/MD students currently supervising</p> <p>Sole-principal-or co-supervisor</p> <p>Source of funds for studentships</p>	
6.	Other measures of esteem	
	<p>Grant submissions</p> <p>Editorship or Board Membership of learned journals over last 3 years or past 12 months for renewal applications</p> <p>Membership of national or international research funding panels last 3 years or past 12 months for renewal applications</p>	
	Total Score	

Each section will be scored as follows:

Demonstrated = 2

Partially Demonstrated = 1

Not Demonstrated = 0

Appendix 3 – Review form for awarded PAs

Section 1:	
Demonstrable Current Research Activity	
Current number of NIHR portfolio non-commercial studies acting as CI/PI PI divided into number of: Randomised controlled Trials Non-interventional studies PIC studies	
Current number of commercial studies acting as CI/PI	
Recruitment into NIHR portfolio non-commercial interventional studies past 12 months	
Recruitment to NIHR portfolio non-commercial observational studies past 12 months	
Recruitment into commercial studies past 12 months	
NIHR Portfolio non-commercial trials in set-up as CI/PI	
NIHR Portfolio non-commercial trials identified as pipeline opportunities Number of EOIs submitted in 12 months	
Commercial trials in set-up as CI/PI	
Commercial trials identified as pipeline opportunities	
Resource (e.g., research nurse support) currently attributed to this research activity	
How will you continue to grow the number of research projects	

Section 2:
Aims and Objectives – Please use this section to provide evidence of progress against the objectives set out in your initial application (if PA awarded before this SOP was developed, please provide evidence of research growth and development in your area.

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Section 3:	
Other Research Activity (within last 12 months)	
Infrastructure/lead for	
Publications Details	
Numbers of Student supervised	
Conference presentations details	
Keynote speaker details	
Partnership/collaborations with other organisations details	
Number of grants submitted/awarded/in preparation	
Journal editorship/board member	
Membership of national or international research funding panels	
Membership of significant national or international policy committees	
Scope for growth and development	

Section 4:	
Applicant Name	
Applicant Role	
Clinical Divisional Lead, name/signature and date	