Request for NICE involvement in research

# Guide to completing this form

## What we offer

We can support research projects in 3 ways:

1. As a co-applicant, meaning NICE staff are actively involved in designing, conducting, disseminating or managing the research – visit the projects and partners page of [the NICE website](https://www.nice.org.uk/) for previous examples.
2. As an advisory / steering group member.
3. Letter of support.

## How to request NICE involvement in research

For all types of support, you will need to complete a request form. However, the process and timings depend on the type of involvement you are requesting from NICE. Please refer to the ‘partnering with us for research - timescales and process’ page of [the NICE website](https://www.nice.org.uk/) for more information.

Please get in touch as early as possible, in particular if you would like NICE to be a co-applicant. We are unlikely to approve co-applicant requests that arrive less than 4 months before the funding submission deadline.

## What we take into consideration

Any research that we support must comply with our research governance policy, which you can find on the science policy and research page of our website, which requires that:

* The employing organisation of the principal investigator is the sponsor of the project and takes on the legal and other responsibilities.
* The investigators are of good standing and have a track record of delivering robust and ethical research.
* The project has appropriate disclosure and confidentiality agreements in place.
* NICE can review results and comment on them before they are made available in public.
* Time for NICE staff is appropriately costed.

NICE has limited resources for research and unfortunately, we cannot support all project proposals. In reviewing your request, we also will be looking for evidence that:

* The aims and objectives of the project are likely to lead to information that could help shape the work of NICE.
* The proposal is aligned with NICE’s [research priorities](https://www.nice.org.uk/about/what-we-do/our-research-work/methodological-research-areas).
* There is a need for NICE to be involved. If the research involves NICE as a co-applicant, the aims and outputs from NICE’s work must be clearly explained.

# Request form

Please send your completed form to research@nice.org.uk.

Part A – request overview

What level of involvement are you requesting from NICE? (tick all that apply)

[ ]  Co-applicant 🡆 complete parts A to D

[ ]  Advisory/steering group member🡆 complete parts A to D

[ ]  Letter of support 🡆 complete parts A and B only

### Principal investigator details

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Role | Click or tap here to enter text. |
| Organisation | Click or tap here to enter text. |
| Division or department | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Phone number | Click or tap here to enter text. |

### Co-applicants (where applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Role  | Name | Organisation and Division / Dept. | Email |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

### Project information

|  |  |
| --- | --- |
| Project title | Click or tap here to enter text. |
| Proposed start date | Click or tap to enter a date. |
| Duration of project (months) | Click or tap here to enter text. |
| Source of funding | Click or tap here to enter text. |
| Funding submission deadline | Click or tap to enter a date. |
| Date submitted to NICE | Click or tap here to enter text. |

PART B – Project details

### Objectives

|  |
| --- |
| List the main objectives of the proposed research in order of priority |
| Click or tap here to enter text. |

### Technical Summary

|  |
| --- |
| Max 300 words. |
| Click or tap here to enter text. |

### Lay Summary

|  |
| --- |
| Please describe your proposal in language that a non-expert can understand.Max 300 words. |
| Click or tap here to enter text. |

### Impact Summary

|  |
| --- |
| Outline who will benefit from this research and how they will benefit.Please ensure you explain how the project is likely to lead to information that could help shape the work of NICE.Max 300 words. |
| Click or tap here to enter text. |

PART C – NICE involvement

Only complete this section if you are asking for NICE to be a co-applicant or member of a steering/advisory group.

### NICE involvement

|  |
| --- |
| Please explain:Why you want NICE staff to be involvedWhat you want NICE staff to doHow many NICE staff member(s) are needed, and how much time they need to commitWhether you have identified members of staff whom you would like to be involved |
| Click or tap here to enter text. |

PART D – Resource requirements and documentation

Only complete this section if you are asking for NICE to be a co-applicant or member of a steering/advisory group.

When estimating time requirements please consider the time required to:

* prepare for meetings
* attend meetings
* review and if applicable comment on project documents
* travel

### NICE staff required – co-applicants or advisory/steering group members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff member | Please state if specific technical expertise is required | Name (if known) | Period on project (months) | % of full time/ time in days |
| 1 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

### Other Costs

|  |  |
| --- | --- |
| Description (e.g. Convening a workshop, travel) | Cost (£) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Total cost (£)  |  |

## Documentation

Please list any documents you will require from NICE in order to submit your funding application.

### Relating to NICE staff

|  |  |
| --- | --- |
| Name | List Documents (e.g. CV, publication lists) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
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### Other (please list)

|  |
| --- |
| Click or tap here to enter text. |

Thank you for completing this form. If you have questions, please contact research@nice.org.uk.