## R&D registration form

Please visit <http://www.gosh.nhs.uk/research-and-innovation/researchers/rd-office/project-registration/> for guidance on the registration and costing process for research, and to ensure you have the latest version of this form.

**All research projects must be registered with the Joint Research and Development Office, whether or not funding is being applied for**. This form does not need to be completed for commercially sponsored research or unfunded clinical research being submitted through CRAC; see the above link for details. Clinical Audits and Service Evaluations do not need to be registered with R&D; see link in “Project type” below.

Please email your completed registration form to [research.registration@gosh.nhs.uk](mailto:research.registration@gosh.nhs.uk) **as soon as possible, but at least 15 working days** before the funder submission deadline for approval. Failure to submit in time may result in your application submission having to be postponed, or refused.

Costs detailed on pages 5-8 on this form will be provided directly by the relevant finance department. However, please contact any support services you require (pages 3-4) directly to discuss your requirements and receive costs, and then forward those costs to the relevant finance department.

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| Key information | | | | | |
| Is this an application for a project that is already registered: | | Yes  No | R&D number: | |
| Project title: | |  | | |
| Principal Investigator (PI) at either GOSH or ICH: | |  | | |
| Substantive employer of PI (by reference to payslip): | |  | | |
| (If ICH employee) Academic Section: | |  | | |
| (If GOSH employee): | | Brain  Heart & Lung  Operations & Images  Sight & Sound  Body, Bones & Mind  Blood, Cells & Cancer  International & Private Patients  Medicines, Therapies & Tests | | | |
| Are you a nurse/Allied Health Professional? If yes, please contact a member of ORCHID on ext 5833 for advice and support prior to submitting your application. | | Yes  No | | |
| What type of project is this?  If you are unsure, please visit <https://www.hra.nhs.uk/planning-and-improving-research/>  Clinical audit or service evaluations **do not need to be registered with the Joint Research and Development Office**, and you should instead visit <http://goshweb.pangosh.nhs.uk/clinical_and_research/CGST/clinical-audit/Pages/clinical-audit.aspx> (only accessible within the GOSH network). | | | | | |
| Does this project include research on Rare Diseases? (according to the EU definition of affecting 5 in 10,000 of the general population, or fewer) | | | | Yes  No | |
| Which GOSH BRC theme does your research apply to: The NIHR-funded GOSH BRC provides essential infrastructure funding for research at GOSH/ICH. If you do not think this is applicable to you please let us know. More information can be found at: [www.gosh.nhs.uk/brc-future-themes](http://www.gosh.nhs.uk/brc-future-themes) | | | |  | |
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| Project Summary/Additional Notes | | | | | |
| Please provide a lay summary of your project (max 200 words). This is required by the R&D Office to support and cost the project appropriately. | | | | | |
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| Project Details | | | | | |
| Proposed project start date: | Proposed project duration: | | | | |
| Will you recruit:  GOSH patients  GOSH staff  Non-GOSH NHS Trust patients  Other (e.g. GP patients/overseas) | | | | | |
| If GOSH patients are involved, which Clinical Division will handle these patients:  **Brain**  **Heart & Lung**  **Operations & Images** **Sight & Sound**  **Body, Bones & Mind**  **Blood, Cells & Cancer**  **International & Private Patients**  **Medicines, Therapies & Tests** | | | | | |
| Will you use: | New tissue  Tissue bank only  Please provide the REC or R&D number:  Tissue from a previous study  Please provide the REC or R&D number: | | | | |
| Where is the research being undertaken? (tick all that apply) | GOSH  ICH  Clinical Research Facility  (See GOSH Resources on page 4)  Other | | | | |
| Research methodology: |  | | | | |

If you have already been awarded funding, please still complete the next section, and email a copy of your grant application and award letter with this form. This will allow us to ensure that you have the required funds to complete your project.

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| Application details | | | | | | | |
| Funding body: | |  | | | | | |
| Funding stream/ scheme and link to call website: | |  | | | | | |
| Funding body deadline: | |  | | | | | |
| Type of funding call: | |  | | | | | |
| Is this application being submitted electronically? | | Yes | | No | | | |
| Is this application being submitted by GOSH or UCL/ICH? | |  | | | | | |
| If other, please specify the lead organisation: | |  | | | | | |
| Will costings be required from external organisations? If ‘Yes’ please list on page 1: | | | | | Yes | | No |
| If this is a **Charity grant**, is itoffered in **open competition with selection by peer review?** | | | | | Yes | | No |
| *If No, an overhead of 25% of the total grant must be added to the grant request. Alternatively, the grant holder can provide the 25% from another source e.g. a discretionary account. All other types of applications will be costed at FEC.* | | | | | | | |
| Application submission date (if already submitted): |  | | | | | | |
| Research Sponsor: |  | | | | | | |
| ICH Support services | | | | | | | |
| If you need any of the below ICH support services, you will need to contact the listed staff before you submit your project registration and grant application form to discuss your application and obtain their costings. For further information on each support service, please see the intranet links on page 1.  You will need to allow each support service a minimum of **5 working days** to provide a costing (unless more time is requested below) **this is in addition to the 15 working days** required by R&D and finance to cost and approve applications.  If you have selected any of the support services **you must provide confirmation of the cost you were provided** by the respective support team (an email attached to this form will suffice). | | | | | | | |
| **Biological mass spectrometry.** Contact[Peter Clayton](mailto:peter.clayton@ucl.ac.uk), [Simon Eaton](mailto:s.eaton@ucl.ac.uk) or [Kevin Mills](mailto:kevin.mills@ucl.ac.uk) | | | Required?  Costing: | | | | |
| **Confocal microscopy.** Contact[Dale Moulding](mailto:d.moulding@ucl.ac.uk) (x4-2753) | | | Required?  Costing: | | | | |
| **Embryonic stem cell gene targeting or chimera production.** Contact [Juan Pedro Martinez Barbera](mailto:j.martinez-barbera@ucl.ac.uk) or [tgservice@ucl.ac.uk](mailto:tgservice@ucl.ac.uk) | | | Required?  Costing: | | | | |
| **Flow Cytometry.** Contact[Ayad Eddaoudi](mailto:a.eddaoudi@ucl.ac.uk) (x4-2331) | | | Required?  Costing: | | | | |
| **GOSgene.** Contact[Georg Otto](mailto:g.otto@ucl.ac.uk) | | | Required?  Costing: | | | | |
| **ICH equipment.** Contact [Andy Costi](mailto:a.costi@ucl.ac.uk) (x4-2302)  Whole-life costs, including service contract costs. **You will need to allow a minimum of** **10 working days**. (e.g. ventilation, power requirements, benching, etc.) | | | Required?  Costing: | | | | |
| **Information Systems Unit (IT for SLMS).** Guide prices for hardware are available on our website ([Support services guidance](http://www.gosh.nhs.uk/research-and-innovation/information-researchers/joint-research-and-development-office-rd/registering-project-or-funding-application/support-service-guidance)). Contact[ich-itsupport@ucl.ac.uk](mailto:ich-itsupport@ucl.ac.uk) (x4-2624) for further assistance.  **Data storage.**  Will your project necessitate access to high performance computing and /or is likely to generate data >1 TB? If yes, please obtain a quote for annual storage costs.  **Data Safe Haven.** Will a Data Safe Haven be used? | | | Required?  Costing:  Yes  No  Yes  No | | | | |
| **Infrastructure.**  Does your project require acquisition of new space, modification of existing space, installation of equipment creation of new buildings or other capital investment? | | | Yes | | | No | |
| **Laboratory space.** Contact[Stuart Law](mailto:stuart.law@ucl.ac.uk)  You will need to allow a minimum of **10 working days**. Where there could be an impact on the fabric of the building the turnaround time will be considerably longer as this may require approval from UCL Satellite Estates. | | | Required?  Costing: | | | | |
| **Transgenic strain re-derivation and cryopreservation.** Contact [Juan Pedro Martinez Barbera](mailto:j.martinez-barbera@ucl.ac.uk) | | | Required?  Costing: | | | | |
| **UCL Genomics.** Contact [Mark Kristiansen](mailto:sejjmkr@ucl.ac.uk). | | | Required?  Costing: | | | | |
| **GMP Facility.**  If you would like to use the GMP facility at the ZCR please discuss your requirements with [Barry Flutter](mailto:Barry.Flutter@gosh.nhs.uk) and [Chris Longster](mailto:Chris.Longster@gosh.nhs.uk). You should contact the team at least **2 working weeks** before the deadline. | | | Required?  Costing: | | | | |
| **ICH Statistical Support Service (SSS).**  If you require Statistical Support Service, you must have received an official costing which should be included on your form. You will also need an official costing for a project even if you are not applying for funding.  Deborah Ridout via <http://www.ucl.ac.uk/ich/services/sss> (Costs supplied will be inclusive of VAT) | | | Required?  Costing: | | | | |
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| GOSH Support services | |
| If you need any of the below GOSH resources, you will need to contact the listed staff before you submit your project registration form to discuss the feasibility of your application. You will need to allow each resource a minimum of **5 working days** to assess feasibility.  **All GOSH resources will need costing even if you are not applying for funding.** | |
| **GOSH Pharmacy.** Contact[Rasha Shamsah](mailto:Rasha.Shamsah@gosh.nhs.uk) (x(74-)6893). An official cost from Pharmacy will be required, even if you are not applying for funding. | Required?  Costing: |
| **GOSH DRE (DRiVE).** If you need patient data from EPIC, or intend to request and analyse non-identifiable clinical data through the GOSH DRE (Digital Research Environment)please contact the team via [DREProjects@gosh.nhs.uk](mailto:DREProjects@gosh.nhs.uk) | Yes  No |
| **Laboratory Medicine.** Contact Christine Morris (x(74-)8664). Please note that any projects which will require the support of laboratory medicine will need to be discussed with Christine, even if you expect that this will only be routine testing. **If GOSH Laboratory costs have not been appropriately considered then the project will have to be suspended until appropriate costs are allocated.** | Required?  Costing: |
| **Radiology.** ContactDanielle Brown: [Danielle.Brown2@gosh.nhs.uk](mailto:Danielle.Brown2@gosh.nhs.uk)  Ext: 7867/5286  **Note:** If you will be purchasing **Radiological Equipment** which will be housed in GOSH please contact the GOSH Radiology team before ordering. | Required?  Costing: |
| **Clinical Research Facility (CRF).**  Does your study need support from research nursing, data management, research coordination or laboratory processing? For clinical studies, where will patients be seen? If you feel the study needs any of these areas of support, please contact the CRF via [crf.registration@gosh.nhs.uk](mailto:crf.registration@gosh.nhs.uk) to discuss the support options available. **CRF costs must be included with your R&D registration form.** | Required?  Costing: |
| **LCRN support (NHS service support).** If your application may be eligible for NHS service support, please contact LCRN to discuss potential costs to include in your application. For more information visit: <https://local.nihr.ac.uk/lcrn/north-thames/contact-us.htm> | Please provide confirmation of the costs to the relevant Finance Office. |
| **Sample storage at the** [**NIHR National Biosample centre**](http://www.ukbiocentre.com/)  The NIHR-funded National Biosample Centre provides a service for biomedical researchers engaged in studies that include the collection, processing, storage and analysis of biological samples.  **Please consider storage requirements carefully. If you require external storage you will be expected to use the NIHR National Biosample Centre, and you will need to include the cost in your application.** | Please contact [Dr Kristian Spreckley](mailto:Kristian.spreckley@ukbiocentre.com) for a quote to include in your grant application. Please forward the quotation to the relevant Finance Office. |
| **Clinical Trials Unit.**  Will there be CTU involvement in this project? | Required?  Please state which CTU: |
| **Any other GOSH support departments:**  Please specify any support requirements from departments such as Dietetics, Histopathology, Psychology etc. |  |

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|  | Additional costs | | | | | | | |
| Please list all additional costs below. Please provide all costs **exclusive** of VAT in GBP, and note the VAT type for every cost. If your equipment will be purchased through ICH, please refer to VAT information at https://www.ucl.ac.uk/finance/spending-money/vat-relating-expenditure. | | | | | | | | |
| **Description** | | **Who will purchase** | | **VAT type** | | **Total cost (ex VAT)** | | |
| **Equipment** | | | | | | | | |
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| **Consumables / Materials** | | | | | | | | |
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| **Travel and subsistence** | | | | | | | | |
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| **Other** | | | | | | | | |
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| If your project involves animals, are the costs being provided by UCL Biological Services? | | | | | Yes | | | No |

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| GOSH staff details | | | | | |
| Existing staff **employed by GOSH** † | | | | | |
| **All** staff working on the project must be listed here. | | | | | |
| **Name** | | **Employee type** | **Start date on project** | **End date on project** | **%FTE, hr/wk or PAs/wk** |
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| New staff **to be employed by GOSH** † | | | | | |
| **Name** (if known) | **NHS band & spine point\*** | **Employee type** | **Start date on project** | **End date on project** | **%FTE, hr/wk or PAs/wk** |
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| † ‘Employed by’ does not necessarily mean physical location, but refers to who will actually pay the employee. If a current GOSH or ICH employee will be employed by the other organisation for this project, they should be costed under their new employer. | | | | | |

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| UCL staff details | | | | | | | |
| Existing staff **employed by ICH**† or other departments of UCL | | | | | | | |
| **All** staff working on the project must be listed here. For FEC eligible applications, it is UCL Finance policy **PI time should be costed at 12.5% for applications up to < £1.5M and 20% for applications > £1.5M unless a full justification for a reduced % fte is supplied and approved**. Justification can be appended to this form. Co-I’s should be costed at a level reflective of the time they will spend on the project. | | | | | | | |
| **Name** | | **UCL department if not ICH** | | **Employee type** | **Start date on project** | **End date on project** | **%FTE, hr/wk or PAs/wk** |
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| New staff **to be employed by UCL**† (either at ICH or another UCL department) | | | | | | | |
| **Name** (if known) | **UCL department if not ICH** | | **UCL grade & spine point\*** | **Employee type** | **Start date on project** | **End date on project** | **%FTE, hr/wk or PAs/wk** |
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| † ‘Employed by’ does not necessarily mean physical location, but refers to who will actually pay the employee. If a current GOSH or ICH employee will be employed by the other organisation for this project, they should be costed under their new employer.  \* If you are costing individuals at a rate higher than their current grade they will not automatically be paid at the higher grade if the grant is awarded. HR policies and procedures regarding promotions must still be followed and if it relates to a clinical post then there may be national boards which have to agree any increase. Please contact ICH HR ([ich.hr@ucl.ac.uk](mailto:ich.hr@ucl.ac.uk)) if you have any questions regarding this. | | | | | | | |