## 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 funding is being applied for or not. 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 of their procedures.

In order to facilitate the costing process, please contact any support services required, as listed on pages 3-4, and then email your completed registration form to [research.registration@gosh.nhs.uk](mailto:research.registration@gosh.nhs.uk) **at least 15 working days** before you need to submit your grant application. Failure to submit in time may result in your application missing the deadline.

Please note that if the Statistical Support Service is required, they should be contacted as soon as you start working on a project idea, and your completed form should be submitted as early as possible.

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| Key information | | | | | |
| Is this an application for an already registered project: | | 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) | | | |  | |
| **Translational Research**: Does this project include any element of translational research? | | | |  | |
| **Risk to Environment/Reputation**: Is there any aspect of the project that could be perceived as damaging either to the environment or the lead organisations reputation? | | | | Yes  No | |
| **Overseas Research**: Will any UCL-led research activity take place outside of the UK? | | | | Yes  No | |
| **Intellectual Property**: Will the project need access to non-UCL IP, involve students or generate new IP? | | | | Yes  No | |
| **Conflict of interest**: Does the project involve persons whom could be perceived as having a conflict of interest? ICH staff should refer to [the UCL website](http://www.ucl.ac.uk/finance/policies-procedures/doi) and GOSH staff to[the GOSH intranet](http://goshweb.pangosh.nhs.uk/document_library/Pages/Guidelines.aspx) | | | | Yes  No | |
| Additional Notes | | | | | |
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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: | | | | |
| Do you intend to request and analyse non-identifiable clinical data through the GOSH DRE (Digital Research Environment)? | Yes  No | | | | |
| Where is the research being undertaken? (tick all that apply) | GOSH  ICH  Somers 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 and stream: | |  | | | |
| Funding body deadline: | |  | | | |
| Link to funding call website: | |  | | | |
| Type of funding call: | |  | | | |
| Is this application being submitted electronically? | | Yes | No | | |
| Is this application being submitted by GOSH or UCL/ICH? | |  | | | |
| If other, what organisation is submitting it? | |  | | | |
| 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): |  | | | | |

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| 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[Dan Kelberman](mailto:d.kelberman@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[Kate Thornton](mailto:kate.thornton@ucl.ac.uk) (x4-2837)  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) for all UCL Genomics costs. | Required?  Costing: | |
| **GMP Facility.** Contact [Adrian Thrasher](mailto:a.thrasher@ucl.ac.uk) or [Sue Swift](mailto:Swift,%20Sue%20%3cs.swift@ucl.ac.uk%3e)  If you would like to use the GMP facility please discuss your requirements with Adrian or Sue **at least 2 weeks** before submitting your project registration form. | 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[Ofran Almossawi](mailto:Ofran.Al-Mossawi@gosh.nhs.uk) (x(74-)0177). An official cost from Pharmacy will be required, even if you are not applying for funding. | Required?  Costing: |
| **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.** Contact[Lorenzo Biassoni](mailto:Lorenzo.Biassoni@gosh.nhs.uk) (x(74-)1166 or x(74-)0567),or [Christopher Clark](mailto:christopher.clark@ucl.ac.uk) (x4-2286)  **Note:** If you will be purchasing **Radiological Equipment** which will be housed in GOSH please contact the GOSH Radiology team before ordering | Required?  Costing: |
| **GOSH IT**  GOSH costing will contact you after your project has been registered. | Required? |
| **Somers 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 Christy Rowley (x(74-6898) or [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: |
| **CLRN support (NHS service support).** Contact [Dawn Beaumont-Jewell](mailto:dawn.beaumont-jewell@nihr.ac.uk)  If your application is eligible for NHS service support please contact who can provide you with costs to include in your application. For more information about network support visit <http://www.crn.nihr.ac.uk> | 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 will need to include the cost in grant applications.** | 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. |

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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 you are unsure of the VAT type, please read the guidance in the ‘Frequently asked questions’ section on the ICH intranet pages: <http://www.ucl.ac.uk/ich/intranet/research/grants-pre-award> | | | | | | | | |
| **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. | | | | | | | |