

**Supporting NHS Bristol, North Somerset and South Gloucestershire CCG in RCF Funding Panel Decisions**

NHS Bristol, North Somerset and South Gloucestershire CCG (BNSSG CCG) welcomes your interest in working with us as a member of the CCG’s remote NIHR Research Capability Funding (RCF) Panel. This remote panel will consider whether BNSSG CCG should fund the work to develop a research grant application.

RCF is a funding stream designed to help research-active NHS organisations attract, develop and retain high-quality research, clinical and support staff by supporting salaries.

The RCF is invested to encourage a sustainable research environment by supporting **new research grant applications**. A proportion of the Research Capability Funding is invested into our **Open Call,** offering short term financial support to academic staff with good research ideas, who need time to develop their idea into a high quality NIHR grant application.

We embrace the opportunity to involve members of the public in the decisions regarding our investment of RCF. We hope to include public perspective on the applications we receive, and to involve the public in decisions being made about future research activity. We aim to achieve decision making which is fair and robust.

**The Role**

Representing a public/patient voice on the remote panel, your views will carry equal weight to the health professionals and academics that also contribute to the panel decisions.

We are looking for a range of people who have a keen interest in supporting the NHS in providing an effective and efficient service to patients.

This will entail reading funding applications, scoring the applications using a pre-set scoring sheet, and providing feedback where appropriate. The funding panel membership will be entirely conducted by email.

**Your Responsibilities**

* You will be asked to read and review applications that the R&E team receives for the RCF Open call. We usually run the call twice per year, and we receive 10-15 applications on each occasion. We hope to have a number of PPI representatives to share the applications between.
* This work can be carried out from home. You will receive application via email and you will need to complete a written assessment template for each of the applications
* Please remember when reviewing applications that you have been asked to be involved because you represent the public/laypersons perspective
* You will be required to maintain confidentiality of any information contained in the applications and to declare any conflict of interest
* You will have the opportunity to participate in activities for training and development as appropriate for the role
* You will also be expected to consider ways in which wider patient and public involvement can be achieved

**The experience, knowledge and skills we are looking for:**

* Experience of using NHS or social care services as a patient, service user or a carer or as a representative of patients, service users or carers
* Understanding of the importance and need for health and social care research
* Ability to reflect a broader range of patient, service user, carer and public perspectives in addition to own personal experience
* To communicate in a clear and timely manner
* Ability to handle of confidential and commercially sensitive information (electronic and hard copies)
* Ability to correspond by email, use the internet and produce documents using a computer
* Ability to meet deadlines

**Bristol, North Somerset and South Gloucestershire CCG will provide:**

* As a public contributor you will be offered a fee at the point when we ask you to become involved in reviewing a research funding.
* We will also reimburse all reasonable expenses associated with your involvement, such as the costs of child care or printing.
* You will be given support and training relevant to the role
* There will be a named individual in the R&E team for support who will be able to be contacted by telephone and email to provide advice and support for any issues you have during your assessment
* You will be given instructions regarding what is specifically required when reviewing the application
* You will be given clear timetable of when you will be expected to review applications and complete assessment

**Timescale**

* Our autumn call is now open, applications to be sent to reviewers on Monday, 21st October 2019 and reviews to be completed by 8th November

**How do you get involved?**

Please tell us in no more than 400 (500) words how you meet the criteria above by emailing: bnssg.research@nhs.net with the heading RCF Panel Lay member or write to Kat Bagi, R&E Finance Officer Bristol, North Somerset and South Gloucestershire CCG, South Plaza, Marlborough Street, Bristol, BS1 3NX. However, in the meantime, if you have any questions, please don’t hesitate to get in touch using the email detailed above.

**Promoting and supporting diversity**

We value and promote diversity and are committed to equality of opportunity for all.