Research Capability Funding (RCF)

# RCF 2024-25 Application Form for funding eligible parental or long-term sick leave research costs (for individual supported by the NIHR) only

## What is RCF funding?

NIHR Research Capability Funding (RCF) is a research funding stream awarded to trusts on an annual basis which helps research-active NHS organisations to attract, develop and retain the research workforce necessary to deliver high quality health research.

### RCF may be used to contribute towards the following costs.

* The net costs incurred by a host organisation in meeting the salary of **an individual supported by NIHR**, while on parental or long-term sick leave, less any recoverable statutory pay that the employer is entitled to claim. RCF should only be used to fund the share of costs that relate to the proportion of a person’s WTE that NIHR meets through either a research grant or centre or infrastructure funding (Local Clinical Research Networks should cover this through core Local Clinical Research Network funding); or back-filling key NIHR-grant funded posts left temporarily vacant during the award period by a member of staff taking parental or long-term sick leave, where absence will seriously compromise success of NIHR-funded research.

### What period can RCF funds be used for?

RCF is awarded for a maximum period of 12 months, for funding periods which start and end within the current financial year (i.e. by 31st March 2025).

Please note that the RCF will cover the parental pay only, and only for the period that the replacement postholder is in post. Funding will not commence until the replacement postholder is in post and their details have been provided.

### Who can apply for RCF funds?

Applications are welcome from researchers employed by either the OUH NHS Foundation Trust or the University of Oxford.

### How can researchers apply for RCF Funds?

Please complete the application form at the end of this document.

## Reporting

OUH, as a recipient organisation of RCF funds, has to submit an annual report to the NIHR detailing the awards made and how these have helped further research. Therefore, as part of any successful award, recipients will be required to submit a report within 3 months of the end of the award to describe the outcomes it enabled.

## 2024-25 applications

Applications relating to parental or long-term sick leave can be submitted at any time, however, please do so at the earliest opportunity to allow adequate time to set-up the award (if successful).

# RCF Application Form 2024-25 (parental or long-term sick leave only)

Please note applications should be for parental or long-term sick leave (for individual supported by the NIHR), and for funding periods to start and end within the current financial year (by 31st March 2025).

Please carefully read the guidelines above before completing this application.

| **Section A: Applicant Details (usually the line manager for the post described in Section B)** |
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| * **Name** |
|  |
| * **Address** |
|  |
| * **Email address** |
|  |
| * **Telephone number** |
|  |
| * **Your employing organisation: Oxford University Hospitals NHS Trust**   **University of Oxford** |

| **Section B: Details of post** |
| --- |
| **Parental  Long-term sick** (please tick one) |
| * **Title of role** |
|  |
| * **Name of person going on** **parental or long-term sick leave** |
|  |
| * **Expected start date of parental or long-term sick leave** |
|  |
| * **Duration of RCF support requested (up to 31st March 2025)** |
|  |
| * **Please state the current WTE and grade of the person going on parental or long-term sick leave** |
|  |
| * **Please state how this post is currently funded by the NIHR** |
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| * **Total funding requested. Note: RCF covers parental pay, minus SMP. Please include the calculation of parental pay** |
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| **Section C: Organisation details** |
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| * **Employing organisation, who will be receiving the funding (OUH Trust/University of Oxford)** |
|  |
| * **OUH Division and Directorate, or University of Oxford Department of the post** |
|  |
| * **If this application is successful, please supply details of the organisation/cost centre where the funds should be paid** |
|  |

| **Section D: Details to support application** |
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| * **How will funding contribute to the development of translational research capacity across the partnership of OUH Trust and University of Oxford?** |
|  |
| * **Give details of the specific project or projects that this funding will support, highlighting the importance of the funding to achieve added value and how this will enhance research e.g. study development, increase/maintain recruitment, PPI, publications, pump priming** |
|  |
| * **At the end of the RCF award, applicants are requested to provide a report to demonstrate how RCF funding has helped further their research. Please give details of the intended outcomes of RCF funding and how will these be measured.** |
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| * **Give details of how this post will be sustained after RCF funding has ended; if external funding is being sourced, please give details on the application, timelines, etc.** |
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| **Section E: OUH Divisional Director /UoO Head of Department support. Please note, the application will not be accepted without this** |
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| * **Signature:** |
| * **Print name:** |
| * **Please state reason for support** |
|  |

**Applicant Signature:**

**Print Name:**

**Date:**

All fields must be completed, otherwise the application will not be accepted.

Please send the completed form to Peiying Lo, R&D Projects Officer, at   
[ouh.rcf@ouh.nhs.uk](mailto:ouh.rcf@ouh.nhs.uk)