



The Royal College of Radiologists
Faculty of Clinical Radiology
Pump-Priming Grants Scheme
Guidance Notes 2006

1. The Royal College of Radiologists (RCR) Pump-Priming Grants scheme is designed to provide financial support for small-scale projects undertaken by clinical radiology trainees and consultants during the first two years after award of their certificate of specialist training (CCST), and to radiographers who are members of the Society and College of Radiographers (SCoR). Note that not all the applicants for any particular project need to fulfil the “within two years of CCST” criterion.
2. Applicants must complete the application form and submit it by the deadline (8th September 2006, 3pm) together with a complete Curriculum Vitae of the Principal Investigator (PI). Late submissions and modifications to submissions after the deadline will NOT be considered.
3. Application forms are available from Mrs Nan Parkinson (RCR) or from Mrs Gill Smith (SCoR). Full details of the Pump-Priming scheme can be found on the Royal College of Radiologists’ website at: <http://www.rcr.ac.uk/> and the Society and College of Radiographers website at: <http://www.sor.org>
4. Guidance and advice concerning the applicability of individual projects and the completion of the necessary forms can be obtained by contacting : Mrs Nan Parkinson, *The Royal College of Radiologists, 38 Portland Place, London, W1B 1JQ.* (e-mail: nan_parkinson@rcr.ac.uk) Tel. 0207 636 4432 Ext. 1142. OR Mrs Gill Smith, The Society and College of Radiographers, 207 Providence Square, Mill Street, London SE1 2EW. (e-mail: gills@sor.org) Tel. 0207 740 7200.
5. The Pump-Priming scheme is designed to enable the collection of preliminary data and is intended specifically to support the development of larger scale, preferably externally funded research projects. Preference will be given to projects that show clear plans to use the priming funds for such developments. The area of research is not restricted although it is expected that it will have direct relevance to the development or practice of clinical radiology or associated specialties.
6. Completion of the application form requires statements on the following areas:
 - a) **Two main objectives:** the applicant should identify the two principal objectives of the research. These may be in terms of scientific publications, research findings, software development or any other specific deliverable that the candidate considers appropriate.
 - b) **Details of how the research will be exploited following pump priming:** this is important since the College considers that the main role of these

grants is to support the establishment or launch of externally funded research projects or programmes.

c) **Details of the publication strategy:** this is intended to give an indication of the potential publications which may derive from the project and to indicate the type of publication profile that the project is expected to develop. Please note that this section should be filled in realistically. Projects will not be penalised if the publication strategy is limited in extent. The aim of this section is simply to give an indication of the areas of the radiological community, which are expected to be involved in the dissemination of project results.

d) **Background:** concentrate on relevant background details with particular reference to previous relevant work (if any) undertaken at your site. Specifically justify the aims of the current project.

e) **Study Design and Methodology:** Explain in detail how you will undertake this research. Please include information on subject recruitment, numbers, and imaging and treatment procedures and protocols. Where appropriate, subject number should be justified using power calculations from previous data.

f) **Results:** Explain what results will be obtained and how these will be evaluated. In particular, outline what results are required for the proposed study in order to achieve a definite rather than an indeterminate outcome.

g) **Proposed Project Timetable:** indicate the times allocated to specific sections of the project and how they rely on the completion of previous sections. Details of specific deliverables and when they are expected to be available in order for the project to keep to schedule should be included. Deliverables may include development of imaging protocols, analysis techniques or early-stage preliminary data.

h) **Details of the Host Institute:** in this section you should describe the scientific environment in which the work will be undertaken including details of relevant publications or previous work undertaken within the Department and particularly by the principal or co-investigators. This section should contain confirmation that necessary imaging and analysis equipment will be available for the project and that necessary expertise to undertake the project is available.

i) **Funding Requested:** Please provide precise costs and a justification for each. Explain if the project is in any way dependent on other sources of funding and whether or not these are guaranteed or conditional (and if conditional, i) what are the conditions?; and ii) what plans do you have for securing additional funds?).

7. Applicants will be notified as to the outcome of their applications by post in November 2006. The College will not enter into correspondence

concerning the reasons for decisions in individual cases.

8. **Successful candidates will be expected to give the College a firm start date and details of how project finances are to be managed. Release of funding will be dependent on receipt by the College of a completed form accepting the Conditions of Award and a Declaration signed by the Principal Investigator that confirms:**
 - a. **Ethical Committee permission has been obtained;**
 - b. **A research governance sponsor has been identified;**
 - c. **Patient/subject indemnity insurance is in place;**
 - d. **Data management will conform to the terms of the Data Protection Act 1998;**
 - e. **All relevant regulatory requirements have been met including, where appropriate:**
 - i. **ARSAC certificate has been granted and certificate holder is identified;**
 - ii. **the project has been registered with the European Clinical Trials Database and has received a final EUDRACT study number;**
 - iii. **the project conforms to the requirements of the Human Tissue Act 2004**
9. **The PI will be expected to supply regular brief progress reports to the research sub-committee. A project of up to six months' duration will generally warrant one report, but those of a greater duration will warrant interim reports (about every 6 months) as well as a final report.**
10. **It is the duty of the PI to notify the College of any unexpected problems, (including financial problems, ethical or governance problems, serious adverse events or changes in ethical or regulatory status) which may affect the time course or outcome of the project.**
11. **At the end of the project the PI will be expected to provide a final report outlining the progress of the project and detailing the main findings and deliverables.**
12. **The PI will be asked annually, for the following two years, to update the final (termination) report by providing the College with details of any additional publications, presentations or funded projects which have arisen as a result of the work.**
13. **The PI and co-investigators must acknowledge the financial support of the RCR (and the SCoR if applicable) in any published communication.**