

## RESEARCH TRAINING BURSARY SCHEME 2009 NOTES FOR GUIDANCE: LEVEL 3

### Background to the Research Training Bursary Scheme – Level 3

These Notes for Guidance are intended to help applicants to complete the Application Form for Level 3 funding. They explain why the information is needed and how it will be used to inform funding decisions. Further information about the Pharmacy Practice Research Trust (PPRT), its research programme and its commitment to research training for pharmacy can be found at [www.pprt.org.uk](http://www.pprt.org.uk).

### Purpose of the Research Training Bursary Scheme – Level 3

The Research Training Bursary Scheme Level 3 is intended to support pharmacists (see comments below relating to eligibility) who have an interest in developing skills in conducting research relating to their practice. It provides funding for such pharmacists to pursue formal training at Masters level which includes teaching in fields relevant to practice research (e.g. public health, health economics, epidemiology or sociology etc). Selected courses must include a period of supervised research and preparation of a thesis or dissertation.

The aim of the Scheme is to develop a group of pharmacists who have basic experience and skills in health services research who will pursue research as part of their practice, working in collaboration with other researchers or as part of larger projects led by academic departments.

### Who is eligible to apply?

Funding for these bursaries has come from the Leverhulme Trade Charities Trust and is therefore to be used to help individual community pharmacists who demonstrate a real need for external support to develop their skills and careers in research. Pharmacists who currently work in community pharmacy and are either self-employed or are employed by a small chain (defined as up to 60 registered premises) can apply for these bursaries.

### What support is available?

Each Bursary may (if required) include a contribution to the following items of funding:

- Salary (*pro rata* for part time)/Locum costs
- Course fees
- Research costs (up to a maximum of £500, to include printing, postage and travel)
- Supervision costs
- Conference attendance (up to a maximum of £400 towards attendance and presentation of work at UK conference(s))

## Important Dates

The closing date for receipt of applications is:

<b>24<sup>th</sup> April 2009</b>
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Please note that any applications received after this date will not be accepted.

Applications will be reviewed by a Panel which incorporates a Trustee from the Pharmacy Practice Research Trust, and two/three pharmacy academics.

Applications will be judged against specific criteria:

- Contribution to developing pharmacy research capacity
- Suitability of training identified
- Supervision/support arrangements
- Appropriateness of the research area/question identified

Unsuccessful applicants will be given feedback on their application.

## Notes on Completion

### Section 1 – Personal Details

Applicants must be a registered pharmacist, and be working as an independent community pharmacist, locum or a pharmacist employee of a small chain (of not more than 60 premises).

### Section 2 – Details of Present Appointment

We would like to know the address of your current workplace and the name of your current employer.

If you are self employed, please state so under post title. If a self employed locum, please state “locum” in the post title section.

If you work in a pharmacy regularly, we would like you to add the details of that pharmacy under the current employer’s name and address.

Applicants must have secured the agreement of their employers to attend taught course modules and to conduct research as part of the dissertation. Section 9 requires the signature of a representative from the employer.

### Section 3 – Details of Proposed Training Bursary

The intention of the Trustees in funding Training Bursaries is to provide pharmacists with the basic skills and knowledge needed to conduct (or participate) in research as part of their every day practice. The Bursary can be used to fund any course which is relevant to conducting ‘practice research’ in pharmacy. Any course selected must include significant teaching relating to research methods and a supervised period of research experience. Subject areas that Trustees have identified as being particularly relevant include:

- Health economics
- Epidemiology
- Sociology
- Psychology (e.g., health, organisational)

- Management studies
- Public Health
- Research Methods
- Health Services Research
- Law and Ethics
- Philosophy
- Anthropology

Most relevant courses will lead to a Master's Level qualification.

***These Bursaries cannot be used to support higher degrees in clinical pharmacy.***

We are seeking details of the course you intend to apply for – this information will be explored in more detail at interview. We will be interested to know why you have chosen the course and will be looking for evidence that you have chosen a course that best suits your plans for the future and your experience of research to date. We are looking for you to identify courses that best meet your needs.

Please provide as much detail as possible about the taught modules (both compulsory and optional), the length of time to be spent on a research project and the requirements for assessment.

We are asking you to identify an area of your practice that may form the focus for the project. It is recognised that the detail of the research project will emerge during the course and that, as a result of the taught modules, this may change completely. We will explore at interview why you think this aspect of your practice requires research and why it is of particular interest.

PLEASE NOTE: All research projects must be conducted in accordance with National and local ethics and research governance guidelines. Successful applicants will be expected to obtain both ethical and R&D approval to cover the sites in which they work before the programme of study can commence.

#### Section 4 – Your Career and Research

Here we are interested to know about what experience in research you already have – this might be an undergraduate or clinical MSc project, collaboration on a project being run by your local university or a small study conducted with the GPs in your area or with your patients. It is not essential for you to have extensive experience at this stage, but some grounding in research will be an advantage. You will need to demonstrate here, and at interview, that this Bursary provides a significant opportunity for you to develop your career in research.

#### Section 5 – Value of the Project

We will be interested to discuss with you how you see research fitting in with your future career. In funding these Bursaries the Trustees are looking to increase the numbers of pharmacists who are able to develop careers that include research activity. You may be planning to stay in practice, but would like to work on projects with your local Pharmacy Development Group or Research Network or you may have plans to undertake a PhD and move into academia. We are just interested to know, and will discuss with you, your plans and how you see this Bursary developing your career.

It would also be useful to understand why you have selected the project you have and how the results will inform your every day practice.

#### Section 6 – Details of the Training Course

Here we need details of the course and the institution hosting it. It is not essential for you to have been accepted on the course before applying for a Bursary – however, before releasing funding we will need confirmation that you have been accepted on the course from the host institution.

#### Section 7 – Curriculum Vitae

We will need details of your academic and professional qualifications and a brief employment history highlighting positions held and dates. We also need the names of two referees who can comment on your academic and professional experience. It would be preferable, but not essential, if one of your referees were a pharmacist. If you have been involved in research before it may be useful to include someone who has collaborated with you.

#### Section 8 – Summary of Financial Details

Bursary applications up to a maximum of £40,000 per community pharmacist can be made for one year (or two years part time *pro rata*) and may (if required) include a contribution to the following items of funding:

- Salary\* (*pro rata* for part time)/Locum costs
- Course fees
- Research costs (up to a maximum of £500, to include printing, postage and travel)
- Supervision costs
- Conference attendance (up to a maximum of £400 to allow attendance and presentation of work at UK conference(s))

\*Please note that for the purposes of calculating salaries for self-employed applicants average community pharmacy annual salaries will be used as a bench mark.

We will expect to pay the University directly for course fees and will pay the other components of the award directly to the Bursary holder. It is the responsibility of the Bursary holder to arrange for a tuition invoice to be sent directly to the Trust. However, after each term we will require proof of attendance and submission of assessment material for the previous term before releasing payments for the second and subsequent terms. The salary component of the Bursary will be paid quarterly, in advance direct to the Bursary holder. Research costs and conference attendance will be paid in arrears and we will require proof of registration (for conferences) and details of research costs before payments can be made.

PLEASE NOTE: These awards are student bursaries. We understand that under Section 331 Income and Corporation Taxes Act 1988, they may be exempt from income tax. Their primary purpose is learning, not employment, and so we understand that the bursaries produce no National Insurance contribution liability. However, depending on your individual circumstances you may find your local tax office will wish to tax your Bursary. In making the final arrangements for receiving your Bursary you may like to take this into consideration. The Trust will not make any grant to meet a tax liability, should tax be deemed payable.

### Section 9 – Declarations and Signatures

We need signatures from you and from your employer (if appropriate) confirming that you have study leave agreed.

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For further information please contact Beth Allen, Research Programme Co-ordinator, Pharmacy Practice Research Trust (Tel: 020 7572 2466, Email: [beth.allen@rpsgb.org](mailto:beth.allen@rpsgb.org)).

For further details of local organisations that may be able to support your application for funding go to:

The UK Federation of Primary Care Research Organisations - <http://www.ukf-pcro.org/>

R&D Support Units - <http://www.national-rdsu.org.uk/>

Links to Schools of Pharmacy can be found at [www.rpsgb.org](http://www.rpsgb.org).

The Pharmacy Practice Research Trust also offers other levels of research training funding:

**Level 1** - funding to undertake research modules and a small scale project (supported by a research organisation, for example, a Higher Education Institute, Primary Care Research Network or Research & Development Unit). This would cover tuition fees, locum costs/salary replacement, research costs, supervision costs and conference attendance.

**Level 2** - funding to upgrade a Diploma in Clinical/Community Pharmacy to a MSc, which usually involves undertaking a further two modules (one on research methods) and undertaking a project. This would cover tuition fees, locum costs/salary replacement, research costs, supervision costs and conference attendance.