

Research and Knowledge Transfer Handbook



Where to find the right people to help you

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Introduction

This handbook is designed to help all of our researchers better understand some of the key processes in grant applications and management, and to direct them to people who can assist them.

The College of Medical and Dental Sciences is the largest of the University's five Colleges and, with over 800 researchers and in excess of £50M new research awards per year, it represents a major international centre for biomedical research.

The ultimate research objective of the College is improvement in human health, focused around defined areas of excellence. Our pride in our truly translational pipeline, delivering cutting edge clinical trials and patient studies, is underpinned by cell and molecular biology research on both model organisms and humans, embedded in an environment in which fundamental findings are equally valued for their contribution to knowledge. To support and develop this we strive to attract and support the very best researchers, providing world-class infrastructure, resources and training and a seamless pathway towards clinical investigation and maximum impact.

Our research strategy provides broad support across a diverse portfolio of disciplines, but brings these together into clear foci for strategic management and collaboration. Importantly, each area of focus is allied to a range of clinical specialties through which the College links its basic research

to translational endpoints. Integration and cross-fertilisation of research within the College, as well as across the University and local NHS environment, is enhanced through defined centres that encompass specific topics and methodologies.

Development of the College's research strategy and its effective and efficient delivery is overseen by the Research and Knowledge Transfer (R&KT) Executive*, informed through input from the Strategic Research Committee and supported by a dedicated R&KT Office, which includes a team of well-qualified Research Facilitators who provide a high level of individual and team support, under the dual leadership of an administrative Head of R&KT and an academic Director of R&KT.

As detailed in this booklet, the R&KT Office provides specialist help for research development, grant management, postgraduate research training, technology transfer and commercialisation, clinical collaborations, as well as ethics and governance.

* Jon Frampton, Kate Bishop, Lawrence Young, John Gordon, Paul Stewart, Richard Lilford, Emma Robinson

Research and Knowledge Transfer Office

The Research and Knowledge Transfer (R&KT) Office encompasses three primary teams: Research Development; Postgraduate, Training and Development and Technology Transfer.

The R&KT Office provides:

- The first point of contact, both internally and externally, for advice and assistance with all research-related issues;
- Research funding reference material and information for all College staff to access;
- Strategic, planning and development guidance for all aspects of the College's Research and Knowledge Transfer strategy and associated matters;
- An essential interface with relevant corporate services, particularly the University's Research and Commercial Services (RCS), the Research Accountants in Finance, and the technology transfer arm of the University, Alta Innovations Ltd

See: www.birmingham.ac.uk/mds-rkto

E: rktooffice@contacts.bham.ac.uk

Head of Research and Knowledge Transfer:

Dr Kate Bishop

E: k.bishop@bham.ac.uk, T: 43115, Rm: WG37c.

Director of Research and Knowledge

Transfer: Prof Jon Frampton

E: j.frampton@bham.ac.uk, T: 46812

Vice-Dean of Applied Health Research:

Prof Richard Lilford

E: r.j.lilford@bham.ac.uk, T: 46772

Research Secretary:

Ms Geraldine Biggerton

E: e.g.biggerton@bham.ac.uk, T: 47612

Rm: WG37a

Research Development Team

The Research Development Team provides strategic input, support for research funding applications, approvals, implementation and management processes, and includes a growing team of specialised administrative/research management staff, including:

School of Cancer Sciences

Senior Research Facilitator: Dr Clark Crawford

E: c.j.crawford@bham.ac.uk, T: 48261

Rm: WG39

School of Clinical and Experimental Medicine

Deputy Head of R&KT

Bupa Translational Research Manager:

Dr Eliot Marston

E: e.d.marston@bham.ac.uk, T: 49020

Rm: WG39

School of Dentistry

Research Administrator:

Dr Sarah Knaggs

E: s.knaggs@bham.ac.uk, T: 237-2926

School of Health and Population Sciences

Senior Research Facilitator: Dr Helen McAteer

E: h.l.mcateer@bham.ac.uk, T: 46976

Rm: WG39

School of Immunity and Infection**Senior Research Facilitator: Ms Jackie Hawkins**

E: j.o.hawkins@bham.ac.uk, T: 43094

College Research Officer: Dr Catherine Moore

E: c.a.moore.2@bham.ac.uk, T: 47756

Rm: WG39

Director of the Human Biomaterials Resource Centre: Dr Jane Steele

E: j.c.steele@bham.ac.uk

Experimental Officer in Sample Management: Dr Souad Messahel

E: s.messahel.1@bham.ac.uk

Postgraduate, Training and Development Team

The Postgraduate, Training and Development Team incorporates the College's Graduate School and has the primary responsibility for the management and development of postgraduate research and taught programmes across the College. The team also provides dedicated support to the Head of Clinical Academic Training and works with the Head of Postdoctoral Training and Career Development.

Head of Graduate School and Associate Director of R&KT: Prof John Gordon

E: j.gordon@bham.ac.uk, T: 44034

Head of Clinical Academic Training: Prof Lorraine Harper

E: l.harper@bham.ac.uk, T: 47042

Head of Postdoctoral Training and Career Development: Prof Bryan Turner

E: b.m.turner@bham.ac.uk, T: 46824

Postgraduate Manager: Mrs Karen Carter

E: k.s.carter@bham.ac.uk, T: 48203, Rm: WG38b

Postgraduate, Training and Development Officer: Dr Rachel Bruton

E: r.k.barton@bham.ac.uk, T: 48504

Rm: WG37a

Postgraduate Administrative Assistant: Ms Niki Windridge

E: n.j.windridge@bham.ac.uk, T: 44061

Rm: WG37a

Postdoctoral Training and Career Development: Ms Lesley Bodenham

E: l.h.bodenham@bham.ac.uk, T: 42967

Technology Transfer Team

The Technology Transfer Team promotes translational aspects of research across the College, and provides support to all Schools in developing and exploiting the commercial potential of research.

Translational Medicine Project Manager: Dr Claire Potter

E: c.potter@bham.ac.uk, T: 48262, Rm: WG38a

Science City Business Partnership Manager: Dr Rubina Mian

E: r.mian@bham.ac.uk, T: 46976, Rm: WG38a

Technology Transfer Officer: Mrs Claire Fenlon

E: c.m.fenlon@bham.ac.uk, T: 46804, Rm: WG38b

Technology Transfer Secretary: Ms Yvonne Dawson (Monday – Wednesday)

E: y.dawson@bham.ac.uk, T: 44054, Rm: WG39

College Facilities

The College has access to a range of excellent laboratory- and patient-based facilities, all of which can provide a competitive advantage for new scientific proposals for funding.

Please be aware that your work will need to be discussed and costed appropriately with relevant individuals for each of these facilities before you submit applications, so make sure to involve them in your plans early on.

Technology Hub

The Technology Hub provides well supported state-of-the-art facilities for our researchers. Currently the hub consists of several 'nodes' including Genomics, Imaging, Proteomics, Flow Cytometry, Protein Production, and also has close links with the NMR facility, the Biorepository and Biomedical Services. The equipment available includes four confocal microscopes, a high speed cell sorter (Moflow), five flow cytometers, an IVIS Spectrum imager, real time PCR machines, a mass spectrometry service and a protein production service. Expert staff are available to provide training and help with all the equipment. In addition we can also offer a Next Generation Sequencing service, including bioinformatic support, using a recently acquired Solid4 sequencer.

In order to keep abreast of developments and generate ideas we hold regular meetings and workshops where invited speakers talk about new technologies and instrumentation.

Full details of the equipment and services available can be found on the **Technology Hub** website [http://medweb4.bham.ac.uk/technology hub/](http://medweb4.bham.ac.uk/technology%20hub/)

Contact: Dale Taylor
(Technology Hub Manager)
E: d.r.taylor.IMM@bham.ac.uk, T: 44062

Biomedical Services Unit

Contact: Caroline Chadwick
E: c.chadwick@bham.ac.uk, T: 44518

Nuclear magnetic resonance (NMR)

The Henry Wellcome Building for NMR spectroscopy is the UK's largest NMR facility, providing academic and industrial users with open access to seven NMR spectrometers operating at 500-900 MHz, six cryogenic probes, high throughput autosamplers and mass spectrometer. Research supported includes drug discovery, imaging, metabolomics, structural biology and biomarker identification. See: www.nmr.bham.ac.uk/

Contact: Prof Ulrich Guenther
E: u.l.gunther@bham.ac.uk, T: 48361

Wellcome Trust Clinical Research Facility (WTCRF)

The WTCRF has been fully operational since June 2001 and is based at the Queen Elizabeth Hospital (QEH). The facility is a joint initiative between UHB and the University. The facility currently has consulting, procedure and examination rooms, bedded/couch day patient area and inpatient area and an analytical laboratory equipped for a wide range of techniques where training can be provided. Advice can also be provided on the design of protocols for grant applications. The facility is expanding with further space including new cell and gene therapy facilities. A satellite unit within the School of Sport and Exercise Sciences has been established and focuses on Metabolism and Exercise research.

Birmingham Children's Hospital (BCH) Clinical Research Facility

The BCH CRF is a joint initiative between BCH and the University and is a sister facility of the QEH WTCRF. It is a dedicated children's Clinical Research Facility which provides a high quality paediatric clinical environment in which children can undergo research programmes safely and effectively according to ethically approved trial protocols. The WTCRF team also provides specialist support to academic and

clinical researchers across the West Midlands in the set-up and conduct of paediatric research studies. The facility is a hub for paediatric research skills training and education and offers support and expertise in all aspects of research governance and Good Clinical Practice.

See:

www.birmingham.ac.uk/facilities/crf/index.aspx

E: wtrcf@uhb.nhs.uk, T: 0121 697 8457

F: 0121 697 8473

Health Research Bus

The facility acts as a fully functional mobile clinical research facility and contains all the equipment necessary to perform a wide variety of clinical studies. This includes a dedicated DXA scanner that can be used for measuring body composition as well as bone mineral density. It enables scientists to carry out a wide variety of clinical studies, scanning programmes and health promotion activities anywhere in the region.

See: www.birmingham.ac.uk/facilities/health-research-bus/index.aspx

Contact: Claire Potter

(Translational Medicine Project Manager)

E: c.potter@bham.ac.uk T: 48262

Human Biomaterials Resource Centre (HBRC)

As an alternative to collecting and storing project-specific collections under ethics yourself, you may want to consider using the HBRC.

This is the recently established Human Tissue Authority licensed biorepository which collects and stores appropriately consented high quality human biomaterials for biomedical research.

The HBRC:

- Is ethically approved to collect material and release it to researchers without the requirement for project-specific ethical approval
- Collects a wide range of tissues and body fluids in a variety of disease settings. This includes tissue which is surplus to diagnosis taken at the time of surgery or treatment, additional samples taken for research purposes, material taken from patients taking part in clinical trials, and control material
- Annotates all samples with the appropriate clinical information to makes them scientifically useful
- Has an agreement in place with the majority of NHS Trusts in the West Midlands in order to maximise potential access to patient material
- Can carry out bespoke collections and supply fresh tissue if required
- Operates a simple application/review process for researchers who want access to material or to set up a collection
- Offers a 'hosting' service for large national collections or those associated with clinical trials

- Can also carry out a wide variety of research/analytical tissue-based services on site, including tissue sectioning/staining, tissue microarray construction, immunohistochemistry, nucleic acid extraction, cell culture and PCR
- Recovers the costs associated with sample collection and processing, and additional services, at the grant application stage

If you are interested in finding out more about the HBRC then please contact Jane Steele (J.C.Steele@bham.ac.uk) or Souad Messahel (S.Messahel.1@bham.ac.uk).

If you wish to use the HBRC it is important to contact your Research Facilitator or Administrator, particularly if you are applying for funding.

UK Tissue Banks

The HBRC is one of many tissue banks in the UK and researchers can apply to utilise samples held in any of these resources, locally we have:

The Haemato-oncology research biobank

www.bwhct.nhs.uk/genetics-index/central_england_haemato-oncology_research_biobank.htm

Birmingham School of Dentistry Tooth Bank

www.dentistry.bham.ac.uk/forstaff/page3.asp

Research Using Human Tissue

Biomedical research which uses human tissues and/or body fluids has become less straightforward since the Human Tissue Act became law.

The Human Tissue Act legislation places greatly increased emphasis on obtaining consent, and also makes it illegal to store relevant material for research purposes without an HTA licence unless the material is being stored for a specific research project which has been approved by an NHS Research Ethics Committee (REC).

The Human Tissue Authority was established as the regulatory body and they have produced several Codes of Practice which are all easily accessible on the HTA website (www.hta.gov.uk). Code 1 (Consent) and Code 9 (Research) are particularly useful. The website also provides information about which types of samples are considered 'relevant' material and are therefore covered by the legislation.

It is important to note that in order to store material yourself and remain HTA compliant, project-specific ethical approvals must remain current and valid. Samples must only be used for the specific research purposes outlined in the application (or subsequently approved amendments) and can only be transferred to named collaborators who have the same research objectives. When ethical approval expires it is important to consider what will happen to any relevant material remaining. You are also expected to maintain a complete audit trail of the collection, storage and use of samples and to store them safely and securely eg, in freezers/nitrogen tanks which are in good condition and monitored.

Help

Further information and advice about the collection, storage and use of human samples (from both the living and the deceased), gaining ethical and other regulatory approvals, can be obtained from the Research Facilitator or Administrator in your School or Jane Steele (J.C.Steele@bham.ac.uk).

Research Governance and Ethics

The Research Governance Framework (RGF) is a core set of standards that applies to all health and social care research.

The RGF includes research involving human participants, their tissues or data and research involving the NHS, its staff, patients or their carers.

MDS-based support:

The variety of research that falls under the RGF means there is not a one-size-fits-all approach for fully describing the relevant approvals and the process can often be confusing for experienced and first-time researchers alike. Please contact your Research Facilitator or Administrator as soon as you have an idea for a project, likewise as soon as the grant is awarded so that they can guide you through the process.

External Processes:

NHS Research Ethics Committee (REC) favourable ethical opinion and NHS R&D permissions can be sought through the integrated research approval system (IRAS) which generates the necessary forms for seeking approvals for research. IRAS also deals with applications to MHRA, NIHR portfolio, GTAC, HFEA and many more which will be dependent upon the nature of the research. www.myresearchproject.com

NHS Honorary Contracts and Letters of Access

For members of staff who will have access to NHS property, patients or any form of patient identifiable information those researchers will require NHS Honorary Contracts (HC)

or Letters of Access (LOA) for each trust involved which can be applied for using the Research Passport System. www.nihr.ac.uk/systems/Pages/systems_research_passports.aspx

University Research Governance team

General contacts:

E: researchgovernance@contacts.bham.ac.uk
E: resgovIRAS@lists.bham.ac.uk

Brendan Laverty, Head of Research Governance and Ethics

E: b.laverty@bham.ac.uk, T: 47618

Sean Jennings, Research Governance Officer

E: s.jennings@bham.ac.uk, T: 58011

Jane Barclay, Research Governance Assistant

E: j.barclay@bham.ac.uk, T: 43698

University Research Ethics team

General Contact:

E: ethics-queries@contacts.bham.ac.uk

Sue Cottam, Research Ethics Officer

E: s.l.cottam@bham.ac.uk, T: 48825

Gemma Williams, Deputy Research Ethics Officer

E: g.c.william@bham.ac.uk, T: 48101

Jane Mitchell, Research Ethics Assistant

E: j.h.mitchell@bham.ac.uk, T: 48037

Pathway for Approvals for research involving the NHS, Human Tissue or Data

1. If associated with a grant: complete the sponsorship section of the electronic pink form and notify your Research Facilitator of grant award. If not associated with a grant please complete and submit a sponsorship application form provided on the Research Governance webpage. See: www.rcs.bham.ac.uk/governance/
2. Complete and submit a University Ethics Self Assessment Form (SAF), also found on the research governance webpage. See: www.rcs.bham.ac.uk/ethics/review
3. If your work is conducted on NHS property, involves NHS patients, staff or their tissue or data or is research in a social care context then NHS REC favourable opinion and NHS R&D approval for each site must be sought. It is best to seek these approvals in parallel.
4. Once full sponsorship, ethical favourable opinion and NHS R&D management approval have been obtained the project may start.

Amendments to studies

Changes are often necessary over the course of a study, these amendments must be notified to the Sponsor for approval in principle, the reviewing NHS REC, other competent authorities and the NHS R&D departments of trusts involved in the study before they can be implemented. Please speak to your Research Facilitator or Administrator for advice in the first instance.

Maintaining a study file

It is essential to maintain the appropriate set of documents throughout a lifetime of a study and to have the file available for audit by the Sponsor at short notice. Your Research Facilitator or Administrator will advise what study documents are required.

Support Available:

There is a wealth of information available for researchers in this rapidly changing field. Some key contacts are:

MRC Hubs for Trials Methodology Research
www.methodologyhubs.mrc.ac.uk/

Chemotherapy and Pharmacy Advisory Service (CPAS)

http://ncrndev.org.uk/index.php?option=com_content&task=view&id=141&Itemid=281

INVOLVE – the national advisory group supporting greater public involvement in research

www.invo.org.uk/

NIHR Research Design Service

www.nihr.ac.uk/infrastructure/Pages/infrastructure_research_design_services.aspx

Clinical Trials

The University of Birmingham is one of the leading centres in the UK for clinical trials, having a wealth of experience across a wide range of diseases, clinical settings and trial designs.

The Birmingham Centre for Clinical Trials (BCCT) brings together clinical trial expertise from across the University and, in particular, the three large, well-established, UKCRC fully-registered Clinical Trials Units (Cancer Research UK Clinical Trials Unit – CRCTU; Birmingham Clinical Trials Unit – BCTU; Primary Care Clinical Research and Trials Unit – PC-CRTU). The CRCTU specialises in the design, co-ordination and analysis of phase I – IV cancer trials; BCTU covers areas outside cancer and primary care (eg, dementia, women's health, coloproctology) whereas PC-CRTU is focused on community-based studies. The trials units offer a range of activities ranging from randomisation service, statistical support, data management through to trial co-ordination and quality assurance.

MDS Based Support

Project Registration

Clinical Trials require notification earlier than other studies. Please contact your Research Facilitator /Administrator at least 2 months in advance of any external deadlines if you are considering this type of research.

For research that involves a clinical trial of an investigative medicinal product (IMP), device or surgical procedure a Project Registration Form (PRF) must be completed. This form can be found as part of the pink form. Submission of this document to your school's Research Facilitator will initiate the process for requesting

assistance from a registered clinical trials unit and have the study reviewed by the Clinical Trials Oversight Committee (CTOC). Please be aware that new business and clinical trial oversight committees only sit once per month so ensure this fits in with the grant submission deadline.

Please note clinical trials conducted through a registered clinical trial unit must adhere to the procedures and processes put in place by that unit. Please be aware that these requirements may vary between clinical trials unit.

Study insurance

An additional cost may be incurred for studies that involve activity that is described in the University's insurance exclusion criteria. Please complete the relevant section of the pink form 28 days prior to the grant deadline for insurance to be agreed in principle and additional costs to be provided.

Clinical Trials Unit Contacts

Cancer Research UK Clinical Trials Unit

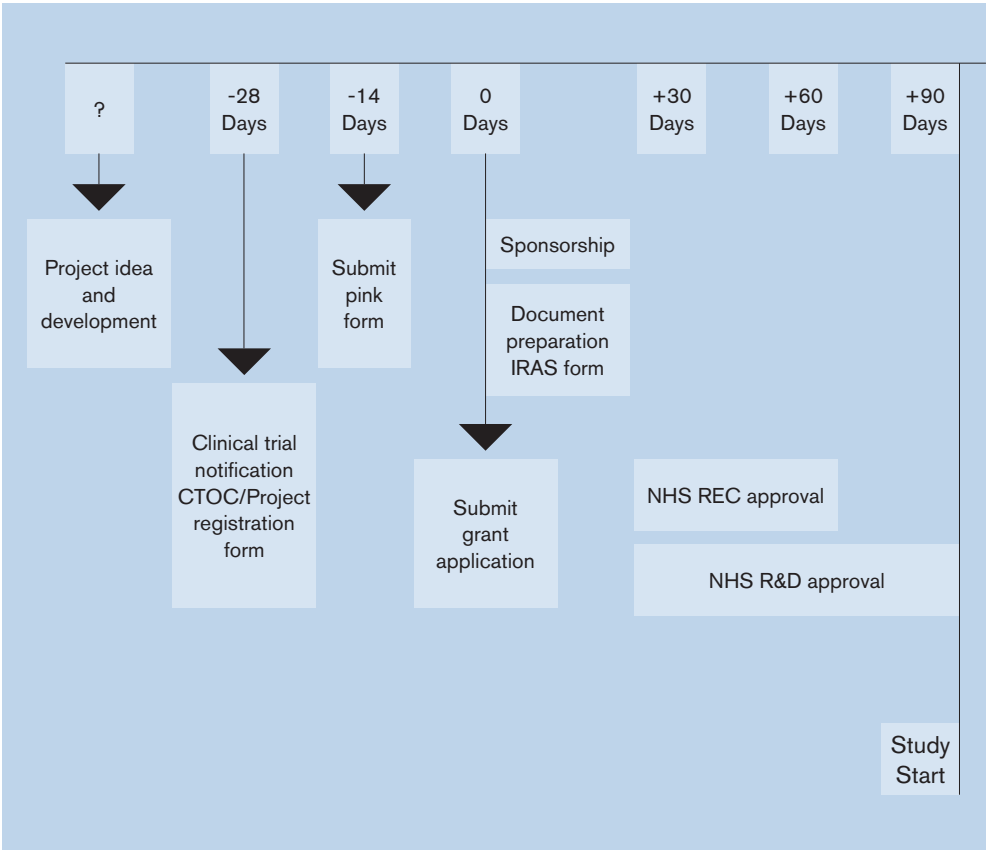
E: CRCTU-GeneralEnquiries@trials.bham.ac.uk

Birmingham Clinical Trials Unit

E: BCTU@contacts.bham.ac.uk

Primary Care Clinical Research and Trials Unit

E: PCCRTU@contacts.bham.ac.uk



Working with the NHS

The NIHR Clinical Research Network (CRN) provides the infrastructure to support research in the NHS.

Pre-Award: Planning

Study planning contacts: You can discuss whether your proposal can be practically delivered in the NHS context. See: www.crncc.nihr.ac.uk/researchers/study-planning-support

NIHR Research Design Service (RDS):

Supports researchers to develop and design high quality research proposals for applied health or social care research.

West Midlands RDS: www.rds-wm.nihr.ac.uk
E: rds@contacts.bham.ac.uk

Finance: Activities incurred in the NHS must be attributed to one of three cost categories. The *NHS R&D office* will assist you here (see help).

- Research Costs – R&D costs that end when the research ends. Met by funder
- NHS Treatment Costs – patient care costs, which would continue if the patient care service continued to be provided after the study had stopped. Met by commissioner
- NHS Support Costs – additional patient care costs associated with the research, which would end once the study had stopped. Met from R&D budgets

Post Award: set up

CSP (The Coordinated System for Gaining NHS Permission): Allows researchers to apply

for permissions to run a study in all the NHS

Trusts taking part and to apply for NIHR

Portfolio inclusion – it is accessed through the *Integrated Research Application System (IRAS)*

Research Passports: the mechanism for researchers, who are not employed by the NHS Trust to obtain either: **A Research Honorary Contract (HC)** or **A Letter of Access (LoA)**, which is a requirement prior to undertaking research in the NHS. The NHS R&D office will assist you here.

Post Award: delivery

An NIHR Portfolio study

- Has access to *infrastructure support*, *Good Clinical Practice (GCP) training courses*, and free registration for an *International Standard Randomised Controlled Trial Number (ISRCTN)*
- Will receive support to deliver the study
- Will receive support to manage the Research Passports scheme

Help:

- School Research Facilitator or Administrator
- If you are working with UHB (University Hospitals Birmingham), contact: bcra-enquiries@contacts.bham.ac.uk
- NHS R&D offices: see the R&D forum (www.rdforum.nhs.uk/044.asp)

Working with the NHS

Planning your study

NIHR Clinical Research Network for practical advice on research in the NHS

School Research Facilitator or Administrator for general support and advice

BCRA for applications with UHB

NIHR Research Design Service for methodological and specialist advice

Costings

University Research Finance

NHS R&D Office

Setting up your study

PI completes IRAS form

NIHR CRN completes governance checks and quality assurance for CSP

NHS R&D office receive governance report and issue permissions letter

Researcher receives permissions from R&D and can now start at that site

PI contacts R&D office/ CLRN for research passport

R&D office complete employment checks

R&D office issues Honorary Contract or Letter of Access

Delivering your study

NIHR Clinical Research Network for infrastructure support and service support costs to deliver your study to home, GCP training and assistance with research passports

Funding with Industry

Academic enterprise in the College of Medical and Dental Sciences has led to many successful partnerships with industry and the College actively continues to seek new collaborative opportunities.

Technology Strategy Board (TSB)

The TSB is an executive non-departmental public body, sponsored by the Department for Business, Innovation and Skills (BIS). Its role is to stimulate technology-enabled innovation in the areas which offer the greatest scope for boosting UK growth and productivity. The TSB is set to invest >£1bn between 2011-2015. There are a number of ways in which the TSB support academic-industry interactions, a few are listed below, see www.innovate.org.uk

Knowledge Transfer Partnerships (KTP)

KTP offers a mechanism for the transfer of knowledge from within the University to business via a recent graduate (associate) and vice versa learning feeds back into the university. Projects can be 6 months to 3 years and application deadlines come round about every 6 weeks. RCS provide full support in proposal development and support projects post-award. See www.rcs.bham.ac.uk/support/bus/ktp.shtml

TSB Collaborative R&D

This type of funding is designed to assist the industrial and research communities to work together on R&D projects in strategically important areas of science, engineering and technology from which successful new products, processes and services can emerge. The TSB funds collaborative, business-led

projects from basic through to applied and experimental research and calls are made throughout the year. See www.rcs.bham.ac.uk/support/bus/tsb.shtml

Small Business Research initiatives (SBRI)

SBRI enables companies/research organisations to provide innovative solutions in response to specific public sector organisations' needs, enabling procurement of new technologies faster and with managed risk through a phased development programme. Calls for small-scale feasibility projects are made throughout the year. See www.rcs.bham.ac.uk/support/bus/tsb.shtml

Grant for R&D

This replaces the scheme previously offered by the RDAs and supports R&D projects which offer potentially significant rewards and could stimulate UK economic growth. This is a single company grant for UK small and medium enterprises (SMEs) however the university can be involved through sub-contracting. Applications are currently accepted on a rolling basis under 3 streams: proof of market, proof of concept and prototype development. See www.innovateuk.org/content/competition/grant-for-rd-single-business.aspx

Knowledge Transfer Networks

KTNs bring together people from business, universities and technology organisations to stimulate innovation through knowledge transfer. KTNs are a useful source for building consortia and gaining early intelligence on forthcoming calls. See <https://ktn.innovateuk.org/web/guest/home>

CASE awards

CASE Awards provide funding for PhD studentships and offer a mechanism to carry out research in conjunction with private, public or third/voluntary sector organisations. Annual calls for funding are provided through the Research Councils. See www.rcuk.ac.uk/kei/ktportal/Pages/DoctoralStudentships.aspx

Reasons to work with industry:

- Links with industry and business
- Impact towards REF
- Full overhead recovery directly to the College
- IP negotiable with company
- Enhances teaching, case studies, student projects
- Publications/conferences
- New research themes – commercial relevance
- Staff development – commercial awareness
- Graduate career opportunities
- Full support from KTP office pre and post award
- High success rates for KTP

Help:

Funding opportunities and proposal development:

- Provision of information for collaborative funding calls
- Identification of funding mechanisms for business collaboration
- Support for proposal development, including advice on business case and project planning
- Access to a library of successful proposals
- Technical support for applications
- Post-award support for KTPs

Contact: Dr Stephanie Maloney

E: s.l.maloney@bham.ac.uk, T: 48246

Business Engagement team:

The Business Engagement team in RCS engages with many different organisations – including large and small companies, charities, the NHS and the public sector and can provide support in identifying and introducing you to companies in your field.

Contact: E: businessteam@bham.ac.uk
T: 43898

Alta Innovations:

Alta Innovations offer advice on Intellectual Property, licensing, consultancy and spin-out businesses.

E: info@alta.bham.ac.uk, T: 49090
www.alta.bham.ac.uk/

Intellectual Property

If you are working on something that may translate into a treatment or product with therapeutic potential, it is vital that you think about whether there is something patentable in your research.

If you overlook this aspect of development then your hard work and great results may never translate into something which can actually benefit patients, as it sadly will simply not be an attractive investment opportunity for potential industrial collaborators. Universities can patent inventions arising from researcher's work and license the rights to the patent to companies, with financial returns to both the University and the inventor(s).

Support is available to:

- Discuss your research and help to identify and develop commercial opportunities
- Help you protect inventions, whether products or novel techniques
- Work out how best to get your scientific advancements into a clinical setting
- Write business plans, perform market research and otherwise help academics who wish to start up their own businesses
- Generate additional revenue for you and your research group
- Identify funding to support development of your ideas
- Establish collaborations with industrial partners
- Utilise your scientific expertise in consultancy and contract research
- No idea too small – even in-house cell lines, antibodies or expertise can earn you income

Alta Innovations:

Alta Innovations Ltd is the technology transfer company for the University of Birmingham.

Dr Jonathan Watkins

IP and Licensing Manager

E: j.watkins@alta.bham.ac.uk, T: 49090

Dr John Pearson

Business Development Manager

E: j.pearson@alta.bham.ac.uk, T: 48632

Simon Freeman

Academic Consultancy Manager

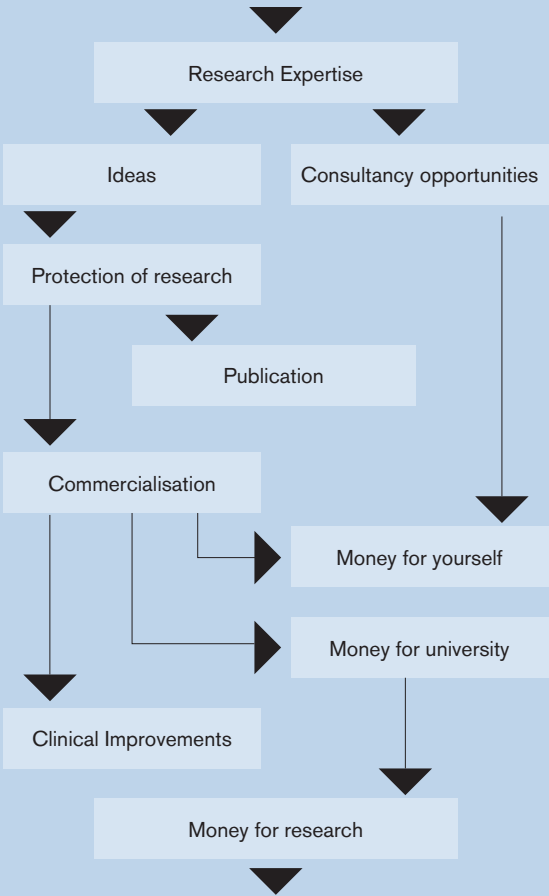
E: s.freeman@alta.bham.ac.uk, T: 58531

Help:

If you are working on something innovative that you would like to discuss then please contact us via Mrs Claire Fenlon, Technology Transfer Officer (C.M.Fenlon@bham.ac.uk or 4604) or your Research Facilitator or Administrator.

If you would like to learn more about how commercialising research, funding streams available to support such activity and to find all of our contact details please visit www.mds.ideas.bham.ac.uk

Technology Transfer



Material Transfer Agreements and Confidential Disclosure Agreements

Material transfer agreements and confidentiality agreements are relatively simple agreements that enable the sharing of material and confidential information between organisations and should be put in place prior to relevant transfers taking place.

Material Transfer Agreements (MTAs)

MTAs must be put in place whenever materials – which can include human tissue, animals or data – are transferred between institutions. Please be aware that it is illegal to transfer human tissue to other individuals unless the relevant ethical approvals specifically name that person, and it is your responsibility to check this is in place.

If material is being transferred into the University from another institution then the MTA will be provided by the institution providing the material, this document should be forwarded to the New Contracts team (newcontracts@contacts.bham.ac.uk) for review of the terms of the agreement. If materials are being transferred from a commercial company the terms and conditions of any agreement should be reviewed by a member of Alta Innovations.

Confidential Disclosure Agreements (CDAs)


CDAs allow academics to protect their ideas when in discussion with other groups, particularly industry, in order to avoid those ideas being pursued further without their input. It is a contract through which the parties agree not to disclose information covered by the agreement.

Help:


A standard Request for Contract Services, and an MTA request, can be obtained from the Contracts team website: www.rcs.bham.ac.uk/contracts/request/index.shtml. See the Contracts section for more information about this team.

Contact your School's Research Facilitator or Administrator, and/or Yvonne Dawson
E: y.dawson@bham.ac.uk
T: 44054, to further discuss MTA or CDA requirements.


Material Transfer Agreement process




Prior to sending any samples to other researchers/ organisations, researchers should establish an MTA as follows:




External collaborators complete an MTA form and sends it either by email or post to the recipient.




The UoB academic completes a Request for Contract Services and logs it through their Research Facilitator and the R&KT Office to the Contracts team.



The recipient organisation reviews the terms of the agreement and returns 2 signed copies to the institution providing the material – for the University of Birmingham, the Contracts team will review the agreement and will arrange for it to be signed



The institution providing the material retains one copy of the signed MTA and the other is sent with the sample to the receiving institution.



Material can be provided

Contracts

Common contract type examples: grant agreements, confidentiality agreements, material transfer agreements, collaboration agreements, tenders, EU agreements and clinical trial agreements.

MDS-based support:

If you have general queries or concerns about contracts, please contact your School Research Facilitator or Administrator in the first instance.

They will be able to provide you with the 'Request For Contract Services' form, work with you to make sure it is correctly completed and help contact the right people to make sure the process is as efficient as possible.

University Contracts Team

www.rcs.bham.ac.uk/contracts/index.shtml

Head of Research Support Group

David Law, E: D.A.I.Law@bham.ac.uk, T: 42644

Contracts Officers

Amelia Petch (MDS)

E: A.Petch@bham.ac.uk, T: 58503

David Stevens (LES)

E: D.G.Stevens@bham.ac.uk, T: 48650

Andrew Collins (CAL/CoSS)

E: A.Collins@bham.ac.uk, T: 48649

Ben Clements (EPS)

E: B.Clements.1@bham.ac.uk, T: 44410

John Koniarski (EU/CAL/CoSS)

E: J.Koniarski@bham.ac.uk, T: 48643

New Contracts

Julia Windle

E: J.Windle.1@bham.ac.uk, T: 48644

Contracts Clearance

Sarah Sankey

E: S.Sankey.1@bham.ac.uk, T: 44463

Contracts Queries

Julia Fray

E: j.fray@bham.ac.uk, T: 44418

Specialist skills

EU FP7 consortium agreements

John Koniarski

Knowledge Transfer Partnerships

Ben Clements

Tenders

Andrew Collins

Studentships

Ben Clements

Collaboration agreements

Amelia Petch

Clinical Trial agreements

David Stevens

When submitting a 'Request for Contract Services', and for general queries about allocation of your work, please contact:

[New Contracts](#)

E: newcontracts@contacts.bham.ac.uk

Contract Processes

Funder/collaborator

- contract to the University/PI



PI

- Ask Research Facilitator/School Admin Manager for a copy of Contract Request form
- Complete Contract Request form and send to newcontracts@contacts.bham.ac.uk



Contracts Office

- Log and process contract request form: may inquire for further details
- Will negotiate T&Cs with funder where necessary
- Will agree finances and payment schedules with Finance team
- Agrees T&Cs and clears contract to finance office



Finance Office

- Completes sign-off checks: Sign-off requires completion of online ethical forms, and agreement on sponsorship and insurance
- Sign and authorise the contract
- Send to funder/collaborator for counter signature



Funder/ collaborator

- Countersigns contract and returns fully executed contract to University



Finance Office

- Documents signed by funder lodged with Finance team on return
- Research account set up and budget agreed
- Account code sent to PI

Help with Applications

The R&KT Office provides dedicated help for the identification of funding sources for scientific grants, as well as assistance with development and submission of proposals.

Funding sources

Monthly updates on forthcoming calls are circulated from the R&KT Office via e-mail. Also see our 12-month calendar, updated every three months for major funder submission dates to help plan ahead.

The University subscribes to **Research Professional**, an excellent online resource enabling you to search for specific funding opportunities. You can subscribe to automatic e-mail alerts – or search yourself. To find out more, visit www.researchprofessional.com and sign up, or contact Sally Wiley (s.a.wiley@bham.ac.uk) in Research and Commercial Services. Sally has also produced a Fact Sheet 'ResearchProfessional – the basics' available at www.rcs.bham.ac.uk/funding/res/fs.shtml

Grant Clinics

The R&KT Office coordinates 'Grant Clinics', which review ideas and early-stage drafts of applications. A panel of senior academics drawn from across the College will discuss your ideas with you, helping to identify weaknesses, develop strengths and target the right funder for your proposal.

Research Development Fund (RDF)

With deadlines three times per year, the RDF provides up to £5000 to help researchers generate preliminary data to support new applications, improve data for publications, or travel awards building new collaborations and bringing expertise back to the College.

Application development

Your Research Facilitator or Administrator can help with proposal development in a number of ways:

- **Costings** – discuss appropriate resources and liaise with Research Finance (see 'Costings' section for more info)
- **Stock text** – provide basic text to be adapted for recurrent sections such as Ethics, Data Management, Public Engagement, Pathways To Impact and others
- **Proposal review** – check the basic structure of your proposal and comment on how it can be adapted to simplify and/or strengthen your case
- **Context** – highlight other relevant School/College/University investments and strategic developments which may lend further credence to your proposal
- **Approvals and Submission** – different funding streams may have different requirements in terms of electronic and hard copy submissions and signatories (see 'Approvals and Submission' for more info)

Help:

Speak to your Research Facilitator or Administrator for further assistance in any of these areas. Contact Catherine Moore (C.A.Moore.2@bham.ac.uk, T: 47756) if you are not on the regular e-mail lists from the R&KT Office.

Help with applications

College R&KT Office and Research & Commercial Services

- Regular dissemination of funding information and deadlines for next several months
- Provision of support for use of Research Professional
- Targeted identification of individuals where particular large or specific applications are announced



Researcher

- Develop early-stage ideas for proposals
- Seek advice from Research Theme Lead/Head of School as required



Research Facilitator/Administrator

- Assistance with/revision of ideas to fit specific calls
- Arrange Grant clinics where needed to help develop ideas
- Help with costings, ethical concerns and other admin
- Liaison with internal/external groups as required to progress draft
- Adapt stock text according to application requirements
- Comment on and help re-draft proposals where appropriate
- Help with approvals and submission process



Researcher

- Final draft
- Submission

European Funding

There are a number of funding streams operated by the European Commission. These programmes support competitiveness, innovation, training and mobility, and research collaboration within and outside of Europe.

Main funding streams

Own project choice:

- Marie Curie Fellowships: 2 year postdoctoral fellowships
- Marie Curie Initial Training Networks: Multi- or mono-site PhD studentships
- European Research Council Starting and Advanced Grants: Large personal awards
- Select from defined topics:
- Collaborative Project Grants: Consortia approach, with multiple international partners

Dedicated and hands-on support for European funding is available from RCS and Finance Office covering the following

- Information provision and help to identify EU funding opportunities
- Help with networking, including organising partnership meetings
- Help with developing project ideas
- Help with project finances, including the costing of proposals
- Intellectual and technical support when developing proposals
- Hands-on support during the negotiation of contracts and agreements
- Support for the delivery of projects including the dissemination and commercialisation of results

The University has its own Office in Brussels which can be used by academic staff to meet with their collaborators and people from Brussels as well as organise workshops and conference.

Contacts in RCS

Branwen Hide

E: B.R.Hide@bham.ac.uk, T: 48642

Xavier Rodde

E: X.Rodde@bham.ac.uk, T: 43880

Huma Mumtaz

E: H.Mumtaz@bham.ac.uk, T: 48586

Websites

European funding information:

www.rcs.bham.ac.uk/funding/eu

Brussels office: www.birmingham.ac.uk/brussels

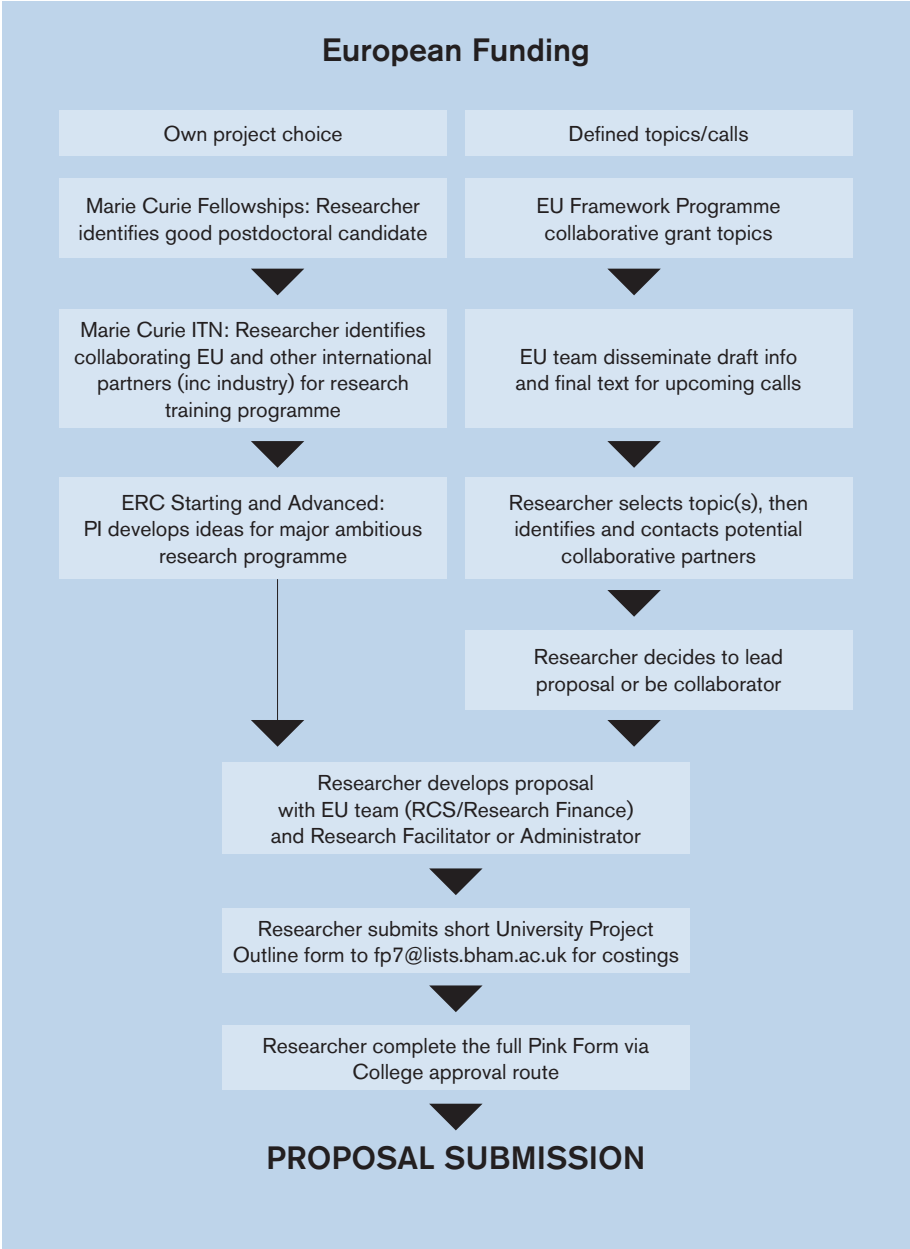
Twitter feeds

Funding: [http://twitter.com/search?q=%23UoBfunding](https://twitter.com/search?q=%23UoBfunding)

Brussels: [http://twitter.com/search?q=%23UoBbrussels](https://twitter.com/search?q=%23UoBbrussels)

Please also speak to your local Research Facilitator or Administrator for additional support, as normal School/College approval processes are required for submission of all applications.

European Funding



Costing and Pricing Grants

Appropriate costing and pricing of research grants is a fundamental part of the grant application process. Failure to include sufficient costs may mean you will be unable to deliver your research project. It is therefore advisable that you start this process early.

If you are applying for funding to support your research or to undertake contract work, you will normally need to calculate the full Economic Cost (fEC) of the resources required. Research Councils and other Government bodies normally award grants at 80% fEC. Charities normally will pay the direct costs of the project but not investigators salaries, estates or indirect costs. The elements of fEC include:-

Directly Incurred Costs

- **Staff** – salary costs of staff employed specifically to undertake the project. These are provided by the Research Finance Office (RFO) and include basic salary (plus allowances for increments and inflation), national insurance and superannuation
- **New Equipment** – Check funders' unique terms and conditions. For major items of laboratory equipment liaise with your local Technical Manager and /or the Technology Hub manager who will help with specifications and quotations, space issues, special requirements, installation and maintenance costs.
- **Other Costs** – consumables, goods and services provided by external suppliers eg, laboratory or other project consumables, equipment maintenance, IT costs, patient treatment costs, publication charges etc
- **Travel and Subsistence** – please check funders terms for allowable costs

Directly Allocated Costs

- **Investigators Salary Costs** – your time and that of coinvestigators provided by RFO
- **Other salary costs** – core funded staff, pooled staff, or allocated specialist staff time
- **College or University Facility costs** – services provided by the University including animal maintenance charges, equipment and other facility charges – see also College Facility section
- **Estates Costs** – these cover premises costs and are provided by RFO as part of salary costing

Indirect Costs

- Other University overhead costs provided by RFO as part of salary costing

NHS Costs

- Cost of clinicians, nurses, other staff or services provided by your NHS partner(s) together with their overhead costs.

Contacts in Research Finance Office

I&I and C&EM Team Lead, David Windridge

E: D.J.Windridge@bham.ac.uk T: 46078

Cancer, H&PS and Dentistry Team Lead, Craig

Maskell, E: C.I.Maskell@bham.ac.uk, T: 46097

Help:

Speak to your Research Facilitator or Administrator. Please also check sections on: EU funding, clinical trials, NHS and facilities costs, and remember to include these as appropriate in your application.

Costing and Pricing Grants

**1-3
months**

Speak to Research Facilitator to discuss elements of cost and draw up rough estimates. Check total estimated costs against funds allowable to ensure project can be completed within the resources available

**1-3
months**

If Clinical Trial, or grant involving NHS Trust or GPs, or grant involving other partners, contact relevant collaborators or their research facilitators to agree study and provide costs including indirect costs where applicable.

**1
months**

Contact Research Finance Office for salary, PI and Co-I costs, estates and Indirect costs. Provide details of grant start date, duration, funder, staff to be employed directly on grant PI and CoI time on project

**1
months**

If your study requires the purchase of new equipment, please check funders terms and conditions to check this is allowable. Please discuss your plan with appropriate School Research Facilitator and School Technical Manager for approval to purchase equipment and help with quotes and other associated costs eg installation and maintenance

**10 – 14
days**

Agree costs with Research Facilitator/Head of School/School Technical Manager as part of pink form approval process

Pass on to Research Finance Office for final approval and sign off – electronic or paper as appropriate

Approvals and Submission of Grants

The R&KT Office provides dedicated support for grant applications.

Please be aware that there are internal approval processes (known as the Pink Form process) that need to be signed off before you can submit applications (Research Finance will not authorise online submissions without this). Therefore, the development time for your research proposal needs to fit with these internal timelines and processes, including quotations for any facilities you will be using in the course of the research proposed.

Timelines

You should aim to submit your pink form, complete with costings and draft proposal, for internal approval around 14 days ahead of the external deadline. Be aware that you do not need to have a fully-finalised proposal at this stage – just a rough version, along with appropriate costings from Research Finance. It is perfectly acceptable that the proposal and costings may be fine-tuned and revised after you have submitted for internal approval.

Electronic approvals

To make the submission process more effective, the paper-based system of internal approvals has been replaced by an online system – available at <http://intramed.bham.ac.uk/Login.aspx>

- Log in using your University username and password
- Click on Research Grants on the left bar
- Click the outline + symbol to create a new approvals form
- Fill in the relevant sections (the form will expand or contract depending on your answers), upload related documents and click to submit on the final page when everything is ready

Note: You can copy old forms and replace relevant text to make subsequent applications easier.

Facilities

Please be aware that the approvals process will include authorisation from managers of facilities that you have costed into your proposal. See Facilities section for more details.

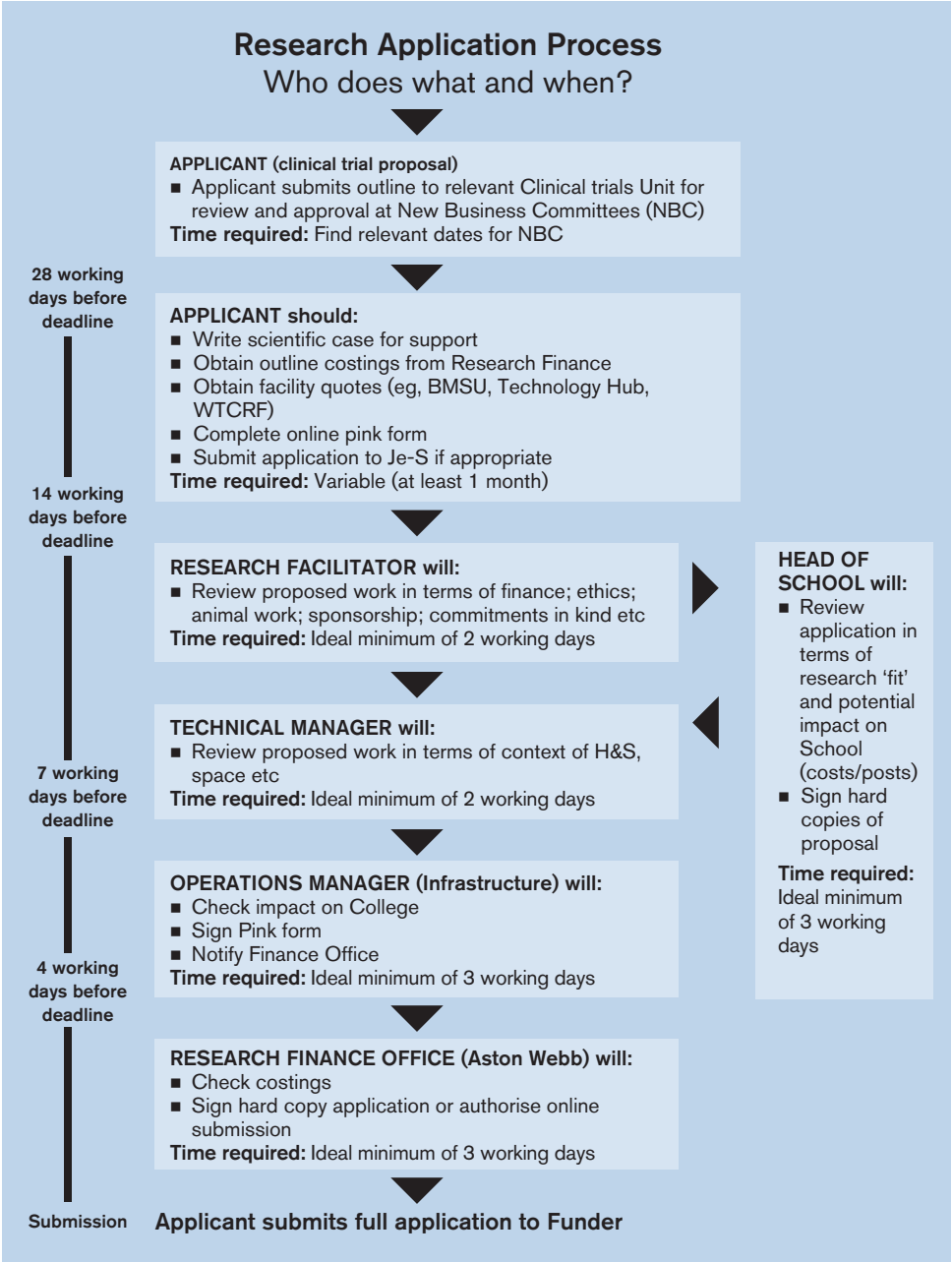
Outline applications

Approvals are needed for outline as well as full applications, for reasons including inflexibility of costing changes at full proposal but also so that your endeavours are recorded and recognised. These only need approval from Head of School and Head of R&KT, so only need 7 days for approval.

- The simple 'Outline Pink Form' is an option when you first click to create a new application, and you can easily convert it to a full application (auto-populating many fields) if you are shortlisted.

Help:

To gain access to the online approvals system please contact Catherine Moore (c.a.moore.2@bham.ac.uk). Your School's Research Facilitator or Administrator will be able to help you with any aspects of the approval process that you are unsure of. Furthermore, they will automatically be able to see any online approval form you create, and so can give you specific guidance where you are having trouble.



Setting Up and Managing your Grant

The R&KT Office will assist with set up of awarded funds and with ongoing management of your grant.

Setting up the Award

Please send your letter of award to the appropriate research finance officer copied to your Research Facilitator. Before Research Finance set up your award they require confirmation of contracts, sponsorship and ethics.

Contract Agreement

Most major funders have standard terms and conditions (T&Cs). Those that do not or those involving collaboration/partnership with other institutions will require further scrutiny by the University through its contract office before final authorisation – (see Contracts section page).

Sponsorship, ethics and governance

The internal ethical approval SAF form will have to be completed for all research projects. This looks at all ethical aspects of the research project including use of animals. For research involving patients, sponsorship and appropriate ethical and R&D approvals will have to be sought (see Research Governance and Ethics).

Appointing staff

All appointments must be processed through your School Administration HR Manager who will provide advice and help with job descriptions and appointment processes. Advanced planning is critical as appointing new staff can take several months. You will not be able to appoint until confirmation of funding is received by the Research Finance Office.

Budget management

You should familiarise yourself with the grant T&Cs; what you are and are not allowed to spend. Grant reports will be emailed to you each month to help you manage your finances.

- **Staff salaries** are monitored on a regular basis by the Research Finance team and you should inform them of any changes.
- **Non pay** – you should actively manage these costs to ensure they remain within budget. BMSU costs require particular attention.
- **Equipment** – you should make sure equipment purchases meet the original intention of the grant and are purchased in line with the grant T&Cs. Most equipment should be purchased at the start of the grant. Expensive items may require lengthy procurement processes.
- **Travel and subsistence** – check your grant T&Cs for eligible costs.

Project Delivery and Final Reports

Most grant awarding bodies require some sort of final report detailing project outcomes and finances. It is vital that these reports are completed on time as failure to do so may result in financial penalties to the University.

Help:

- Research Facilitator or Administrator
- School Administration and HR Managers

Managing your Grants

Send Letter of Award to Research Finance Office and copy to your Research Facilitator

Complete University online Ethical Self Assessment Form (SAF) as requested by Research Finance Office
www.intranet.bham.ac.uk/rcs/saf.shtml

If work involves patients complete relevant ethics requirements and confirm insurance (see Research Governance and ethics)

Request contract services if contract requires review or set up of a collaboration, subcontract or other agreement – (see Contracts section)

Contact School HR Administrator for appointment of staff and help with related paperwork. This will involve completion of relevant paperwork eg, job description, advert and information for electronic appointment process

Finance send RA1 form with details of grant award, split between cost headings, apportionment of grant between PIs and Cols for REF. Check and note grant award reference for all purchases relevant to that project

Budget management and delivery of project within the timescales and T&Cs of the funder is the PIs responsibility. Help with budget management is available from Research Finance Offices, Research Facilitators and other staff within you School.

Complete final report and other information required by funder

Postgraduate Research

Higher research degree programmes (MPhil, MSc by Research, MRes, PhD and MD) are administered within each of the five Schools with management oversight from the College's Graduate School.

Help:

Your College Postgraduate Team or relevant School PG Administrator are key contacts and can help you with any query relating to studentship funding and advertising and also any queries relating to a postgraduate researcher's admission, registration, progression, training and development and thesis submission.

School-based PG R administrators

Cancer Sciences

Louise Batchelor

E: l.a.batchelor@bham.ac.uk, T: 47672

Clinical and Experimental Medicine

Sian Musgreave-Spiby

E: s.l.musgreavespiby@bham.ac.uk, T: 58780

Dentistry

Sarah Knaggs

E: S.knaggs@bham.ac.uk, T: 237 2926

Health and Population Sciences

Alex Beeson

E: a.beeson@bham.ac.uk, T: 48694

Immunity and Infection

Vikki Harrison

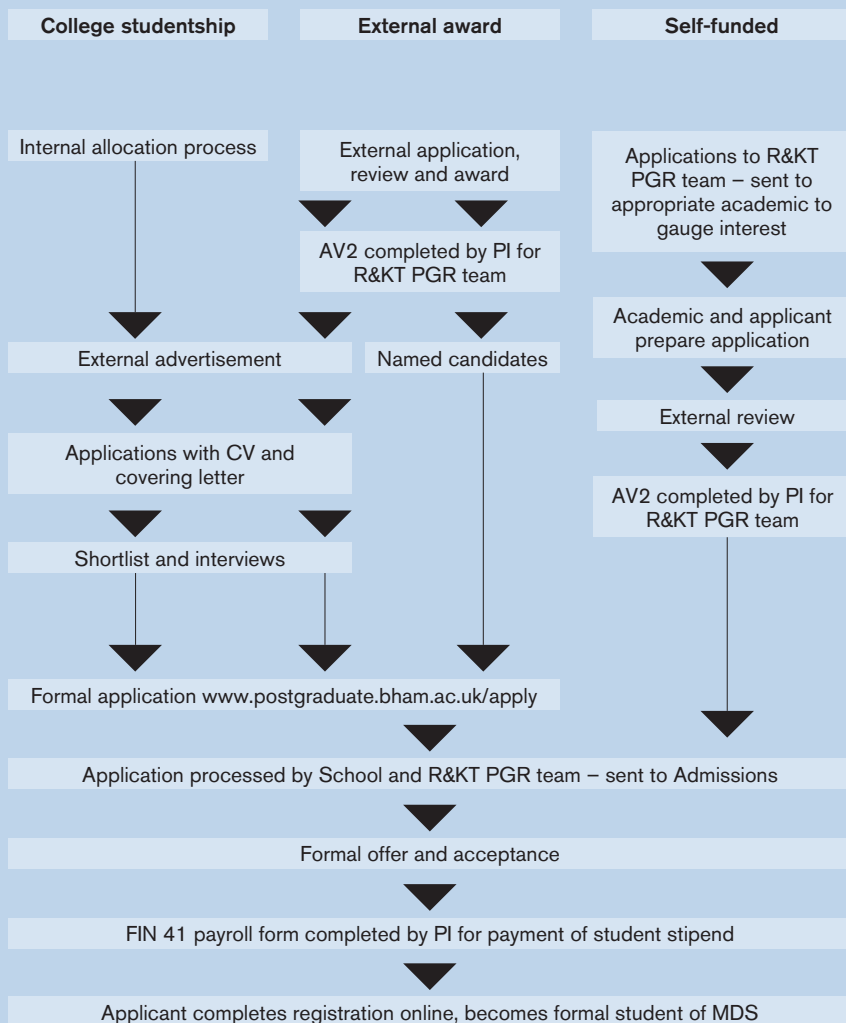
E: v.b.harrison@bham.ac.uk, T: 46944

Key documents are the supervisor handbook and the Postgraduate Researcher handbook available at: www.medicine.bham.ac.uk/pg/grad/information-for-current-students.shtml

Regular communications are sent out by Catherine Moore regarding potential studentship funding and other relevant funding opportunities.

All cold caller enquires received directly should be forwarded to the University's Doctoral Researcher Enquiry Service
E: dr@contacts.bham.ac.uk

How to appoint a postgraduate researcher



Patient and Public Involvement (PPI)

Research funders increasingly require evidence of genuine communication and patient involvement – the R&KT Office can help.

Why involve users?

- Improve quality
- Funders are increasingly requiring evidence of genuine user involvement in their applications and done well it can help ensure your research meets user's needs, is practical, runs smoothly and ultimately translates into real benefit for patients.
- Whatever the users' experience or background, they will offer you a different perspective on your research and will provide insight into how your project will affect its participants and the wider community.

When to involve users?

- Setting the research agenda – involving users in deciding what is important to them and not just of academic interest to you.
- Developing the proposal – getting input from people who may participate in your research or who have an interest in it will result in a more pragmatically designed project with a higher chance of success.
- During the conduct of the project – getting feedback from those participating in your study or from other users will allow you to make improvements and overcome problems as they crop up. This will help ensure the project runs smoothly, achieves what you set out to do and finishes on time.

- Disseminating results – researchers sometimes struggle making their results known outside of the academic world. There are easy ways of providing information to users once the study has finished, which may lead to gaining more support/input for your future research.

Where to get started

- INVOLVE (www.invo.org.uk) - a national advisory group to promote and support active public involvement in NHS, public health and social care research.
- NIHR Clinical Research Network Coordinating Centre (www.crncc.nihr.ac.uk/ppi/) – provides information which may be useful to for the patients and public interested in taking part in research
- NIHR Research Design Service (www.rds-wm.nihr.ac.uk/web/guest/ppi-main) – offers a bursary scheme to support the costs of involving patients and the public in the early stages of research
- 'Ten Great Myths of Patient and Public Involvement' (www.natpact.nhs.uk/uploads/tengreatmyths.pdf)
- James Lind Alliance (www.lindalliance.org/)
- Your Research Facilitator has access to published guidance documents on PPI

Publicity

The R&KT Office can support you to get the results of your research publicised.

Research Funders

The research councils seek to create a culture where the research sector and researchers themselves value public engagement as an important activity.

See: www.rcuk.ac.uk/per/pages/concordat.aspx

Marketing

The College has a dedicated marketing team to help promote your research via a wide variety of channels including the website, potential and current students, the wider University, the local community, schools and research funders.

Please contact:

- **Robbie Roberts, Marketing and Communications Manager**
E: R.A.Roberts.1@bham.ac.uk,
T: 42520/49041
- **Natasha Nelson, Marketing Officer**
E: n.l.nelson@bham.ac.uk, T: 58602

Media/PR

The Communications Office works with the media to raise the profile of research within the University. This includes local, national and trade press, television, radio and online media. If you have any press related enquiries, have been contacted by the media, or wish to publicise your research activities (especially when your research outcomes are due), please contact:

- **Jenni Ameghino, Press and PR officer, Communications Team**
E: j.ameghino@bham.ac.uk, T: 58134
M: 07768 924156

Website

There are College-wide and School-specific web leads who will help if you wish to create a new web page, have a web query or you find problems with the website:

- **Shawn Mayall, Web Manager**
E: s.mayall@bham.ac.uk, T: 46936
- **Lesley Clarke, HaPS & I&I**
E: l.clarke.1@bham.ac.uk, T: 46773
- **Helen Matthews, C&EM**
E: h.matthews@bham.ac.uk, T: 46853
- **Carmel McConville, Cancer Sciences**
E: c.mcconville@bham.ac.uk, T: 47286
- **Mike Sharland, Dentistry**
E: m.r.Sharland@bham.ac.uk
T: 0121 237 2950

Internal Communications

The College has a dedicated Internal Communications Manager who can assist with promoting your research activities and events internally to staff.

- **Angie Gibson, Internal Communications Manager**
E: MDS-Information@adf.bham.ac.uk

Alumni

The Development and Alumni Relations Office helps secure and manage donations from alumni and other donors to support research in the College. Please contact:

- **Sally Brooks - Major Gifts Manager (Health)**
E: s.b.brooks@bham.ac.uk, T: 47957
M: 0776 0170 397

Thanks for reading!

The R&KT Office really are here to help with everything, and to try to make your lives easier (at least academically!). If you want to know more about anything detailed in this handbook, or anything **not** detailed in this handbook, please just ask one of us.

Also, keep checking the website for updates and for more detailed information on all of the topics presented here, as this hard copy information will invariably be out of date in the next few months – we'll do our best to keep it all live on the website See: <https://www.intranet.bham.ac.uk/staffmds-researchhandbook>.

Thanks everyone, and very best of luck with your applications and research!



The R&KT Office (left to right): Rachel Bruton, Catherine Moore, Jane Steele, Geraldine Biggerton, Niki Windridge, Karen Carter, Eliot Marston, Helen McAteer, Kate Bishop, Clark Crawford, Claire Fenlon, Claire Potter, Rubina Mian

SCAN ME



UNIVERSITY OF
BIRMINGHAM

**College of Medical
and Dental Sciences**

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www.birmingham.ac.uk