



British Paediatric Surveillance Unit

GUIDELINES TO APPLICANTS FOR THE 2020-21 SIR PETER TIZARD RESEARCH BURSARY

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Completed application forms and supervisor paperwork should be returned to the BPSU office by Friday, 16th October 2020

INTRODUCTION

The Sir Peter Tizard Research bursary covers the full economic cost of including a study on the Orange Reporting Card and a training stipend for professional development. Any additional administrative costs will have to be found by the successful applicant.

The Bursary has been established to:

- To encourage paediatricians who are not research active to undertake a study of a rare disease or condition that affects children and which addresses a question of clinical or public health importance.
- To enable paediatricians to further develop their research knowledge and skills through the training opportunity afforded by such a study.
- To add to the body of knowledge of rare childhood diseases and conditions.
- To promote the role of the BPSU in the surveillance of rare diseases affecting children.
- To support the RCPCH's objective of building and strengthening research and research capacity in paediatrics.

ELIGIBILITY

Applicants must:

- be RCPCH members
- be a Paediatrician working (at least part of their time) in the NHS who are:
 - a) Specialty trainee (any grade), academic trainee or
 - b) new Consultant (within 3 years of appointment to a consultant post)

The candidate must **NOT** have previously led a BPSU study

The study team must **NOT** have previously submitted an application on the same topic for consideration by the BPSU scientific committee.

Any one candidate can only submit one application per year.

Joint applications (i.e. where two applicants work together on a BPSU study under supervision and share the award) are acceptable.

Study Criteria

The following points give some guidance as to the sort of studies which are and which are **not** appropriate to the BPSU methodology:

Usually suitable for BPSU

- The condition should be a relatively rare childhood condition **or** a rare complication of a more common disease of such low incidence or prevalence as to require ascertainment of cases on a national scale in order to generate sufficient numbers for study
- The condition studied should have an expected incidence in the UK of no more than 300 cases per year
- All or the majority of cases should be expected to be seen by a paediatrician
- Cases must be easily identified and defined
- Study data should be easily accessible from the normal clinical notes

Usually not suitable for BPSU

The following studies are not accepted on the BPSU Orange Reporting Card:

- Studies which require patient/parent consent
- Those requiring long-term follow-up (usually > 2 year)
- Studies that need controls or a comparison group
- Studies which involve any additional clinical intervention for reported cases (other than additional diagnostic tests on samples collected during routine clinical management)
- Audits
- Studies which require retrospective reporting
- Intervention studies.

nb. All studies will require REC, HRA-CAG, PBPP approval before being placed on the card.

APPLICATION PROCESS

The application process involves the completion of an application form of which there are broadly three elements:

1. 'Applicant's details' and CV – to be completed by the applicant
2. 'Project outline' form – to be completed by the applicant
3. 'Training environment and wider support' form and CV – to be completed by a senior individual, who is able to supervise the study, provide academic support for the analysis and can supervise the training and development of the applicant through the BPSU bursary.

When planning your application it may be helpful to take into account the following:

- Make sure that **you, as an applicant, are eligible** for the bursary – **please contact the BPSU office if you are unsure of your personal eligibility**
- Make sure your study meets the BPSU eligibility criteria (see above)
- The study aims must be appropriate for surveillance methodology e.g. establishing incidence/ estimates, investigation of variations in management, or looking at an outcome
- Ensure that you have an educational supervisor who is able to support the study and your academic training and development within the context of the study.
- The success of the BPSU methodology relies entirely on the willingness of consultant paediatricians to complete and return the monthly Orange Reporting Card. Therefore, the Scientific Committee needs to be certain that studies are worthwhile, well designed, adequately resourced and practical without putting too great a burden on reporting doctors. The application process has been developed to reflect these responsibilities
- The bursary will fund surveillance for 13-months. Although surveillance can be extended if it is felt that additional ascertainment is required to allow for meaningful analysis, the costs of running a second year of surveillance would fall on the bursary winner - **additional funding would need to be identified.**
- In practical terms a 13-month surveillance study can often take at least 2 years from the Phase 2 application to analysis and write-up; applicants must ensure that the study is adequately resourced both for data collection and write-up.
- It is proposed that the stipend will be paid on evidence of planned training and expenses. However, the arrangements for payment will be flexible to allow for individual circumstances. Training can include statistic courses, College workshops, or attendance / presentation at scientific meetings.

The role of the Sir Peter Tizard Bursary Winner

The successful candidate will be responsible for:

- Responding to notifying paediatricians in a timely fashion, ensuring that resources are available to achieve timely data collection, and completing the study
- Producing a progress report for the BPSU Annual Report and bulletins as requested.
- Providing regular progress updates as requested by the BPSU office.
- Producing an annual financial statement of expenditure
- Producing a final report within 6-months of the end of the study for presentation to the BPSU Scientific Committee
- Producing a paper for a peer reviewed journal within 2 years of the conclusion of data collection. If a paper has not been submitted within 2 years of surveillance being completed the BPSU retains the right to request that aggregated data from the surveillance study is passed back to the BPSU.
- Presenting data at a BPSU Scientific Committee meeting at the behest of the BPSU Scientific Committee chair.
- Submitting abstracts for presentation at internationally respected conferences
- Contributing to BPSU scientific meetings

The role of the supervisor

The study supervisor should be able to supervise the study design, conduct of the study during the period of surveillance, analysis and writing-up of findings. In addition, the supervisor should be able to provide support and facilitate the training of the applicant at all stages of the study. The supervisor may be an educational tutor, senior clinician, departmental head or other individual able to provide relevant expertise and appropriate support.

Submission of applications

Completed application forms and supervisor paperwork should be returned to the BPSU office by **Friday, 16th October 2020**. The forms must be signed by the applicant and supervisor. Please send an electronic version of the application form to the BPSU (address on the covering sheet of this document)

Completed applications will be shortlisted and then assessed by the BPSU Scientific Committee at their meeting on Thursday, 12th November 2020. Applicants will be informed of the outcome within 3 weeks of this meeting. The successful bursary candidate will be put in touch with one of the BPSU's medical advisers who will then provide advice and assistance on preparing a Phase 2 application for the study to be presented to the BPSU Scientific Committee at a future meeting.

The bursary is awarded on a competitive basis. An unsuccessful bursary application does not indicate that the study was not suitable for the BPSU. We would encourage applicants who have well thought out and appropriate projects to try and find funding from another source and to apply to the BPSU through the normal processes.

COMPLETING THE PETER TIZARD BURSARY APPLICATION FORM

Submitting the application: Applicants are advised to submit their application as soon as possible rather than waiting for the deadline date. This will allow us to identify if there are any problems with incorrect or missing documentation.

1) Applicant's details

Please list and indicate clearly the principal contact for correspondence on this application, giving a full contact address, e-mail address and telephone number.

2) Applicant's statement

Describe specific training opportunities you intend to access and the skills you hope to gain whilst holding the bursary, and how these will contribute to your wider career goals.

3) Applicant's time

Describe the time (hours per week) you anticipate spending on leading the Tizard bursary study and how this will be accommodated for within the context of your current post.

4) Applicant's skills and experience

Please provide evidence of your experience to date relating to: research; audit / quality improvement / service development; provision of training / education. Please describe your specific input to any projects mentioned.

5) Title of the project

Give the accepted name of the condition followed by the recognised abbreviation, if any.

6) Lay summary

Using clear and concise language, describe the study, why it is important, and the benefits it will bring to patients, public health and service delivery.

7) Research objectives

Specify the research objectives of the study in a bulleted list. These questions must be addressable through the BPSU surveillance system with no direct contact with patients, without seeking investigations that would normally not have been undertaken by the paediatrician, without a comparison group.

8) Case definition

Please give careful thought to providing a precise and practical definition (based on symptoms / signs / investigations) that will be understood by general paediatricians.

For guidance on developing a BPSU case definition, please visit The [BPSU study application handbook – guide to the BPSU phase 1 study application process](#), p.9.

9) Expected number of cases

Please supply an estimate of the number of cases expected each year, i.e. yearly incidence rate and any evidence that supports this estimation. Are there other groups besides paediatricians who are likely to see cases? If so it is essential that there are plans in place to seek cases through them as this improves ascertainment and reduces bias.

10) Additional sources of data

For some BPSU studies, all the data required are obtained through the study questionnaires. For others, additional sources of data are required, for example to: check the number of cases being reported through the BPSU (e.g. aggregate hospital admission data); identify cases that may be missed by the BPSU (e.g. parallel surveillance through the Child and Adolescent Psychiatry Surveillance System); provide additional baseline information on BPSU cases (e.g. laboratory data); provide additional follow up information on cases (e.g. linkage to subsequent admission or death records).

11) Public and patient involvement

Indicate whether, and how, you will involve patients, parents, or the public in the following aspects of your study: study design; study management and oversight; interpretation of results; dissemination of findings. Please list specific organisations that will facilitate public involvement in your study, and provide evidence for their engagement (e.g. a letter of support).

GUIDANCE TO SUPERVISORS ON COMPLETING THE SUPERVISOR'S FORM

1) Supervisor's / clinical director / head of department details

Please list and indicate clearly the Supervisor's / clinical director / head of department details on this application, giving full personal address, e-mail address and telephone number.

2) Supervisor's experience: research

Supply evidence of your experience to date relating to: previous BPSU studies; other research studies (specifically any experience in epidemiological studies); audit / quality improvement / service development. Describe your specific input to any projects mentioned.

3) Supervisor's experience: supervision

Provide evidence of your experience of supervising: PhD or MD students; masters students; undergraduate students; junior doctors in training.

4) Supervisor's statement: suitability of the applicant for the Tizard bursary

Comment on the applicant's suitability to receive the Tizard bursary and lead the proposed study, providing supporting evidence where possible. How will the Tizard bursary support the applicant's academic and career development?

5) Supervisor's statement: Support that will be available to the applicant

Outline the support that will be offered to the applicant.