# Terms and conditions for the

# Joint NJR/ORUK/RCS England Research Fellowship

**Introduction**

**The National Joint Registry (NJR), Orthopaedic Research UK (ORUK) and the Royal College of Surgeons of England (RCS England) are working together to jointly fund and support a research fellowship.**

**Successful applicants will be sent an award letter and asked to respond within one month of receipt of the award pack, indicating their acceptance of the award and their start and completion date.**

**Period of Support**

Fellowships will normally be held for two years, with the start date being within 6 months of the date of award. Funding for the second year of the fellowship is contingent on satisfactory interim reporting at the end of the first year. Whenever possible, the Fellowship year should be held during a leave of absence from a recognised basic or higher surgical training scheme, so that the applicant has a known position to which to return afterwards. Fellowships are not renewable.

**Financial Administration**

**Financial Provision**

The Fellowship provides a salary for the Research Fellow, within the salary scales, by means of a fixed-term contract of employment arranged with the host centre. RCS England will honour any increments and nationally agreed pay awards made during the period of the Fellowship. Some additional financial support is available for attendance at approved scientific meetings and a Consumables Grant of up to £3,000 pa. (see below).

**Please note that it is not possible to vire between funding headings.**

**Salaries**

Salaries are assessed in accordance with the standard practice of the host centre: they are normally within the NHS salary scale. They will not exceed the maximum of these scales. For Fellows on NHS scales it should be assumed that NHS procedures regarding grading and assimilation will be followed, the scale points are merely being used to give annual incrementation on a date in line with the Fellow's previous appointment or the starting date of the award. London allowance is payable where applicable. The host centre should be responsible for sending invoices quarterly in arrears.

**The fellowship award does not include banding or the apprenticeship levy.**

**Consumables Grant**

A contribution of up to £3,000 pa towards the research costs associated with the Fellowship may be awarded at the discretion of RCS England. This should be included on the salary recharge invoice, which is issued quarterly in arrears. The consumables grant cannot be extended beyond the end of the fellowship. Supervisors should complete and sign the enclosed form detailing the planned expenditure. This form should be returned to the Research Department.

**Claims for Reimbursement**

Claims for reimbursement of salary and consumables expenditure should be made quarterly in arrears, certificated by the finance officer (or other appropriate official) of the centre, and should be sent to the address on the funding confirmation letter. This should be submitted without delay after the end of the period covered by the claim.

**Attendance at Scientific Meetings**

The Fellowship award includes an allowance of up to £500 for expenses associated with a Fellow presenting their research at a scientific meeting

Requests for the payment of such expenses should be made well in advance of the date of the meeting to be attended, giving full details of the actual costs, and funds available from other sources; they should be accompanied by a supporting letter from the supervisor outlining the relevance of the meeting to the Fellow's work. In order to claim re-imbursement the Fellow will need to complete and return the expenses claim form provided in the award pack to the Research Department.

**Alternative Funding**

Details of funding in connection with the project, from other external bodies **either prior to or subsequent to** the RCS England award must be stated in writing to the RCS England Research Department not later than six weeks of it being known.

**Employment Status**

**Conditions for Application**

Applications and Research Fellowship awards are made on the understanding that the host centre, the supervisor and the applicant agree to accept the regulations and conditions relating to the scheme and any amendments issued during the course of the award.

**Clinical Trials**

RCS England is keen to engage more proactively in surgical trials and during the year, the Research Fellow may be asked to participate, for example, by recruiting patients to such trials.

**Contractual Status of Fellows**

An award under these regulations will normally be administered through a fixed-term contract of employment between the Fellow and the host centre, for the period of the award. The emoluments provided under the Fellowship are chargeable to income tax under Schedule E (PAYE) and Class 1 National Insurance contributions will be payable in accordance with the *Social Security Act* 1973.

Where Fellows are to be admitted to the superannuation scheme appropriate to employees of the host centre, the full cost to the employer of superannuation provision will be reimbursed by RCS England. RCS England accepts no responsibility for claims under the *Employment Protection (Consolidation) Act* 1978 and/or any subsequent employment legislation, nor will it indemnify the host centre against claims for compensation or against other claims for which the centre may be liable as an employer.

**Diplomates day**

Each Research Fellow will be expected to attend one of the RCS England Diplomates Day ceremonies to receive their Research Fellowship certificate – this is the only method of receiving the certificate.

**Research Methods Course**

Each Research Fellow will be expected to attend the two day research methods course run, and paid for, by RCS England.

**Other awards and Emoluments**

Fellowships are awarded for full-time training and RCS England’s approval must be sought before any other work is carried out within normal working hours. It will generally be necessary to make a reduction in salary corresponding to any additional income so derived. Fellows MUST notify RCS England of any earnings from such work and of any honoraria or awards received. This does not apply to remuneration received from up to six hours a week, spent on teaching, NHS clinical sessions or demonstrating, on agreement with the supervisor. Payment from these may be retained in full if this is in accordance with the host centre's conditions.

**Private Practice**

It will be a condition of any award that Research Fellows do not engage in private practice for personal gain.

**Holidays**

Fellows must take holidays in accordance with the conditions of service of the host centre up to a maximum of six weeks during a complete year. The date and duration of any holiday proposed beyond this period should be reported to RCS England.

**Sick Leave**

Fellows will be subject to the normal conditions of service of the host centre so far as sick leave is concerned, but the Research department should be notified if a Fellow is likely to be away through illness for more than a month.

**Maternity Cover**

Fellows will be subject to the normal conditions of service of the host centre for maternity cover. RCS England should be notified in writing if maternity leave is required at which point further advice will be provided.

**Honorary Clinical Contracts**

Fellows who undertake, as part of their research programme, work concerned with the care of patients are reminded that they should be in possession of an honorary clinical contract from the appropriate health authority. Responsibility for seeking such a contract will lie with the head of the department in which the Fellow is working. Should any difficulties be encountered, RCS England should be informed.

**Medical Defence Cover**

It is the responsibility of each Fellow to ensure that they hold adequate cover with a professional defence organisation for any activities undertaken which are not covered by NHS indemnity arrangements or by an additional provision which may be made by the host centre. The cost of any such cover will not be met by RCS England.

**General Administration**

**Change of Project**

The fellowship funding is awarded only for the project detailed in the application form and identified on the award letter.

**Change of Circumstance**

RCS England must be notified of any changes in a Fellow's training programme, project or supervisor (or wider circumstances) from those originally approved at which point further advice will be provided.

**Interim, and Final Report and Subsequent Post**

Fellows are required to submit a report on a form which will be supplied at six months and one year of their period of research on the work undertaken and to inform RCS England of the appointment they propose to undertake on the conclusion of the award.

**Publications**

The preliminary findings and results of a Fellow's work may be published in the usual way at the discretion of the supervisor or head of department. The National Joint Registry, Orthopaedic Research UK and the Royal College of Surgeons of England **must** be acknowledged as the source of funds in any publication dealing with the work carried out during the tenure of a Fellowship. Publications and papers should be forwarded to the Research Department.

**Presentations**

From time to time the Research Fellow may be requested to make presentations on behalf of NJR, ORUK or RCS England at fund raising and open evenings. The Research Fellow should make a claim for expenses to RCS England Research Department on the appropriate claim form.

**Commercial Exploitation**

The Royal College of Surgeons of England is concerned to promote the transfer of research discoveries, ideas and techniques to industry and to those who deliver health care. Research fellows and supervisors should therefore keep under continuous review the question of whether the work has potential industrial application, taking appropriate action in accordance with the protection and exploitation of research findings.

Research fellows and supervisors are reminded that any form of ‘disclosure’ whether in journals or at learned society meetings, may prejudice subsequent filing of a patent application. If a Fellow has a successful outcome to any patent application, based on this funded work, the support of the NJR, ORUK and RCS England must be duly acknowledged in all presentation and papers on the research given by the awardee and partners.