



Access to bridging funding, underwrites and salary top-up in NDPCHS

NDPCHS sometimes has access to funds for the following purposes:

- **Bridging**, for those who are ‘between grants’
- **Salary top-up**, for those who are recovering the bulk of their salary but who, for a finite period, are seeking a ‘top-up’ from the Department
- **Underwrites**, for those who expect their salaries to be fully recovered from grants but are seeking support in the interim, usually while the outcome of a grant application is awaited
- **Maternity and shared parental leave** in cases where this cannot be funded from other sources
- **Salary support for Academic Clinical Fellows** who they have taken maternity leave (or substantial shared parental leave) during their fellowship.

Background and context

NDPCHS seeks external funding for these purposes and is responsible to its funders for their use, with a requirement to report annually on expenditure on named individuals against certain permitted purposes.

Funding is allocated annually from 1 April to 31 March, and is not a certain funding stream for future years. In allocating bridging funding, underwrites and top-ups, therefore, it is generally not possible to commit to funds beyond 31 March.

Process

The Head of Administration, together with the HR Manager and Senior Finance Manager, undertake regular reviews of those coming to the end of their fixed-term contracts; any ACLs/DPhils coming to the end of their training; and those known to be planning to take maternity or shared parental leave. Where they know the relevant staff member to be eligible (see ‘Criteria’ below), they will discuss with the line manager as appropriate in order to consider whether this funding can be used.

Line managers can request funding for these purposes for staff in their teams from the Head of Administration in the first instance. To do so, please send an email setting out how the individual meets the criteria below. Data on those funded in this way, together with the outcome of any requests for such funding, is provided to the People and EDI Committee for information and monitoring.

Criteria

Criteria specific to each category of funding is below. Funding for the purpose of bridging, top-up or underwriting can only be provided once. Funding for maternity or shared parental leave could be provided for more than one leave instance if required.

Bridging funding

- You must have submitted applications for grants, or be costed on grants submitted by other PIs, which will together recover your salary in full
- These applications must be judged to have a reasonable chance of success. In the absence of other information, past success rates will be taken as an indicator of potential future success
- In exceptional circumstances, it may be possible to provide bridging funding for an individual who does not have grant applications in the pipeline but who has clear and defined plans to submit applications for future funding and who is judged to be reasonably likely to succeed

Salary top-up

- You must be majority funded on grants and have a clear strategy to be fully funded in the foreseeable future, with applications in the pipeline to achieve this

Underwrites

- You must have submitted applications for grants, or be costed on grants submitted by other PIs, which will together recover your salary in full
- The outcome of these applications must be due by the time your current funding ends, so that the request is for funding for a finite period in the event that the outcome is delayed or the application is unsuccessful

Maternity and shared parental leave

- Funding can support *either* the salary of the person on leave *or* the maternity cover post (but not both)
- Staff funded on the BRC are asked first to apply for BRC Research Capability Funding before approaching the Department.

Academic Clinical Fellows

- You must have taken maternity (or at least 3 months shared parental leave) during the period of your academic clinical fellowship
- Up to half a day a week funding for one year is available, but may be condensed into a shorter period if preferred
- You will use the opportunity to develop high quality funding applications for the next stage of your career in academic primary care
- You must have the support of your supervisor and have identified a suitable line manager in the department.

APPLICATION FOR BRIDGING FUNDING

Applicant's Name			
Line Manager's name			
Start of funding period		End of funding period	
Contractual FTE		FTE to be funded	
Support sought:			Check relevant box
Bridging Funding			<input type="checkbox"/>
Salary Top-Up			<input type="checkbox"/>
Underwrite			<input type="checkbox"/>
Maternity or shared parental leave			<input type="checkbox"/>
ACF support			<input type="checkbox"/>
<p>Justification</p> <p><i>Please indicate your plans and indicate how this funding will support your post in the department and/or your career in academic primary care (in about half a page)</i></p>			