

Joint UHS and UoS policy for imaging research in Southampton

Version 4, March 2020, Research Imaging Management Group (RIMG)

This Joint Policy applies to any academic activity, hereby referred to as “Project”, which involves imaging or imaging results at University Hospital Southampton NHS Foundation Trust (UHS), whether it is research, case report, case series, audit, service evaluation or other description not specifically mentioned here.

Planning and costing research grants

1. Please inform RIMG (by emailing RadiologyResearch@uhs.nhs.uk) of the research grant application as soon as possible but no later than one month prior to grant submission, attaching the [Research Imaging Proposal Form](#).
2. Please discuss the proposed protocol with the appropriate radiographer/radiologist/medical physicist assigned to the project by the Radiology Research Coordinator. This will ensure that advice on imaging techniques and accurate costings can be provided.
3. When costing grant applications, University of Southampton (UoS) Principal Investigators (whose contract is with UoS), should apply for their research MR imaging costs from the [UoS Finance Hub](#) (i.e. UoS is the supplier of their imaging).
4. When costing grant applications UHS Principal Investigators (whose contract is with UHS), should apply for their research MR imaging costs from the [UHS Grant Accountant](#) (i.e. UHS is the supplier of their imaging).

Publication

5. If manuscripts arise from Projects which make use of imaging data reported by UHS radiologists or involving UHS medical physicists or specific radiographers, co-authorship or acknowledgement of these individuals should be discussed with them at the outset of the project if possible, or if this has not happened at the point of manuscript preparation.
6. Please include both UHS and UoS as affiliations, unless none of the authors have an honorary or substantive connection with UoS, and no use was made of any UoS facility. Please abide by the [“Joint Partnership Policy and Guidance on Pre-clinical and Clinical Research Publications”](#), jointly approved by UHS and UoS.

7. Acknowledge resources (staff, space or equipment) of a particular imaging unit or department if these have been used.
8. Please remember to acknowledge any funding you have received.
9. For grants, please include the grant number and source.
10. Please inform RIMG of publications arising from imaging performed at UHS.

Data management

11. Please ensure that data uploads/transfers and archiving processes have been discussed with the relevant people within PACS/Radiology Research/Medical Physics (as appropriate) and are detailed accordingly within the grant application.

Incidental findings

12. Principal Investigators should ensure the protocol defines precise instructions and when appropriate, specifies a named clinician who will be responsible for managing incidental findings (reported by the radiologist(s) associated with the study) including informing the subject, arranging follow up tests and liaising with the GP as necessary.

Resources / Signposting

See next page

Resources / Signposting

UoS / UHS Research Support Services	
UHS Sponsorship Team - support and guidance on regulatory issues related to your study - for UHS researchers	sponsor@uhs.nhs.uk
UoS Research Integrity and Governance - support and guidance on regulatory issues related to your study - for UoS researchers	rginfo@soton.ac.uk
UHS R&D Divisional Teams - support for setting up your study at UHS - for both UoS and UHS researchers	researchmanagement@uhs.nhs.uk
UHS Grants Team - grant application support - for UHS led grant applications	researchgrants@uhs.nhs.uk
UoS Finance Hub - grant application support - for UoS led grant applications	finrhub@soton.ac.uk
NIHR Research Design Service South Central - research design and methodology support - for both UoS and UHS researchers	https://www.rds-sc.nihr.ac.uk/

Regulatory Bodies & Support	
MHRA	https://www.gov.uk/government/organisations/medicines-and-healthcare-products-regulatory-agency
HRA	https://www.hra.nhs.uk/
NIHR	https://learn.nihr.ac.uk/
CRN Wessex Support Services	https://local.nihr.ac.uk/lcrn/wessex/