

SoECAT Form Guidance

PLEASE MAKE SURE YOU CONTACT YOUR RESEARCH AND DEVELOPMENT MANAGER (RDM) AS SOON AS POSSIBLE TO ENSURE TIMELY COMPLETION OF THE SoECAT FORM.

Researchers applying for non-commercial research grants involving NHS resources such as patients, staff, equipment and facilities, and may wish to be eligible for the National Institute for Health Research (NIHR) portfolio* and the support it provides, will need to complete a Schedule of Events Cost Attribution Template (SoECAT) form. Please note this is not limited to NIHR funded research. If you are applying to the MRC or to any of the Association of Medical Research Charities (AMRC) members (such as Alzheimer's Research UK, Alzheimer's Society, British Heart Foundation or the Wellcome Trust) and are using NHS resources you will need to attach a completed and approved SoECAT form to your funding application. To check if the medical charity you are applying to is a member of the AMRC please check [here](#).

In order to complete the SoECAT form you need to contact your RDM and the Local Clinical Research Network (LCRN) AcoRD (Attributing the costs of health and social care Research and Development) specialist as early as possible. Prior to contacting the AcoRD specialist, you should have an outline study protocol which includes as much information about the project as possible to help the AcoRD specialist determine how to complete the SoECAT form. **AS SOON AS YOU KNOW YOU NEED TO COMPLETE A SoECAT FORM YOU MUST MAKE CONTACT WITH THEM.** To contact them please email Thames Valley & South Midlands CRN at studysupport.crnthamesvalley@nihr.ac.uk or call them on 01865 223 287. The completed form will need to be reviewed and signed off by the AcoRD specialist. **PLEASE NOTE THAT THE AcoRD SPECIALIST NEEDS A COMPLETED FORM AT LEAST 10 WORKING DAYS BEFORE THE UNIVERSITY OF READING INTERNAL DEADLINE.**

A SoECAT must be completed if any of the following apply:

- ☐ Applying for research funding involving human participants who are under NHS care
- ☐ The clinical research will be carried out in England
- ☐ The research requires Health Research Authority (HRA) approval
- ☐ The research will use NHS England resources

The AcoRD guidance categorises the costs associated with research based on the nature of the activity and whether activities contribute to NHS patient care. Activities are divided into three categories, to which all research and development activities can be attributed:

- ☐ **Research costs:** research costs are met by the research funder
- ☐ **Support costs:** resources are generally provided by the NIHR usually via the Local Clinical Research Networks
- ☐ **NHS treatment costs:** NHS treatment costs are funded by the NHS through normal commissioning arrangements for patient care

A research study may result in an NHS patient care service that differs from standard treatment. When associated NHS treatment costs in a research study are greater than routine care they are referred to as **excess treatment costs (ETCs)**. The SoECAT helps calculate an average per patient ETC value for the study. Please note, where ETCs are over a 'high threshold' of £1M per study or £20K per patient further assessment by an NHS Specialist Commissioner will be required before any funding award can be made. A SoECAT must be completed even if you don't think there are any ETCs.

Please note that a SoECAT is NOT required at the Outline submission stage, However, if a Full proposal is invited, a SoECAT must be completed and submitted with the Full application.

The SoECAT form template, can be downloaded along with guidance at this [webpage](#).

Integrated Research Application System (IRAS)

- ❑ If you have already applied for NHS ethical approval you will need to provide your Integrated Research Application System (**IRAS**) form reference number to complete the SoECAT form. The IRAS form can be accessed [here](#).
- ❑ [If you do not have an IRAS number \(i.e. you will only be applying for ethics once funding is awarded\) then this section can be left blank.](#)

Additional Guidance

- ❑ NHS Health Research Authority have additional information can be found [here](#)
- ❑ Details about the services provided by the Thames Valley and south Midlands CRN can be found [here](#)
- ❑ Guidance for AMRC members applications can be found [here](#)
- ❑ Guidance for MRC applications can be found in section 3.5 NHS costs page 45 onwards can be found [here](#)
- ❑ Guidance for Wellcome Trust applications can be found [here](#)

* This is a portfolio of research studies which are supported by the NHS. It consists of high-quality clinical research studies that are eligible for consideration for support from Clinical Research Network in England.