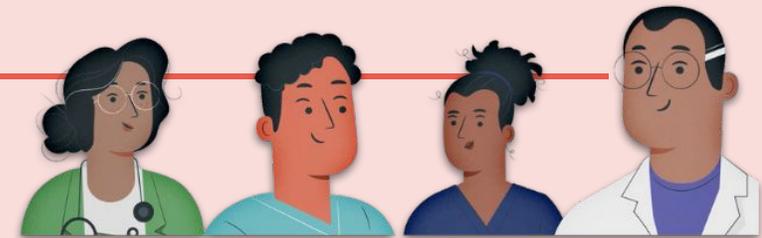


# NIHR Associate Principal Investigator (PI) Scheme



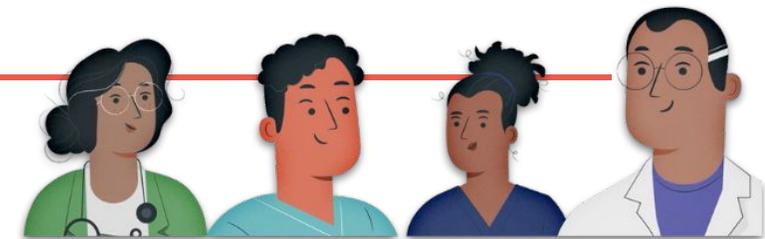
*"This is the first time I am able to understand the process of research"*

*-Associate PI Alumni*



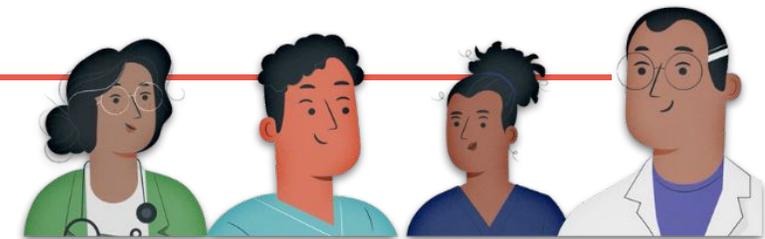
# What is the Associate Principal Investigator Scheme?

- A six month, in-work, training opportunity, providing practical experience for health and care professionals starting their research career
- A chance to experience what it means to work on and deliver an NIHR portfolio trial, under the mentorship of an enthusiastic Local PI
- A chance to receive formal recognition of engagement in NIHR Portfolio research studies, through the certification of 'Associate PI' status (endorsed by the NIHR and Royal Colleges)



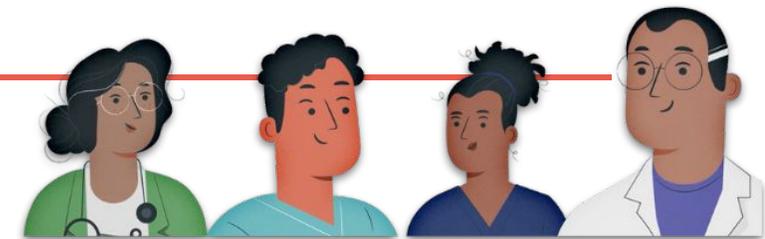
# Aims of the Associate PI Scheme

- To integrate clinical research into clinical training
- To develop doctors, nurses, and healthcare professionals to be the PIs of the future
- To engage, recognise, and promote healthcare professional engagement in NIHR portfolio research, consistently
- To increase opportunities for patients to be involved in high quality research to ultimately improve care



# Structure of the Associate PI Scheme

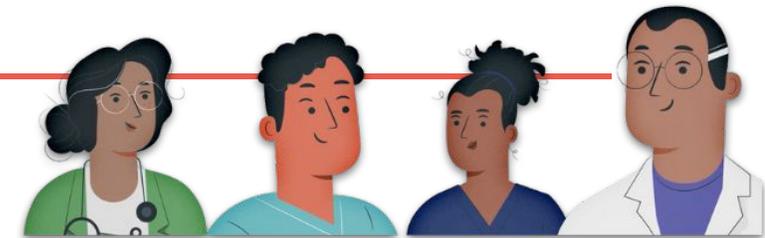
- Open to any health and care professional who is not currently fully funded to work in research, and is willing to make a significant contribution to the conduct and delivery of a study at a local level
- Participation in the Associate PI Scheme does not absolve local PIs of their legal responsibilities at site
- Commitment of at least 6 months to complete the checklist of activities required for gaining Associate PI status
- There is no funding associated with the Associate PI Scheme. Applicants will take part in the Scheme alongside performing their core role
- Applicants must register prospectively - retrospective recognition is not supported



# Associate PI Scheme – Endorsements

The Scheme is endorsed by the NIHR Research Delivery Network, and the following Royal Colleges:

- Royal College of Anaesthetists
- Royal College of Emergency Medicine
- Royal College of Physicians
- Royal College of Radiologists
- Royal College of Surgeons (England)
- Faculty of Intensive Care Medicine
- Royal College of Ophthalmologists
- Royal College of General Practitioners
- Royal College of Pathologists
- Chartered Society of Physiotherapy
- College of General Dentistry
- Royal College of Midwives
- Royal College of Obstetricians and Gynaecologists
- Royal College of Nursing
- Royal College of Psychiatrists
- Royal College of Paediatrics & Child Health
- Royal College of Speech & Language Therapists
- Faculty of Dental Surgery of the Royal College of Surgeons Edinburgh
- Council for Allied Health Professions Research
- Royal College of Occupational Therapists
- Faculty of Physician Associates
- Royal Pharmaceutical Society
- College of Radiographers
- Faculty of Occupational Medicine



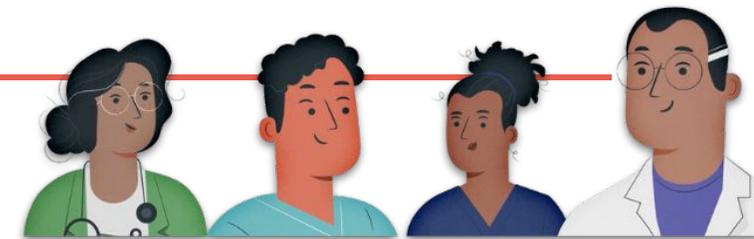
# Associate PI Scheme – GMC Acknowledgment

“

*The Associate PI Scheme provides participating health and care professionals with **hands-on** research experience as a development opportunity that addresses many of the **GMC's generic professional capabilities** through a **research lens**. It also supports doctors to demonstrate many of the expectations in **Good Medical practice for appraisal purposes**, and assists in further embedding a culture of research.*

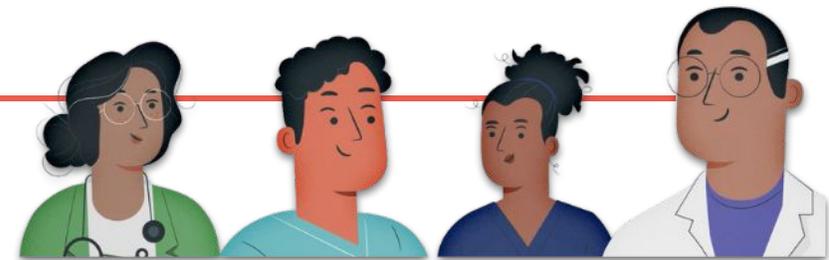
”

- General Medical Council



# Associate PI Scheme - Study Eligibility Criteria

- On the NIHR portfolio
- Non-commercial & Commercial studies
- At least six months of recruitment activity left.
- Have a Clinical Trials Unit (CTU), Sponsor or equivalent organisation managing the study
- Under a specialty that is currently supported by the Scheme
- Provide an Associate PI the opportunity to:
  - Facilitate patient level consent.
  - Get involved with a local research team, interacting with multiple members to deliver the study.
  - Learn more about a patient pathway that will require coordination/have multiple interactions/FU time points/liaison between different departments to deliver.



# Associate PI Scheme Study process

## Check Study Eligibility

Before registering a study, check it meets the study eligibility criteria - Full details can be found on the **NIHR Associate PI Scheme Website:** [www.NIHR.ac.uk/AssociatePIScheme](http://www.NIHR.ac.uk/AssociatePIScheme)

## Complete the Application form

Complete the Associate PI Scheme Study application form.

Study registration contact details

This should be the contact details for someone within the study team, such as the Study Coordinator or Trial Manager, who the Associate PI Scheme team can liaise with regarding the study application.

Main contact email address

Main contact title

Main contact title other

Main contact first name

## Approval Sought

Approval will be sought from the **Chief Investigator** and **Managing Organisation Signatory** (Director or Deputy Director of the CTU/Sponsor).

## Study Active

Once confirmation is received from the CI and Managing Organisation, the study is registered as 'Active' on the Scheme and Associate PIs can apply.

*NOTE: It's important for the study team to **promote their newly registered status, at all of their recruiting sites.***

Dear Colleagues

I am pleased to confirm that the (Study Name) (CPMS ID: [CPMS ID]) has now been registered for the Associate PI Scheme and has been added to the List of Registered Studies on the [NIHR Associate PI Scheme Website](#).

Applicants are now able to register to be Associate PIs for this study, having obtained approval from their local PI, using the [NIHR Associate PI Scheme Applicant Registration Form](#) which is also available on the aforementioned website.

You should now publicise that the study is part of the Associate PI Scheme with all of your participating sites and Local PIs, and encourage them to identify trainees who would be interested in enrolling.

We have put together a [Resources site](#) that includes [Guidance for Clinical Trials Units \(or equivalent managing organisations\)](#), which we highly recommend that you read. It contains useful information about the role of the CTU in the Associate PI Scheme, guidance about signing off an Associate PI's Checklist and promotional materials you can use to publicise that your study is on the Associate PI Scheme.

## Monitor Trainee progress

The Associate PI trainee works alongside their Local PI for **6 months**, the Local PI acts as a mentor during their time on the Scheme.

The Associate PI trainee fills in their checklist as they go.

The National Study team are given access to the **Associate PI Scheme study coordinator dashboard** to monitor trainees supporting their study(ies).

## Certificate awarded

The Checklist gets signed off by Local PI and National Study Coordinator.

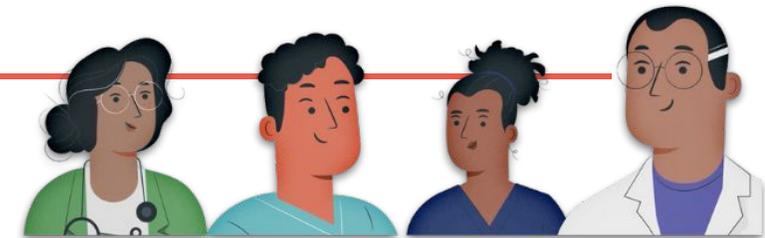
The Associate PI trainee must then **Submit their completed and fully signed Checklist.**

Certificate is issued, officially confirming 'Associate PI' status.



# Associate PI Scheme - Trainee Eligibility Criteria

- Your chosen study must already be registered on the Associate PI Scheme
- Applicants can only be an Associate PI for one study at a time
- One Associate PI Trainee, per study, per site, at any one time
- Not eligible if your role is specifically funded to work on research
- Associate PI Trainees must be able to commit to 6 months of working on a study at their site
- Applicants must gain prior approval from their Local PI



# Associate PI Scheme Trainee process

## Check your eligibility

Before you begin, check you meet the trainee eligibility criteria - Full details can be found on the **NIHR Associate PI Scheme Website:** [www.NIHR.ac.uk/AssociatePIScheme](http://www.NIHR.ac.uk/AssociatePIScheme)

### Applying to be an Associate Principal Investigator

The Associate Principal Investigator Scheme is a unique NIHR development opportunity, aimed at any health and care professional who would like to get more involved in research as part of their career.

[Apply to be an Associate PI trainee on a non-commercial study](#)

[Apply to be an Associate PI trainee on a commercial study](#)

## Find a study

To identify a study that is registered onto the Associate PI Scheme and open to recruitment at your local site, visit the **Associate PI Scheme dashboard**, and the *'Where can I Take Part?'* tool.

The Associate Principal Investigator Scheme dashboard (Public) shows public sheets and a list of registered studies. The 'Where can I take part?' tool displays a map with the number of Principal Investigator roles (19,957) and Associate PI roles (3,580) available.

## Complete the Application form

Applicants must gain prior approval from their Local PI.

Complete and submit the Associate PI Trainee application form.

Trainee applicant details

Applicant primary email address

Confirm application primary email address

Applicant first name

Applicant last name

Select your current professional title

I confirm that in my current role I am not funded to work on the study I want to apply to.

## Access to online learning

Once successfully registered onto the Scheme, you will be given access to the **Associate PI Scheme Learning Pathway in NIHR Learn.**

Month 1

Month 2

Month 3

Month 4

## Complete Associate PI Checklist

The Associate PI Trainee works alongside their Local PI for **6 months**. The Local PI acts as a mentor during their time on the Scheme.

The Associate PI trainee fills in their checklist as they go, and completes the Associate PI Scheme Learning Pathway in NIHR Learn.

## Certificate awarded

The Checklist gets signed off by Local PI and National Study Coordinator.

The Associate PI trainee must then **Submit their completed and fully signed Checklist.**

Certificate is issued, officially confirming 'Associate PI' status.

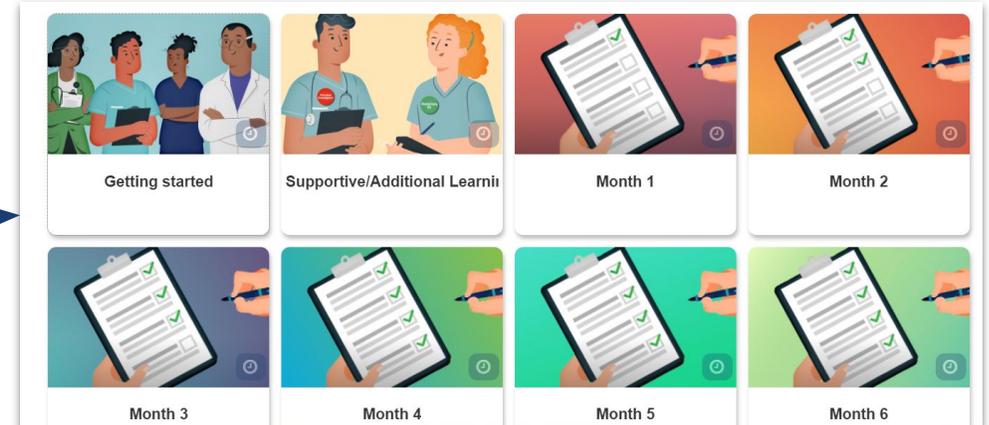


# Associate PI Scheme - Checklist Activities

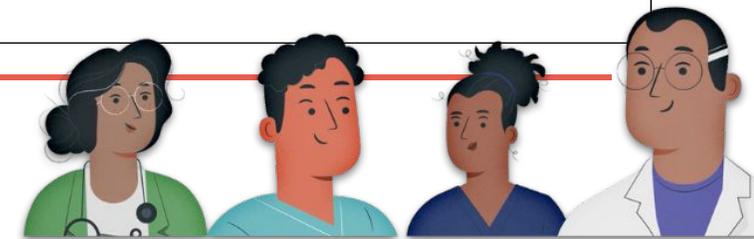
## What does the Checklist cover?

- Signature on study-specific delegation log
- Dissemination to the department
- Engagement with staff, research team meetings (Diary of research team meetings)
- Site log, protocol amends, data returns and quality
- Train staff (GCP, protocol)
- Screening logs, recruitment/consent of patients or facilitating consent of patients
- Deputising for PI
- PPI activities

Activity is evidenced via an online Checklist hosted on NIHR Learn



Mandated activities	
The 12 activities below must all be engaged with during your time on the scheme - answer the questions below.	
1	<input type="checkbox"/> I confirm I have acted as a member of the research team and signed the study-specific site delegation log or site contact information as appropriate.
2	<input type="checkbox"/> I confirm I have worked with the PI to ensure the delegation log / site contact information has been correctly completed for each member of the research team.
3	<b>Outline how you have assisted in disseminating the study in your local environment this should include engaging with relevant departments.</b>



# Benefits of the Associate PI Scheme

## For the Associate PI

- Experience of research with the oversight of the local enthusiastic PI
- Learns about the challenges and practicalities of delivering a portfolio study
- Evidenced activity via the Checklist
- Participation is recognised through certification for their training portfolio
- Portfolio Career benefits
- Associate PIs will be acknowledged in the primary publication(s) from the study

## For the PI

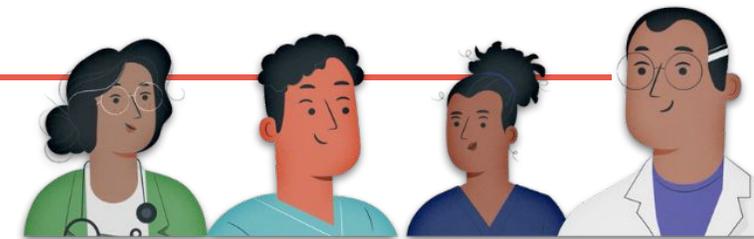
- Additional support with the delivery of the study
- Developing the PIs of the future

## For Study Team/CTU

- Increased support for the trial at sites - managing delegation logs, etc.
- Increased Data Quality
- Speedier Delivery
- Enhanced Recruitment

## For the Patients

- Increased opportunities to be involved in high-quality research



# Alumni Survey feedback

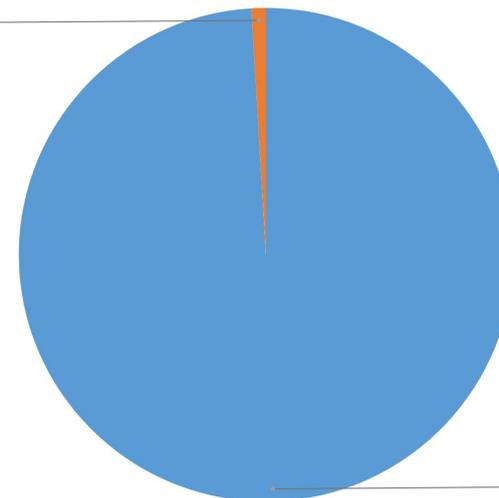
- **99.1% of Associate PI Alumni will stay engaged with research following completion of the scheme. (n=846)**

*“Going through the Associate PI Scheme made me think critically about the delivery of a study on a multi-site level, and I’m still engaged with the study I worked on as part of my Associate PI Scheme tenure. Since finishing my tenure I’ve started a pre-doctoral fellowship, and am hoping to undertake some research of my own within head and neck cancer.”*

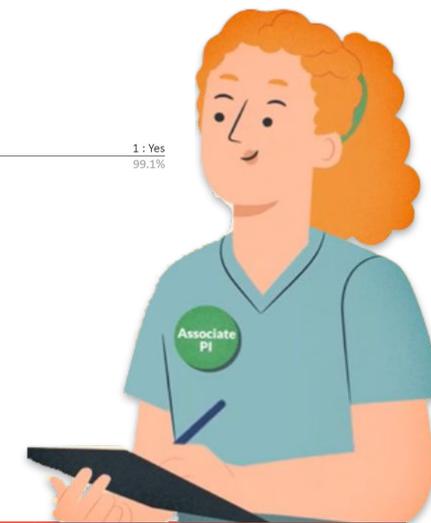
*- Florence Cook, Associate PI Alumni. Senior Specialist Dietitian (Head and Neck Oncology), UCLH*

More engaged in Research

2 : No  
0.9%



1 : Yes  
99.1%



# Feedback from the Associate PIs who are taking part in the Scheme

*"Participating in the Associate PI Scheme has opened doors for me to gain a greater understanding of research within the NHS. I gained new skills that I can use in my current role, and the development opportunities have also helped contribute towards my revalidation. The application process is easy and I gained lots of transferable skills."*

**- Amanda Hill, Hepatology Nurse Specialist and Associate PI Alumni**

*"This is my first formal research role in the UK and it gives me a good view of the logistics and the workings of the research side of things in collaboration with the clinical side. A fantastic opportunity for me and one that I am very happy that I had the chance to take up."*

**- Adithya Pathanki, Associate PI Alumni. Senior Clinical Fellow- HPB and Liver Transplant**

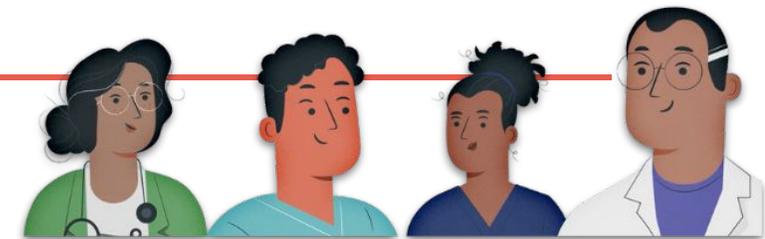
*"Excellent scheme for getting HCPs more involved in research!"*

*"This is the first time I am able to understand the process of NHS research"*

*"Fantastic opportunity to take part in research and gain detailed experience. I'm learning about what conducting a clinical trial truly entails"*

*"It has been great playing a leading role while being fully supported by the research team. I have enjoyed putting the GCP principles into practice"*

*"I am learning skills that will help me as I progress in my career"*



# Feedback from study teams who are taking part in the Scheme

*"At the Royal Liverpool University Hospital we believe that encouraging trainees to participate in research is key for successful recruitment. In our Trust, Associate PIs have been successfully recruiting to Associate PI studies, particularly over the weekends and out of hours."*

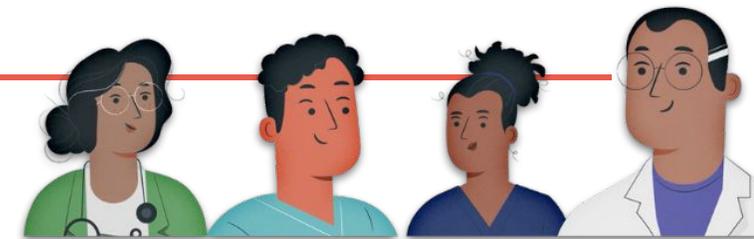
**- REMAP-CAP Principal Investigator.**

*"We couldn't have effectively delivered the SIP-SMART 2 study locally without having an Associate PI at our site, that person was key to us recruiting to time and target."*

**- Roganie Govender, Chief Investigator**

*"The Sunflower Study has benefitted hugely from being an early adopter of the NIHR Associate PI Scheme. The contributions of Associate PI Trainees have been invaluable, particularly in the recruitment of study participants at evenings and weekends."*

**- Sunflower Study Manager**



# Check out our Additional Resources Website (linked)



## Associate PI Scheme Stakeholder Toolkits

We have created toolkits full of useful information and recommendations for our Associate PI's, Local PI's and the Clinicals Trials Units. We recommend that if you are thinking about undertaking, or have taken on one of these roles, then you read your relevant toolkit thoroughly.



- Toolkits
- Slides
- How to Guides
- Trainee stories
- Study Registration Badge New\*
- Leaflets- Update leaflet available shortly\*
- Media packs with pre-approved website wording, social media templates, Newsletter templates

### Promotional Materials & Slides

**NIHR Associate Principal Investigator (PI) Scheme**

**Associate PI Scheme Slides**  
Containing information about:

- How the Associate PI Scheme works and the Aims of the Scheme
- The Benefits of the Scheme
- Applicant Eligibility Criteria
- Information about the Associate PI Scheme Checklist

These slides can be used to engage healthcare professionals who may be interested in taking part in the Associate PI Scheme.

**Slides for SIV's**  
Containing information about:

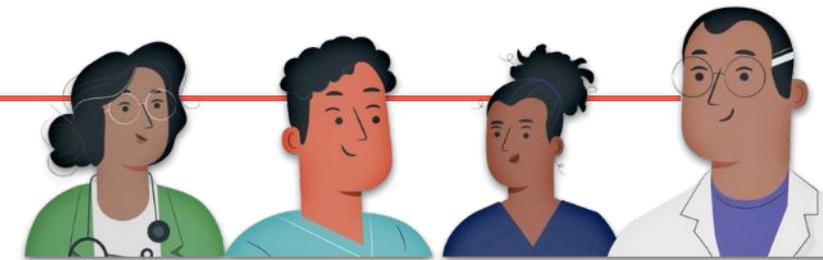
- How it works and the Aims of the Scheme
- The Benefits of the Scheme
- Applicant Eligibility Criteria
- Information about the checklist

These slides can be used at your site initiation visits to engage study sites and to get them enthused about the Associate PI Scheme and encourage your Local PIs to start identifying prospective Associate PIs.

**QR Code Flyer**  
Containing information about:

- What is the Scheme.
- Who can get involved.
- QR Code that takes you to the website for more information

This flyer can be used as a poster for notice boards or circulated via email to your local PIs to encourage involvement in the Associate PI Scheme.



# How to get involved

Go to the NIHR Associate PI Scheme Website:

[www.NIHR.ac.uk/AssociatePIScheme](http://www.NIHR.ac.uk/AssociatePIScheme)

To register a study, submit an [Application Form on NIHR Learn](#)



Study Team Applications

To register to be an Associate PI, submit an [Application Form on NIHR Learn](#)



Associate PI  
Trainee Applications

Before you get started, we highly recommend watching the “How to” videos [available here](#)



How to apply Videos,  
Resources & FAQs

For further information,  
visit the website at  
[www.NIHR.ac.uk/AssociatePIScheme](http://www.NIHR.ac.uk/AssociatePIScheme)

or scan the QR code below

