

# Research Fellowships 2017/18

## Sample Application Form



### **FOR REFERENCE PURPOSES ONLY**

All applications must be submitted via our online grants management system: Flexigrant, we do not accept hard copy applications <https://imperial.flexigrant.com/>

### **Application Structure and Estimated Time to Complete**

Page	Section	Estimated Time to Complete
1	Personal Details	20 minutes
2	Project Summary and Research Proposal	240 minutes
3	Fit with Charity's Strategic Objectives	20 minutes
4	Project Outcomes and Career Plans	45 minutes
5	Project Costs	45 minutes
6	Project Cost Narrative and Further Funding	20 minutes
7	Application Support and Declarations	15 minutes

## **1. Personal Details**

(approx. 20 minutes)

**Q1. Please provide contact details for both yourself and your Research Supervisor.**

**Q2. Do you currently hold an NHS Employment Contract?**

*Applicants must hold an NHS employment contract noting they must currently deliver services, and plan to undertake their proposed research project, for the benefit of patients at Imperial College Healthcare NHS Trust\* and/ or surrounding communities. \*Charing Cross, Hammersmith, Queen Charlotte's and Chelsea, St Mary's and/or Western Eye Hospital.*

**Q3. Are you a UK resident?**

**Q4. Are you currently registered for, have secured funding for or hold a PhD or MD qualification?**

**Q5. Your application must be approved and signed by you, your Line Manager, your Research Supervisor and by your Divisional Head of Research/ Divisional Research Manager before being submitted to the Charity. Does your proposal have that level of support?**

*You will need to download and sign the Signatures of Approval document, sign, scan, save as a PDF file and then upload it on the final page of the online application form.*

**IMPORTANT NOTE:** Please be aware that it can take a number of weeks to secure the required signatures. Keep this in mind when preparing this proposal as we cannot accept late applications. The onus is on you to secure these signatures in advance of the application deadline. If we receive your application without these signatures it will not be considered under any circumstances.

**Q6. Please provide your job title, department and clinical division.**

**Q7. Please provide a statement of your qualifications and career to date.**

*You will need to provide an overview of your CV detailing your qualifications and relevant appointments/ career history.*

**Q8. Please tell us about any additional organisations that would be involved with this project.**

## 2. Project Summary and Research Proposal

(approx. 240 minutes)

**Q9. Project details**

*Please provide a short title for your project. Wherever possible the title should be in lay terms. Please also tell us which clinical division relates to your proposal.*

- i. Project title**
- ii. Clinical division**

**Q10. Proposed start date**

*When do you plan to start this project? Estimate your start date to include the time that may be needed to arrange any backfill required for your post.*

**IMPORTANT NOTE:** Fellowships can only commence from **01 April 2017** onwards.

**Q11. Proposed end date**

**Q12. How much time will you devote to this project?**

*X Hours-per-month*

**Q13. How much time will your supervisor devote to this project?**

*X Hours-per-month*

**Q14. Abstract**

*Please state the purpose of the proposed investigation and hypothesis to be addressed – in lay terms. More complete information should be provided in your 'Research Proposal' (below). This 'Abstract' will be used to provide Research Committee Members with a summary of your proposed study.*

**Q15. Research proposal:**

*Your proposal should include the following information:*

- Your name and department*
- Research question*
- Measurable aims and objectives*
- Background information on the project - a brief review of the area, the evidence base, pilot data and any publications*
- Design of project/plan of investigation*
- Methods of analysis proposed (quantitative or qualitative)*
- References*

**IMPORTANT NOTE:** Word count 1200 words – we want you to demonstrate that you can be succinct, specific and focussed on what needs to be conveyed.

**Q16. Please provide details of your Research Supervisor ensuring you include an overview of their background, qualifications, ability to train others and research career to date.**

**Q17. How is this research novel or innovative and does it align with any of the current AHSC's research strategy (please see AHSC research priorities below).**

*Please note it is not compulsory to align with all.*

- Patient Experience
- Education and Training
- Translational Medicine and Therapeutics
- Digital Health and Informatics
- Cancer
- Antimicrobial Resistance
- Stratified and Systems Medicine
- Genomic Medicine

### 3. Fit with Charity's Strategic Objectives

(approx. 20 minutes)

**Q18. Please explain how your project satisfies any or all of the Charity's three core objectives.**

- i. **To improve patient care, safety and experience.**
- ii. **To improve the health status of the local community (patients and staff) and address health inequalities.**
- iii. **To enhance the Trust/AHSC as a leader in clinical research, education and service development.**

### 4. Project Outcomes and Career Plans

(approx. 45 minutes)

**Q19. Please provide a statement of outcomes that you can expect to result from this project – such a publications and/ or data for further research.**

*If you are awarded a Research Fellowship, it is a condition of grant that you submit reports after six months, at the end of the funding period and then update the Charity on your progress annually for three years. You will be asked to measure your project against each of the expected outcomes you provide here.*

**Q20. Please provide details as to why undertaking this Fellowship will be beneficial to you at this stage in your career and also in relation to your future professional/research aspirations.**

**Q21. Please provide details about the academic career path you intend to follow, including any plans for studying towards a PhD, MD, MRes or MSc. Please provide details of proposed future applications for further funding including the name of funding body, name of funding programme/scheme, proposed date of application and proposed date of outcome.**

*The purpose of the Fellowship programme is to provide opportunity for health professionals to create a strong foundation from which to build an academic career. It is intended that successful applicants will be able to utilise the skills and data produced in their 12 month research project to springboard onto successful funding bids for further study. When addressing your career goals it is really important to demonstrate how the Fellowship position will support your progression on an academic career path.*

**Q22. How will patients and/or other NHS staff in the NHS Trust be involved and how will they be helped by this research?**

## 5. Project Costs

(approx. 45 minutes)

**Q23. How many months will your project run for?**

**IMPORTANT NOTE:** Please note funding is available for a period of 12 months, if however there is a request to undertake the Fellowship post part-time and requires an extended duration please select "12" above and email the Grants Team to discuss [charitygrants@imperial.nhs.uk](mailto:charitygrants@imperial.nhs.uk)

**Q24. Project budget - cost breakdown**

Please provide a detailed breakdown of costs associated with this project. You can add as many items as required. If your application is successful, the Grants Team will use the information provided here to regulate any viring of funds between cost headings and reconcile against your award invoicing. Ensure that all costs provided are **INCLUSIVE** of VAT.

**Total value of funding sought** – this will be automatically generated from the information you enter above.

**Q25. Have you included ‘staff’, ‘consumables’ or ‘other’ costs in the breakdown above? If so please provide more detail as to the specifics of what these costs cover.**

**Q26. Financial responsibility: who will be responsible for the financial management of any grant awarded? This may be, for example, the Joint Research Office (JRO) or NHS Trust Finance Department - please stipulate below, if known please also provide a named contact.**

Queries about the financial management of a grant award should be discussed with your Divisional Research Manager:  
Medicine and Integrated Care [saddaf.shaheen@imperial.nhs.uk](mailto:saddaf.shaheen@imperial.nhs.uk)  
Surgery Cancer and Cardiovascular [Helen.graham@imperial.nhs.uk](mailto:Helen.graham@imperial.nhs.uk)  
Women's, Children's and Clinical Support [debra.matich@imperial.nhs.uk](mailto:debra.matich@imperial.nhs.uk)

## 6. Project Costs Narrative and Further Funding

(approx. 20 minutes)

**Q27. Please provide a detailed narrative as to what the project costs you have provided are for, relating them back to the purpose of your proposed project.**

**Q28. Will you be seeking other funding for this project?**

**Q29. Do you currently hold, or in the past have you held a grant(s) with Imperial College Healthcare Charity? If so please provide details here.**

## 7. Application Support and Declarations

(approx. 15 minutes)

**Q30. Does your project require Health Research Authority (HRA) approval?**

(a) **If yes**, please provide REC Reference and IRAS Project ID Number.

(b) **Does your research use human subjects** – if yes please upload your HRA approval letter.

**Q31. Does your proposal include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act 1986?**

- (a) **If yes, why is animal use necessary? Are there any other possible approaches?**
- (b) **Why is the species to be used considered the most appropriate?**
- (c) **Please justify the number of animals to be used per experiment, including details of any sample size calculations and/or statistical advice sought.**
- (d) **Does the animal work require Home Office approval in relation to personal, project and establishment licenses?**
  - (i) **If yes, please provide the establishment licence details.**
- (e) **Has the necessary approval been given by the animal Welfare and Ethical Review Body?**
- (f) **Do your proposals involve the use of animals or animal tissue outside the UK?**
- (g) **How would the most severe procedures be rated?**
- (h) **Please provide details of moderate or severe procedures.**

**Q32. Signatures of approval – signed document upload**

*We require your signature to indicate that, if awarded a grant, you will conduct the project in accordance with the Charity's grant conditions. We also require the signature of your **Line Manager, Research Supervisor and Divisional Research Manager**, indicating support for you undertaking the project.*

**IMPORTANT NOTE: If you fail to provide these signatures your application will not be considered.**

**Q33. Online declaration - VAT**

*"I / we have taken all reasonable steps to ensure that all details provided are correct and that all costs are inclusive of VAT".*

**Q34. Online declaration - data protection and privacy policy**

*"I / we have read and agree to the terms of the Imperial College Healthcare Charity's Data Protection and Privacy Policy."*

**END**