

Research Fellowships 2018 Sample Application Form

Post-Doc



NHS

National Institute for
Health Research

Imperial Biomedical Research Centre

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. We will consider honorary and joint contracts with ICL on a case-by-case basis.*

**Charing Cross, Hammersmith, Queen Charlotte's and Chelsea, St Mary's and/or Western Eye Hospital.*

Q3. Are you a UK resident?

Q4. Please state your PhD thesis title, year of award and name of awarding institution?

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 provide an overview of your experience of managing and conducting research to date

Q9. Please list your publications over the last 5 years and describe any grants awarded.

Q10. Please tell us about any national/international work that you have been involved in resulting from your clinical academic activities.

Q11. Please tell us about any additional organisations that would be involved with this project.

Q12. Will you be seeking other funding for this project

2. Project Summary and Research Proposal

(approx. 240 minutes)

Q13. 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**

Q14. 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 2018** onwards.

Q15. Proposed end date

Q16. How much time will you devote to this project?

X Hours-per-week

Q17. How much time will your supervisor devote to this project?

X Hours-per-week

Q18. Abstract

Please provide a full abstract. State the background, importance and proposed investigation of the 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.

Q19. Research proposal:

Your proposal should include the following information:

- Research question
- Measurable aims and objectives
- Background information on the project - a brief review of the importance of the proposed research area, the evidence base, pilot data and any publications
- Design of project/plan of investigation
- Methods of analysis proposed
- 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.

Q20. 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.

Q21. Please upload a signed letter of support from your Research Supervisor ensuring the letter demonstrates their background, research career to date, ability to train others and commitment to supporting the applicant in undertaking the Post-Doctoral Fellowship position.

3. Fit with Charity's Strategic Objectives

(approx. 20 minutes)

Q22. 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.

Q23. Please explain how your project is novel or innovative and whether it aligns with the aims of NIHR Imperial BRC.

Please note the aims of NIHR Imperial BRC are to translate, efficiently and effectively, Imperial discovery science into the clinic with a strategic focus on diagnostics, devices, drugs and data, addressing unmet clinical need and the increasing burden of disease. The research themes can be found [here](#).

4. Project Outcomes and Career Plans

(approx. 45 minutes)

Q24. 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.

Q25. 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.

Q26. Please provide details about the academic career path you intend to follow on completion of this Fellowship detailing the intended further funding schemes you plan to apply to.

The purpose of the Fellowship programme is to provide an opportunity to develop research with the explicit aim of applying for a future Fellowship (e.g. NIHR Clinical Lectureship or Senior Clinical Lectureship)

Q27. 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)

Q28. 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 grants@imperialcharity.org.uk

Q29. 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.

Q30. 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.

Q31. 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 - ella.johnson@nhs.net
Surgery Cancer and Cardiovascular - donna.copeland@nhs.net
Women's, Children's and Clinical Support - debra.matich@nhs.net*

6. Project Cost Justification and Further Funding minutes)

(approx. 20

Q32. Please provide a detailed justification as to what the project costs you have provided are for, relating them back to the purpose of your proposed project.

Q33. Do you currently hold, or in the past have you held a grant(s) with Imperial Health Charity? If so please provide details here.

7. Application Support and Declarations

(approx. 15 minutes)

Q34. 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.

Q35. 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.

Q36. 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.

Q37. 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".

Q38. Online declaration - data protection and privacy policy

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

END