Academic Clinical Fellowship Support Grant

Eligibility check

Thank you for your interest in Barts Charity's ACF Support Grants.

Before you begin, please answer the questions below to confirm your eligibility.

Do you hold an NIHR Academic Clinical Fellowship at Barts and The London School of Medicine and Dentistry?	Yes/No
IF YES – You are eligible for the Barts Charity ACF Support Grant scheme. You must submit your application using the online form. *IF NO – You are **not eligible** for a Barts Charity ACF Support Grant. Please contact the Funding & Impact team (funding@bartscharity.org.uk) if you have any questions.*	

Instructions

Before starting your application, please familiarise yourself with:

- Details of the **application process and scheme criteria.**
- Barts Charity's **Grant Policies**, particularly the Grant Conditions and Cost Policy.

You may use this Word version of the form to help prepare your application, but you must complete and submit the online form for the Charity to consider your application.

If you have any questions, please contact funding@bartscharity.org.uk.

Legally responsible approval

Your application will need to be reviewed and electronically approved by the Joint Research Management Office (JRMO) before it is considered by Barts Charity.

When you submit your application, they will be sent a copy of the application form and asked to approve it before the application is submitted to Barts Charity. The application needs to be submitted to us by 5pm on the day of the deadline.

Checks

In ticking this you as the Fellow confirm that:

1) you have read and understood the Grants Terms and Conditions, and that you will and are able to agree to them if the application is successful.

2) you understand that all personal information provided will be used by Barts Charity to process your application in accordance with our Privacy Policy and that all members of the project team (including collaborators and named staff/PhD students) have consented to you sharing their information with us.

3) if the application is successful, you are willing to contribute to marketing or fundraising activities for Barts Charity.

Section 1 – Application Summary	
Scheme	ACF Support Grant
Application title	
Proposed duration of funding (months)	
Guidance: *You may request up to 12 months of funding.*	
Proposed start date	
Guidance: *This date should be as realistic as possible, taking into account the application assessment process as well as appropriate estimates for the time required to recruit staff, receive ethical approval etc. You may adjust your start date if your application is successful.*	
Administering organisation	Queen Mary University of London
Guidance: *If your application is successful, this is the organisation that will be responsible for administering the award.*	

Section 2 – Project Summary
Abstract/Technical summary Provide a summary of your proposed project for **an expert audience**. (300 words)
Guidance*: Succinctly outline the project, including key aim(s) and objective(s), the background to the problem, your methodology/plans for delivery and anticipated outputs/benefits.*

Lay summary Provide a summary of your proposed project suitable for **the wider public**. (300 words)
Guidance*: This summary should allow the wider public to understand the context behind the project, what you plan to do and what you hope to achieve. We may use this to describe your project through our communication channels (such as our website) and to describe your project to the public, supporters, donors and our Trustees. You should avoid unnecessary jargon, abbreviations and technical terms wherever possible. If you must use them, provide a clear explanation.*

Section 3 – Fellow, Supervisors and Collaborators	
Guidance*: The Fellow must hold a NIHR Academic Clinical Fellowship at Barts and The London School of Medicine and Dentistry at Queen Mary University of London for the duration of the proposed grant.* *The Fellow must have a Supervisor with a contract of employment at Barts and The London School of Medicine and Dentistry for the duration of the proposed grant. The Supervisor should provide guidance during the application process and is responsible for the administration of the grant, if successful.*	
Fellow's details	
Preferred title	
Full name	

Centre/Department	
Institute/Hospital	
Organisation	
Email address	
ORCID ID	

Clinical status	
Start and end date of your NIHR ACF	
Are you a healthcare professional? (Y/N)	
(If Y) **Indicate your healthcare profession**	
Are you clinically active? (Y/N)	
(If Y) **What is your specialty?**	

Education/training history

Provide a list of all your qualifications, in reverse chronological order. You must include the start and end dates of the course, the qualification, the subject and the awarding organisation.

Career History

Provide a list of all positions you have held in your career, in reverse chronological order. You must include the start and end dates of the position, the job/position title and the organisation.

Research outputs

Provide details of up to 5 of your research outputs. These might be your most recent, most impactful or most relevant to this application.

Guidance: *Research outputs may include (but are not limited to):*

- *Abstracts, posters or oral presentations at conferences*
- *Peer-reviewed publications and preprints*
- *Datasets, software and research materials*
- *Inventions, patents and commercial activity.*

Current and recent research funding

List all research funding you have held in the last five years and any key funding before then. List the most recent first.

State the name of the funder, name(s) of grantholder(s), title of the project, total amount awarded (and how much of this you received), your role in the project, and the start and end dates. State

the percentage of your time spent on the research; if the grant is active state the number of hours per week that you spend on the research**.**

Personal Statement

Use this section to outline:

i) **How your research and clinical experience to date makes you suitable for this award and to undertake the proposed research**
ii) **How this Fellowship will further your research and career aspirations.**

(500 words)

Guidance:

When writing this personal statement, you should consider including details of:

- *Research you have undertaken (making clear what your role was), the research methods you have experience of, and the impact and outputs of the research you have been involved in. Research outputs may include (but are not limited to):*
  - *Abstracts, posters or oral presentations at conferences*
  - *Peer-reviewed publications and preprints*
  - *Datasets, software and research materials*
  - *Inventions, patents and commercial activity.*
- *Any relevant awards and prizes you have received.*
- *Other skills and experience which highlights your suitability for the fellowship you are applying for and which demonstrates your commitment to a clinical-academic career.*
- *Your clinical experience to date and how it links to this research project.*
- *Your short- and long-term research and clinical career intentions and how will the Fellowship enable you to achieve these aims? Include details of any training you will receive.*

Supervisor's details

Guidance: *The Supervisor must have a contract of employment at SMD or City for the duration of the proposed fellowship.*

The Supervisor must provide guidance during the application process and will act as Sponsor if the application is successful, taking responsibility for the administration of the grant. The Supervisor must have strong track records in research and training for their career stage.

Additional collaborators, based at any organisation, should be identified to support the work proposed in this application.

Preferred title	
Full name	
Centre/Department	
Institute/Hospital	
Organisation	
Email address	
ORCID ID	

Current post

Provide details of your current post. You must include the start and end dates of the position, the job/position title and the organisation.

Research training track record

Provide details of up to five individuals you have trained. State the dates of employment in your group, the position they held and their current position. Describe your contribution to their career development. (400 words)

Guidance*. You may include details of individuals who you did not directly line manage. In this case you should indicate the group within which the individual was based and state your role in their training.*

Supervisor's letter of support

Guidance: *Upload a letter of support from your Main Supervisor and Sponsor. The letter must be signed and on headed paper. It should include:*

- *an assessment of the calibre of the Fellow and why they are a suitable candidate for one of these awards. We ask sponsors to carefully consider the relationship of the proposed research to the abilities and career aspirations of the applicant. You should also give brief details of how the proposed work relates to other research carried out in your lab and the wider centre/department/institute.*
- *demonstrate commitment that the applicant will be given the support and mentorship they need in pursuit of a career as a clinical academic*
- *the guarantee of space and access to core facilities.*

Collaborators

Will you require any collaborators for this proposal? (Y/N)	

(If Y) **List the key collaborators (name and organisation) and outline their role in the project.**

Guidance*: Collaborators may contribute additional expertise, access to resources, materials, access to technology or similar to support the project. The named collaborators may be replaced with suitable alternatives, should it be necessary or appropriate to do so.*

By ticking this box, you confirm that the collaborators named above have agreed to take part. (Y/N)	

Guidance*: We do not require letters of support from collaborators for this application.*

Section 4a – Project Details

Project description

Provide a detailed description of (1,000 words):

i) the background, rationale, context or need for this project
ii) the key aims and objectives
iii) the project plan, including the approach and methodology

iv) the expected outcomes/outputs/benefits.

Guidance

Please structure this section following the headings above. This is the main body of the proposal, most of the key information should be here.

Your application will be read by a range of people including experts in the field as well as individuals who may not know the context of your application in detail. Please write your application with this in mind.

References, Gantt charts, figures and any other supporting information referred to here must be uploaded as an attachment.

1. Background, rationale, context or need

Describe the background to the project and how the need for intervention in this area has arisen. In this section, please provide the evidence base/justification for the proposal, including the current state of the field/area. It is important to include details of any preliminary work (published or unpublished) that has led up to this proposal. Include citations, where appropriate, to the literature as well as your own work (including to figures/data uploaded as additional information).

2. Key aims and objectives

Describe the key research questions/hypothesis that you will address through this work. If your project does not have an underlying research question/hypothesis, describe how this work will lead to progress in the field.

3. Project plan

Clearly explain how you will address your project's aims/objectives. Provide enough information to demonstrate why you consider your approach is likely to be successful, including details of any relevant contingency plans. Include, as appropriate:

- *details of any validation already undertaken or rationale for using the selected protocols*
- *the proposed sample size (including power calculations) and/or details of (statistical) analysis plans. Where you have received input from an expert statistician, please include their details.*
- *method(s) for sample selection*
- *potential risks and associated mitigation plans*
- *details of any milestones.*

You must include a timetable with key milestones in this section or provide a Gantt Chart as an attachment.

4. Expected outcomes/outputs/benefits

Outline the key outcomes/outputs/benefits that are expected to arise from this project.

Do you expect this project to have an impact in the following areas? Select all that apply.

Options:

- *Improved clinical outcomes for patients of Barts Health NHS Trust*
- *Advances in medical/scientific knowledge and its application to effective treatments and healthcare practice*
- *Enhanced experience for patients of Barts Health NHS Trust*
- *Barts Health NHS Trust employees and volunteers are supported in wellbeing, recruitment, training, retention*

Section 4b – Projects Details – Additional Questions

Patient and public involvement and engagement

Guidance: *As a local funder, effective involvement and engagement of patients and the public in the work we fund is very important to us.*

Patients and the public ideally should be involved and/or engaged in every stage of a project, from developing a proposal through project delivery to evaluation and dissemination.

If the main aim of your project is to support the wellbeing, recruitment, training and/or retention of Barts Health NHS Trust employees and volunteers, plans to involve and engage these groups should also be considered here.

In this section, please outline your approach to the involvement and engagement of patients and public in all stages of the project, including:

- *Who will be/has been involved and why?*
- *Why your approach to patient and public involvement is/was appropriate for this project?*
- *Details of how you will support and enable patient and public involvement and engagement in your project (e.g., payments, training).*

Costs related to involvement and engagement within your project can be funded by this grant and should be detailed in the finance section of this application form.

*More information and detailed guidance about involving and engaging patients and the public has been developed by INVOLVE (**invo.org.uk/**). This includes processes, procedures and values necessary to support suitable public and patient involvement. We recommend that you review this guidance before planning any involvement activities.*

*Specific guidance for patient and public involvement in lab-based projects can be found **here**.*

Have you involved, or will you involve, relevant patients, patient advocacy groups, communities in the project? (Y/N)	

(If Y) **Describe how patients, patient advocacy groups, communities have been involved in developing/planning/designing this proposal and will be involved in the active project and the dissemination of outcomes.** (800 words)

Section 4c – Attachments

- ***References****. Upload a list of the sources cited in the Project Description. Include all authors, the full title of each publication, journal title, year, volume and pages. For citations to preprints, state Preprint, the repository name and the article persistent identifier (for example DOI).*
- ***Work schedule/Gantt Chart****. Include details of major milestones and dependencies.*
- ***Additional information****. Preliminary data, figures, schema and other supporting information. This document is not included in the word counts of the Project Description. This document must not exceed 1 A4 page. If you exceed these limits, we will return the application to you so that you can reduce its length.*

Section 5 – Project Finances

Guidance:

i) You may request up to £7,000 to contribute toward research costs for your project.
ii) See the Charity's Cost Policy and guidance below for details of the eligible costs.
iii) We will fund only the direct costs of the project.
iv) All requested costs must be justified in the context of the proposal.
v) You must obtain accurate costs from the Joint Research Management Office (QMUL/BH)
vi) We expect that all project costs will be incurred in Barts Health NHS Trust or Barts and The London School of Medicine and Dentistry.

Amount requested from Barts Charity	Max £7,000
Total project costs	
***Guidance**: State the total direct costs of your research project (excluding your salary costs).*	
If there is a difference, please indicate how this will be met.	
***Guidance**: If the total project cost is more than the £7,000 offered by this scheme, please provide a list of the other financial contributions to the work, including the value and source of funding.*	

Provide a breakdown of costs requested from Barts Charity using the following cost categories.

Please ensure the breakdown below matches the Amount Requested from Barts Charity.

Category	**Amount requested**
Materials and Consumables	
Public and Patient Involvement and Engagement	
Other	
GRAND TOTAL	

Provide a project-specific justification for all requested costs. (100 words)

***Guidance:** Provide a brief description of the costs requested from Barts Charity, using the budget headings above to structure your answer.*

The list below provides guidance for requesting and attributing costs to a Barts Charity ACF Support Grant.

Materials and Consumables

You may request funds

- *to purchase non-reusable items specific to the project, for example:*
  - *laboratory projects: reagents, isotopes, peptides, enzymes, antibodies, gases, proteins, cell/tissue/bacterial culture, plasticware and glassware, etc*
  - *clinical projects: diagnostic, therapeutic, rehabilitative, medical materials and consumables specific to the research.*
- *For associated charges for shipping, delivery and freight.*
- *All costs must be project-specific and itemised*

Equipment

- *This grant cannot be used to purchase laboratory equipment.*
- *We do not usually allow computers to be purchased using funds from this scheme. We will consider requests only when specialised computing equipment is required for the project.*

Dissemination

You may request a contribution towards the cost of conference attendance (registration fees only) up to £500.

PPIE

You may request funds for

- *Public engagement materials (including printing and publishing) where this is a key activity of the project.*
- *Recruitment and participation fees for participants to a project*

Section 6 – Ethics and Approvals

Research involving animals

Guidance: *We support the AMRC principles on the use of animals in research as outlined in this statement.*

Applicants are expected to be familiar with the relevant NC3R guidelines and have applied them to this project. More information is available on the NC3Rs website:

If your project involves primates, cats, dogs, equidae, pigs or their data, please contact the Funding & Impact team (funding@bartscharity.org.uk) for advice before applying.

Does this proposal involve the use of animals or animal tissue? (Y/N)	
(IF Y) **Which species will be used?**	

Provide a justification for the use of animals in this project. This should include:

- why animal use is necessary for this work
- why the species to be used is most appropriate for the planned work
- how the principles and guidelines set out by the NC3Rs have been incorporated into the project design.

Provide a justification of the proposed sample size alongside details of the planned statistical analyses. Describe the experimental design, including any plans to reduce bias such as blinding or randomisation if appropriate. You must include power calculations if appropriate. (750 words max.)

Does your proposal include procedures which require a Home Office licence (Y/N)	
(If Y) **Is there a current Home Office Personal Project Licence (PPL) that authorizes the proposed procedures?**	

State the name of the Licence holder and PPL number, the date of issue and end date, under which this work will be carried out.

Ethics and regulatory approval

Does this proposal require ethical and/or other regulatory approval? (Y/N)	

(IF Y) **Provide details of the ethical and/or regulatory approval(s) that you have or will seek for this project?**

Guidance*: You must include details of: 1) the Committee or regulator, 2) the date of (actual/planned) application(s) and 3) the outcome or date of expected outcome.*

We reserve the right to request copies of relevant approval documents at any point during the lifetime of the grant.

Research involving human participants, human biological material and identifiable data	
Does your project involve human participants, human biological material, or identifiable/potentially identifiable data? (Y/N)	
Confirm that your project protocol complies with the General Data Protection Regulation (GDPR) and with your host organisation's guidelines on the use of patient identifiable data and information governance. (Y/N)	

Submission and next steps

In ticking this you as the Lead Applicant confirm that that the information you have provided in this form is accurate and correct.

When you submit, your application will be sent to your Legally Responsible Contact (LRC, see page 3 of this form for more information) for approval. The LRC will then review your application and submit it to the Charity.

Your application must be received by 5pm on the day of the deadline. The Lead Applicant will be sent a PDF copy of the data entered into this form.