Pre-doctoral Clinical Academic Fellowship Scheme

APPLICANT GUIDANCE NOTES
Round 2
2019
### Contents

- **HEE/NIHR ICA Programme Eligible Professions** ................................................................. 4
- **The HEE/NIHR Pre-doctoral Clinical Academic Fellowship Scheme** ...................... 5
  - Eligibility Requirements for the Pre-doctoral Clinical Academic Fellowship Scheme ..... 5
- **The PCAF Award Structure** ................................................................................................ 6
  - Paid Clinical Development Time ....................................................................................... 7
  - Start Dates for Round 2 PCAFs ......................................................................................... 7
- **Funding Available through the PCAF** ............................................................................. 8
  - Partnership Fellowships ..................................................................................................... 9
- **Important Areas for Consideration when Developing a PCAF Application** ........ 11
  - The PCAF Training and Development Programme .......................................................... 11
  - Supervision and Mentorship .............................................................................................. 12
  - References .......................................................................................................................... 12
  - The Host Organisation ....................................................................................................... 13
  - Host Organisation Statement of Support ........................................................................... 14
- **Expectations on Completion of a PCAF** ........................................................................ 14
- **The Application Process** .................................................................................................. 15
  - The Application Form ......................................................................................................... 15
  - Participants and Signatories ............................................................................................... 16
  - Required Signatories ......................................................................................................... 17
  - Application Submission ....................................................................................................... 17
- **Assessment of Applications** ............................................................................................ 18
  - ICA PCAF Assessment Criteria: ....................................................................................... 18
  - Competition Timetable ....................................................................................................... 19
  - Application Outcomes ........................................................................................................ 19
- **Completing the Application Form** ................................................................................... 20
- **Finance Guidance** ............................................................................................................ 27
  - Additional Supporting Information .................................................................................... 32
- **Annex A: PCAF Submission Flow Diagram** .................................................................. 36
- **Annex B: Further Guidance for Signatories and Participants** ................................... 37
  - Guidance for Participants .................................................................................................. 37
  - Guidance for Referees ....................................................................................................... 37
  - Guidance for Signatories ................................................................................................. 38
Introduction

Health Education England (HEE) and the National Institute for Health Research (NIHR) are pleased to announce the launch of the second HEE/NIHR Integrated Clinical Academic (ICA) Programme Pre-doctoral Clinical Academic Fellowship (PCAF) scheme competition.

This document provides full details of the ICA PCAF scheme, describes the means by which applications for HEE/NIHR ICA PCAFs should be submitted and details how they will be assessed.

Background to the HEE/NIHR ICA Programme

The ICA Programme, managed by the NIHR and funded by HEE, provides research training awards for registered non-medical healthcare professionals who wish to develop clinical academic careers, combining continued clinical practice and clinical development with clinical research and research leadership.

The ICA Programme comprises five schemes, tailored to support the clinical academic leaders of the future:

- HEE Internship Scheme
- HEE/NIHR Pre-doctoral Clinical Academic Fellowship (PCAF) Scheme
- HEE/NIHR Clinical Doctoral Research Fellowship (CDRF) Scheme
- HEE/NIHR Clinical Lectureship (CL) Scheme
- HEE/NIHR Senior Clinical Lectureship (SCL) Scheme
The range of professions that are eligible for support through the HEE/NIHR ICA Programme are determined by HEE. Prospective applicants holding NMC or HCPC registrations but not listed above should contact the NIHR to discuss their eligibility further academy-awards@nihr.ac.uk.

### HEE/NIHR ICA Programme Eligible Professions

Applicants to the HEE/NIHR ICA Programme schemes must belong to one of the following healthcare professions and hold registration with the listed professional body/council for that profession by the proposed award start date:

<table>
<thead>
<tr>
<th>Profession</th>
<th>Regulator with which applicants must hold registration/register</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AHP Professions:</strong></td>
<td></td>
</tr>
<tr>
<td>Art Therapist</td>
<td>Health and Care Professions Council</td>
</tr>
<tr>
<td>Podiatrist</td>
<td></td>
</tr>
<tr>
<td>Dietitian</td>
<td></td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td></td>
</tr>
<tr>
<td>Orthoptist</td>
<td></td>
</tr>
<tr>
<td>Orthotist and Prosthetist</td>
<td></td>
</tr>
<tr>
<td>Paramedic</td>
<td></td>
</tr>
<tr>
<td>Physiotherapist</td>
<td></td>
</tr>
<tr>
<td>Radiographer (diagnostic and therapeutic)</td>
<td></td>
</tr>
<tr>
<td>Speech and Language Therapist</td>
<td></td>
</tr>
<tr>
<td>Drama Therapist</td>
<td></td>
</tr>
<tr>
<td>Music Therapist</td>
<td></td>
</tr>
<tr>
<td><strong>Chiropractor</strong></td>
<td>General Chiropractic Council</td>
</tr>
<tr>
<td><strong>Practitioner Psychologist</strong></td>
<td>Health and Care Professions Council</td>
</tr>
</tbody>
</table>

**Healthcare Scientists:**
Professionals that work in one of the following broad areas of practice, which together cover over 45 different professional specialisms: Life Sciences/Clinical Laboratory Sciences; Physiological Sciences; Clinical Bioinformatics; Physical Sciences (incorporating Medical Physics) and Clinical Engineering. These include clinical scientists, biomedical scientists, clinical physiologists and clinical technologists.

**Specialty Trainees:** Faculty of Public Health

**Specialists and Consultants:** The UK Public Health Register

<table>
<thead>
<tr>
<th>Profession</th>
<th>Regulator with which applicants must hold registration/register</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-Medical Public Health Specialty Trainees, Specialists and Consultants</strong></td>
<td></td>
</tr>
<tr>
<td>Nurse and Midwife:</td>
<td>Nursing and Midwifery Council</td>
</tr>
<tr>
<td>Nurse</td>
<td></td>
</tr>
<tr>
<td>Midwife</td>
<td></td>
</tr>
<tr>
<td>Health Visitor</td>
<td></td>
</tr>
<tr>
<td><strong>Operating Department Practitioner</strong></td>
<td>Health and Care Professions Council</td>
</tr>
<tr>
<td><strong>Optometrist and Dispensing Optician</strong></td>
<td>General Optical Council</td>
</tr>
<tr>
<td><strong>Osteopath</strong></td>
<td>General Osteopathic Council</td>
</tr>
<tr>
<td><strong>Pharmacy Professions:</strong></td>
<td>General Pharmaceutical Council</td>
</tr>
<tr>
<td>Pharmacist</td>
<td></td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td></td>
</tr>
<tr>
<td><strong>Wider Dental Team Professions:</strong></td>
<td>General Dental Council</td>
</tr>
<tr>
<td>Dental Hygienist</td>
<td></td>
</tr>
<tr>
<td>Dental Nurse</td>
<td></td>
</tr>
<tr>
<td>Dental Therapist</td>
<td></td>
</tr>
</tbody>
</table>
The HEE/NIHR Pre-doctoral Clinical Academic Fellowship Scheme

The HEE/NIHR ICA Pre-doctoral Clinical Academic Fellowship (PCAF) scheme funds personalised programmes of academic training that equip awardees with the skills and experience to access doctoral level funding as well as dedicated time to prepare an application for a competitive, peer-reviewed doctoral level research training fellowship.

PCAF candidates may have received little formal academic training, or have limited research experience at the point of application, but should be able to demonstrate their commitment to a career as a clinical academic and have outstanding potential for development as a future clinical academic leader.

PCAF applicants must be able to identify their research area of interest (the area of clinical research in which they would like to develop their clinical academic career) in their application. It is not expected that applicants will have a full PhD plan.

Eligibility Requirements for the Pre-doctoral Clinical Academic Fellowship Scheme

1) Applicants must belong to one of the ICA Programme Eligible Professions listed in this document and hold registration with the listed professional body/council by the proposed award start date.

2) Applicants must have at least one-year’s clinical practice experience in their stated profession at the point of application.

3) Applicants must be employed by a provider of health and/or care services that is providing at least 50% of its services free at the point of delivery. The applicant must also be spending at least 50% of their current role delivering health and/or care services that are free at the point of delivery.

4) Prospective applicants must not have registered for, or completed, a PhD in a relevant subject area or have registered for an MPhil with the expectation that this will progress to a PhD.

Prospective applicants who have completed either a Master's, an MPhil or an academic training position, and wish to use the Fellowship to develop a proposal for a Doctoral Fellowship are eligible to apply, providing that the additional research training is justified and appropriate (please see “the PCAF Training and Development Programme” details below).

Please note, only one application to the HEE/NIHR ICA Programme is permitted per year. Multiple applications for one scheme or applications at more than one level (e.g. PCAF/CDRF) will not be accepted.

Prospective applicants unsure of their eligibility should contact the NIHR at academy-awards@nihr.ac.uk before embarking on the application process.
The PCAF Award Structure

The PCAF award is designed for, and has been structured to support, individuals who wish to undertake pre-doctoral academic training in order to develop a Clinical Academic Career; careers that combine continued clinical practice and clinical development with clinical research and research leadership.

The PCAF is normally a two-year award (see below) or can be taken up part-time between 100%-60% WTE. Uptake options are fully described in Table 1 below. Fellows split their time equally between their clinical position and the academic training funded through the award. Applicants must, therefore, have arrangements in place for a clinical post that will constitute 50% of their proposed Fellowship. This can include clinical management activities. Continued professional development is also expected of Pre-doctoral Clinical Academic Fellows.

If it is more appropriate for their clinical academic career development, applicants can propose to undertake the academic training funded through the award full time over 12 months. If proposing this, applicants must be able to demonstrate that this would not negatively impact on the clinical element of their career and ensure that they can secure release from their clinical position for the duration of the award.

All applicants must be able to demonstrate their commitment to a clinical academic career.

Table 1: Uptake Options for the PCAF award

<table>
<thead>
<tr>
<th>WTE</th>
<th>Description</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>averaging 2.5 days academic training/ 2.5 days clinical practice per week (24 months)</td>
<td></td>
</tr>
<tr>
<td>95%</td>
<td>(25 months)</td>
<td></td>
</tr>
<tr>
<td>90%</td>
<td>(27 months)</td>
<td></td>
</tr>
<tr>
<td>85%</td>
<td>(28 months)</td>
<td></td>
</tr>
<tr>
<td>80%</td>
<td>averaging 2 days academic training/ 2 days clinical practice per week (30 months)</td>
<td></td>
</tr>
<tr>
<td>75%</td>
<td>(32 months)</td>
<td></td>
</tr>
<tr>
<td>70%</td>
<td>(34 months)</td>
<td></td>
</tr>
<tr>
<td>65%</td>
<td>(37 months)</td>
<td></td>
</tr>
<tr>
<td>60%</td>
<td>averaging 1.5 days academic training/ 1.5 days clinical practice per week (40 months)</td>
<td></td>
</tr>
<tr>
<td>12 months</td>
<td>Academic Training: 5 days academic training per week (12 months)</td>
<td></td>
</tr>
</tbody>
</table>

Please note – the above is an illustration of how time could be split, however, award holders will need some flexibility with their clinical and academic commitments to enable e.g. course attendance. It is not, therefore, expected that a 50/50 split will be achieved each week but that the total hours spent in clinical practice/ academic training should average 50/50 across the lifetime of the award.

Employment or activities undertaken in the time outside of the PCAF are at the awardee’s own discretion and are not funded by the award.
**Paid Clinical Development Time**

Aspiring clinical academics need to develop both their clinical and academic skills to enable them to become a future clinical academic leader. PCAF award holders will of course continue to develop their clinical skills through their current clinical practice*. In addition, however, all applicants can opt to develop their skills through paid clinical development time as part of the award. Up to 20% clinical development time can be requested. This would constitute part of the academic training time.

If applicants request clinical development time through the PCAF, they must be able to demonstrate how they will develop their skills as a clinician over the period of the Fellowship, taking into consideration their current skill set. The clinical development plan must be demonstrably appropriate to the applicant’s level of clinical seniority and support their development as a clinical academic. Senior clinicians may choose to propose activities that will ensure the maintenance rather than the development of their clinical skills.

*Please note, given that the scheme supports aspiring clinical academics, and applicants proposing to undertake the award full time over 12 months will not be undertaking their clinical role during this time, it is **expected** that these applicants would request clinical development time. A justification would be expected if these applicants do not propose any clinical development time as part of the PCAF.

**Start Dates for Round 2 PCAFs**

If awarded, Fellowships must start on one of the following dates:

1st September 2019
1st October 2019
1st November 2019
1st December 2019
1st January 2020
1st February 2020 or
1st March 2020

**Fellowships cannot be deferred** without the consent of the NIHR.
Funding Available through the PCAF

Applicants for an ICA PCAF award can request:

- **Salary costs**

  Up to 50% of the award holder’s salary (including the employer’s contribution to National Insurance and Superannuation) to support the academic component of the Fellowship.

  If undertaking the academic training over 12 months, the award will cover 100% of the salary for the duration of the award including the employer’s contribution to National Insurance and Superannuation.

- **Training and Development Programme Costs up to £6,000**

  These can include:

  - Up to £5,000 towards Master’s level training*
  - Up to £1,000 for conference/meeting fees and associated travel and subsistence
  - Travel and subsistence costs to support the training programme (including travel to supervisors and mentors)

  * If applicants are proposing the completion of a full Master’s degree as part of their training and development, it is possible to request a supplement to cover the Masters course fee if over and above the £5,000 limit. A full justification for the additional costs must be provided.

- **Supervision and Mentorship costs up to £1,000**

The Fellowship does not include, or pay for, any research costs or full economic costing.

NIHR personal awards are not project or programme grants; therefore, extensions to the duration of awards to allow for completion of training and development are not permitted. This does not affect suspensions of awards to allow for periods of maternity, paternity, adoption or sickness leave.

The allowances awarded through a PCAF are made to and managed by the Host Organisation. Please see “Host Organisation role and responsibilities” below.

The costs requested in the finance section of the application form will form the basis of the Fellowship funding should the application be successful. All costs requested should be ‘value for money’ and will be assessed by the NIHR and members of the PCAF Selection Committee. The NIHR reserves the right to reject any costs that it considers unreasonable or insufficiently justified.

Please note - additional funds cannot be requested if the application is successful therefore it is essential that the training and development plan is correctly costed in the application.
Partnership Fellowships

The NIHR is partnering with a number of charitable organisations to offer jointly funded fellowships. Partnership Fellowships offer award holders the opportunity to enjoy the benefits of an NIHR training award (including NIHR Academy membership) as well as the additional benefits that funding through the named charity can offer (such as engagement with charity patient groups and increased exposure of research outcomes and outputs).

Two Charities will offer partnership Fellowships through the Round 2 PCAF Competition:

- The Stroke Association
- Moorfields Eye Charity

Applying for a Partnership Fellowship

If an applicant is interested in applying for a joint funded partnership fellowship, they should contact the charity to discuss the fit of their area of research interest with the charity’s research area of interest and the support that the charity could offer. The contact details and areas of research interest for the charities offering PCAF Round 2 Partnership Fellowships are provided below. In addition, you are advised to consider any specific eligibility criteria for the relevant charity (in addition to the standard eligibility criteria for the PCAF scheme stated above).

When completing the application form, applicants are asked to identify

i) if they would like to apply for a Partnership Fellowship and

ii) the charity of interest

Please see the ‘Applicant Summary Information’ section of the application form.

The rest of the application and assessment process is identical for potential Partnership Fellowship applicants and non-Partnership Fellowship applicants, and all applications will be considered alongside each other. The submission procedure and deadline for applying for joint-funded fellowships is the same as the standard PCAF application.

Funding for Partnership Fellowships

If a PCAF applicant that expressed interest in a Partnership Fellowship is recommended for funding and either

i) There are more fundable applications to a partnership fellowship than there are partnership fellowships available with that specific charity or

ii) The charity does not consider the application to be a fit with their research area

The application will still be considered with the Non-partnership Fellowships applications and ranked with all the Non-partnership Fellowship applications and will, therefore, be at no disadvantage from the identification of a potential Partnership Fellowship.
Any jointly funded fellowships will be offered at the same funding level as any other PCAF awards and under standard NIHR terms and conditions except where additional terms and conditions are specified by the joint funder.

Charity Partners

The following Charities are partnering with the NIHR and Health Education England for the Round 2 PCAF Competition:

The Stroke Association

The Stroke Association is interested in funding individuals who are developing a research career in one of the following areas

- Acute stroke care
- Post-acute stroke care
- Longer-term treatment in stroke care.

Number of awards available: Up to 2

Contact Details:
Name: Richard Francis
Role: Head of Research Awards
E-Mail: Richard.francis@stroke.org.uk
Telephone Number: 0207 566 0343

Moorfields Eye Charity

Moorfields Eye Charity is interested in funding individuals who are developing a research career in one of the following areas:

- Ophthalmic research
- Research into the advancement of ophthalmic related education or clinical practice

Please note; applicants will need to be hosted by either the Moorfields Eye Hospital NHS Foundation Trust or its main HEI partner (University College London).

Number of awards available: 1
Important Areas for Consideration when Developing a PCAF Application

The PCAF Training and Development Programme

Academic Training

At the end of a PCAF award, Fellows should be in a position to make a competitive application for a PhD Fellowship. When developing the academic training programme, it is advisable for applicants to consider their previous formal academic training experience and their previous research experience and to identify the areas in which they would currently be weak if submitting a doctoral fellowship application.

The proposed training must be tailored around the applicant’s demonstrable training needs. A justification of how the proposed training will support the applicant’s development as a clinical academic and as a competitive doctoral fellowship applicant must be provided.

The training may include, but is not limited to:

- formal courses (including Masters modules)
- training in specialist skills and research methodologies
- placements with other research groups or centres
- leadership training
- conference attendance
- research visits
- patient and Public Involvement
- dissemination of relevant research undertaken by the applicant
- Clinical development

Completion of a full Masters degree can be proposed as part of the training and development Programme if necessary for the applicant's academics training. Full justification must be provided.

Please note - applicants that do not hold a degree will need to undertake a full Masters if they wish to be eligible for an NIHR managed doctoral level fellowship.
It is also possible to incorporate research activities into the training and development programme in order to build research experience, although applicants should be mindful that the award itself does not fund research costs.

**Supervision and Mentorship**

PCAF applicants are required to identify specific individuals in their application who have the appropriate experience to undertake the following roles:

- **Primary Academic Supervisor**

  The primary academic supervisor will support the award holder to undertake the academic training as proposed in their application and to develop their doctoral fellowship proposal. Careful consideration should be given to the choice of primary academic supervisor and a clear justification for the individual proposed should be provided in the application. Areas to consider:

  - Availability of the supervisor/ time commitment required from the supervisor
  - Fit of the supervisor’s expertise with the stated area of research that the applicant is developing their research career within
  - Record of conversion of Masters to PhD students.

  The Primary Academic Supervisor must be employed by the named academic organisation (see below).

- **Academic Supervisor**

  Applicants can propose one additional supervisor if appropriate to the academic training/ doctoral application development proposed. If an additional supervisor is proposed this must also be fully justified.

- **Clinical Academic Career Mentor**

  Applicants must identify a senior clinical academic who will provide clinical academic career mentorship over the course of the award. This individual does not need to be employed by one of the named organisations and does not have to be from the same professional background as the applicant.

  Given that support is already being provided from the named Primary Academic Supervisor, it is not expected that the same individual will be named in both the Primary Academic Supervisor and Clinical Academic Career Mentor role. The Primary Academic Supervisor should, however, support the applicant to identify a suitable mentor.

**References**

Applicants are required to provide details of two referees who will be able to comment on their suitability for an HEE/NIHR PCAF. The referees must be individuals that can evidence the academic potential of the applicant, who have experience of them in a research capacity.
Referees must not be fulfilling a Supervisor or Clinical Academic Career Mentor role in the application.

Each referee is required to complete a reference as part of the application form. The reference must be completed before the application can be submitted. Applicants will not be able to view the references, however, they will be able to check whether a reference has been completed via the validation summary.

The references are used by the PCAF Selection Committee to support their assessment of the suitability and commitment of the applicant to a career as a clinical academic.

The Host Organisation

Host Organisation Role and Responsibilities

The PCAF is a NIHR personal research training award. As such, Fellowship proposals are written and submitted directly by the prospective award holder. The NIHR cannot, however, contract with the Fellow directly and, therefore, all applicants require the support of a Host Organisation.

The Host Organisation acts as the Paymaster for the award and must provide the award holder with an employment contract for the hours and duration of the PCAF.

The Host Organisation may or may not be the applicant’s current employer.

As PCAF award holders will be undertaking both academic training and clinical practice and/or development, all applicants require support from both an academic and a clinical organisation. One of these organisations must be identified as the Host Organisation for the award; the other organisation should be identified as the Partner Organisation. Please note - if the clinical host organisation is not the host organisation, the applicant may need to arrange an honorary contract with the clinical organisation for the duration of the award.

Clinical Organisation - an NHS body based in England or any other English provider of health and/or social care services that is providing at least 50% of its services free at the point of delivery (for example, a commissioned social enterprise or local authority). This is the organisation at which the applicant would undertake their clinical practice and/or clinical development.

Academic Organisation - a recognised HEI based in England at which the primary academic supervisor is employed.

The Host Organisation and Partner Organisation are expected to show a commitment towards the objectives of the scheme.

If an award is made, it is the clinical organisation’s responsibility to ensure that the award holder has a clinical position within their organisation constituting 50% of the Fellowship with no shortfall in service provision and that the support is in place to enable the proposed clinical development.

If undertaking the Fellowship full time over 12 months, it is the clinical organisation’s responsibility to ensure that the awardee will be released from their clinical responsibilities for the duration of the award with no shortfall in service provision and that the support is in place to enable the proposed clinical development.

Both organisations must ensure that the award holder is not be expected to undertake any additional roles or clinical work that would erode the time available to undertake the approved training programme.
As part of the application review, the selection committee will assess the support that the host organisations can provide to the applicant to develop their clinical academic career (see the assessment criteria listed below).

Applicants are advised to consider the PCAF Assessment Criteria (below) when identifying a suitable host organisations.

**Host Organisation Statement of Support**

The Heads of Department at the Host Organisation and Partner Organisation are required to submit a ‘Statement of Support’. This statement should detail how the clinical and academic organisations are going to support the applicant, in partnership, to successfully complete their training and development programme. This statement should be tailored specifically to the applicant and their training needs, and include how the organisations intend to support the applicant to develop their clinical academic career in the long-term.

In addition, the academic organisation is required to detail the conversion rate of Masters to PhD students at the institution including details of progression of clinical academics.

The Head of Department for both the Host Organisation and the Partner Organisation should contribute to the statement. This section can only be accessed by the Heads of Department once they have agreed participation and cannot be accessed, but can be viewed, by the applicant.

**Please note** - The Host Organisation Statement of Support is a key element of the assessment process and applicants are advised to discuss the statement with their heads of department well in advance of the competition deadline.

**Expectations on Completion of a PCAF**

At the end of a PCAF award, Fellows should be able to demonstrate development as a clinical academic and be in a position to make a competitive application for a PhD Fellowship. Evidence of the following will be sought by the NIHR through report monitoring:

- Completion of the Training and Development Programme as detailed in the application;
- Preparation of an application for a competitive, peer-reviewed doctoral level research training fellowship;
- Increased research skills;
- Development of research interests;
- Development of clinical academic networks
The Application Process

Awards will be made following open competition. The selection process and subsequent administration of the Fellowships will be managed by the NIHR.

All applications must be submitted via the NIHR Academy online Award Management System, (aramis.nihr.ac.uk).

Registering

Before an application can be started, prospective applicants are required to register on the online award management system. Applicants will be asked to supply a valid email address and to complete some basic information. Once this has been submitted, applicants will receive an email confirming their registration and a temporary password. Applicants should follow the instructions in the email to log on to the system.

Once signed into the system, applicants can update various details including their CV (in ‘Manage my Details’) and apply for any open competitions.

Applications can be started via selecting ‘My Applications’ and ‘New Application’. The application form for the scheme of interest can then be selected from the list provided.

After answering all of the eligibility questions, applicants will be able to start completing the online form. Applicants must ensure they have read all of the available guidance text including this document as well as any online instructions thoroughly before completing the form.

The Application Form

Applicants are required to complete all of the mandatory sections of the form and to enter under the ‘Participants and Signatories’ section the names and contact details of those individuals fulfilling Participant and Signatory roles (see below).

Please note: Extensive Guidance is provided at the end of this document (“Completing the application form”) to support the completion of each section of the application form. Applicants should ensure they are referring to the relevant guidance when completing each question on the form.

Once the applicant has completed their sections of the form and the Participants and Signatories have made their contributions, the applicant is required to ‘Submit’ the application to the Signatories for final sign off before the closing date.

Applicants can only ‘Submit’ an application for final sign off by the signatories when:

- All mandatory sections of the application form are complete
- All Participants and Signatories have agreed to be a part of the application and have completed their relevant sections
- References have been submitted
- Applicants have completed the declaration information.
It is strongly recommended that applicants complete their application well in advance of the deadline to allow the ‘Participants’ and ‘Signatories’ enough time to complete the relevant sections and declarations. ‘Participants’ and ‘Signatories’ who are required to complete part of the application form can do so at any time once they have agreed to be part of the application.

**Participants and Signatories**

Applicants are required to supply the names and email addresses (if not already registered on the award management system) of the individuals who will be undertaking ‘Participant’ and ‘Signatory’ roles as part of the application. Participants and Signatories must agree to be part of the application before it is submitted.

Participants and Signatories are required to review the declaration for their role before confirming participation. By confirming participation, Participants and Signatories are acknowledging their involvement and input into an application and agree to be involved in it. Applicants must ensure that all Participants and Signatories are happy for their application to be submitted before submitting it on the online system.

Please note it is often the case that one or more of the Participants are also named as Signatories.

**Required Participants**

- **Primary Academic Supervisor:** The individual acting as Primary Academic Supervisor must confirm that they have read the application and the guidance notes and are willing to act as the applicant’s primary supervisor and agree to abide by the conditions under which an award may be granted.

- **Supervisor:** If applicants wish to nominate an additional academic supervisor, this individual must confirm that they have read the application and the guidance notes and are willing to act as a supervisor and agree to abide by the conditions under which an award may be granted.

- **Mentor:** The individual acting as the applicant’s clinical academic career mentor must confirm that they have read the application and the guidance notes and are willing to act as the applicant’s clinical academic career mentor and agree to abide by the conditions under which an award may be granted.

- **Clinical Support:** This must be an individual at the clinical organisation who can confirm that, if an award is made, the applicant will have a clinical position within their organisation constituting 50% of the Fellowship and that arrangements will be put in place, which will enable the applicant to undertake the academic training and any clinical development as described in the application and ensure that there is no shortfall in service provision. They must confirm that they support this application and that they understand the conditions under which a Pre-doctoral Clinical Academic Fellowship may be awarded.

If an applicant wishes to undertake the academic training and clinical development full time over 12 months, the Clinical Support participant is confirming that, if an award is made, the applicant will be released from their clinical responsibilities for the duration of the award and that the applicant will have the required contract and support to undertake the clinical development as detailed in the application. They must confirm that they support this application and that they understand the conditions under which a Pre-doctoral Clinical Academic Fellowship may be awarded.
• **Research Contract Officer**: A Research Contract Officer at the Employing Host Organisation must confirm that they have read the guidance notes for the relevant NIHR scheme and the standard NIHR contract and confirm that the host organisation would be willing to accept an award according to the published terms and conditions of the NIHR standard contract.

• **Referees**: Applicants are required to provide details of two referees who will be able to comment on their suitability for an HEE/NIHR PCAF. Referees **must not** be fulfilling an Academic Supervisor or clinical academic career mentor role in the application.

Each referee is required to complete a reference as part of the application form. The reference **must** be completed before the application can be submitted. Applicants will not be able to view the references, however, they will be able to check whether a reference has been completed via the validation summary.

**Required Signatories**

• **Heads of Department**: In agreeing to participate in this application, the Heads of Department of the clinical and academic organisations in which this award will be based must confirm that they support the application and that, if funded, the academic training programme will be supported and administered in the named organisations and that the applicant for whom they are responsible will undertake this work.

• **Administrative Authority or Finance Officer**: The Administrative Authority or Finance Officer of the Host Organisation is required to complete the finance section of the form in conjunction with the lead applicant. The Administrative Authority or Finance Officer must confirm, via the declaration, that they will ensure the accuracy of the financial details of the application and that the employing host organisation is prepared to host this award at the stated costs and to administer the award, if made.

**Application Submission**

Once the application is ready (see list of required steps above), applicants are able to submit the application for final signatory approval. Upon submission by the applicant, the individuals added in the signatory roles will be prompted to sign back into the system and approve the finalised application.

The application will not be complete until all of the required signatories have approved the final version of the form submitted by the applicant. **Only when the last signatory presses the ‘Approve’ button will the completed application be submitted to the NIHR.**

**Annex A** illustrates the submission process for the application form in the form of a flow diagram.

**Please note** - all of the steps described here, including signatory approval of the submitted application, must take place before the deadline of **1:00pm on Thursday 11th April 2019**. No extensions will be given and no exceptions will be made to allow for completion of the form.

Should you require assistance in completing the online form, please contact the NIHR:

**Tel:** 0113 532 8444  
**Email:** academy-awards@nihr.ac.uk
Assessment of Applications

Following the submission deadline, the NIHR will check applications for completeness and eligibility, and distribute eligible applications to the members of the PCAF Selection Committee.

The selection committee will assess all eligible applications using the Assessment Criteria below.

ICA PCAF Assessment Criteria:

- the quality and appropriateness of the academic training;
- the provision of a strong academic environment;
- the appropriateness of the proposed academic supervision;
- the appropriateness of the proposed clinical academic career mentorship;
- the suitability and commitment of the applicant to a career as a clinical academic;
- The appropriateness of the award to the experience and trajectory of the applicant;
- the arrangements for ensuring protected time for the applicant to undertake the academic training proposed coupled with ensuring the continuation of clinical service/clinical development (as applicable)
- demonstrable track record of the host Academic Higher Education Institute (HEI) Department in training clinicians who have gone on to develop academic careers.

In addition, as part of the application process, the candidate is required to nominate two referees who can evidence their academic potential (see “References” section above and further guidance in Annex B below). The references will be used by the PCAF Selection Committee to support their assessment of the application and the suitability and commitment of the applicant to a career as a clinical academic.
### Competition Timetable

<table>
<thead>
<tr>
<th>Competition Stage</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competition Opens</td>
<td>1st February 2019</td>
</tr>
<tr>
<td>Competition Closes</td>
<td>11th April 2019</td>
</tr>
<tr>
<td>Funding Recommendation Meeting</td>
<td>20th June 2019</td>
</tr>
<tr>
<td>Start dates for awards</td>
<td>1st September 2019</td>
</tr>
<tr>
<td></td>
<td>1st October 2019</td>
</tr>
<tr>
<td></td>
<td>1st November 2019</td>
</tr>
<tr>
<td></td>
<td>1st December 2019</td>
</tr>
<tr>
<td></td>
<td>1st January 2020</td>
</tr>
<tr>
<td></td>
<td>1st February 2020 or</td>
</tr>
<tr>
<td></td>
<td>1st March 2020</td>
</tr>
</tbody>
</table>

### Application Outcomes

Applicants will be notified of the outcome of their application via email as soon as the funding decision is finalised. It can take up to **6 weeks** following the Funding Recommendation Meeting for application outcomes to be issued. Applicants are advised to take this into account when considering which start date to opt for.

Feedback will be sent to applicants after the funding decisions have been made.

**Further guidance for submitting the application on the online application system is available below.**
Completing the Application Form

1. Application Summary Information

**Host Organisation**

Please give details of the organisation who will be the contractor if the project is funded.

Please note that we expect the applicant's proposed host organisation (substantive employer*) to act as the contractor.

Please also bear in mind that:

- The contractor is expected to respond to annual financial reconciliation exercises, provide the final financial reconciliation statement for the project and to provide responses to ad hoc requests for financial information during the lifetime of the project.
- In the same way, the contractor is expected to respond to any queries relating to Intellectual Property, commercialisation and benefit realisation.

If the name of your host organisation does not appear in the pre-populated list, please email academy-awards@nihr.ac.uk.

*The Host Organisation acts as the Paymaster for the award and must provide the award holder with an employment contract for the hours and duration of the PCAF (covering both the clinical practice, clinical development and the academic training time). The Host Organisation does not have to be the applicant's current employer.

**Partner Organisation**

Please give details of the partner organisation who will support the Fellowship if the project is funded.

If the name of the host organisation does not appear in the pre-populated list please email academy-awards@nihr.ac.uk

If the named clinical organisation is the proposed Host Organisation, the named academic organisation must be the Partner Organisation.

If the named academic organisation is the proposed Host Organisation, the named clinical organisation must be the Partner Organisation.

**Application Type**

The NIHR is partnering with a number of charitable organisations to offer jointly funded fellowships.

If you would like to apply for one of these Partnership Fellowships, please indicate the type of Fellowship you are applying for using the drop down lists available.

Please ensure you have read the relevant guidance (see Partnership Fellowships) above before selecting your responses to these questions.

**Proposed Start Date**

Possible start dates for the PCAF are:

1st September 2019
1st October 2019
1st November 2019
1st December 2019
1st January 2020
1st February 2020
1st March 2020

This should be from the 1st of the month regardless of whether this is a working day or not. Please be realistic about your possible start date taking account of the necessary contracting, and staff recruitment prior to starting your Fellowship.

It can take up to 6 weeks following the Funding Recommendation Meeting for application outcomes to be issued. Applicants will be notified of the outcome of their application via e-mail (academy-awards@nihr.ac.uk) as soon as the funding decision is finalised.

**Do you wish to undertake the academic training full-time over 12 months?**

The PCAF is normally a two year award during which Fellows split their time equally between their clinical position and the academic training funded through the award (100% WTE). The PCAF can also be taken up part-time between 95%-60% WTE (over between 25-40 months respectively).

If it is more appropriate for their clinical academic career development, however, applicants can propose to undertake the academic training funded through the award full time over 12 months.

Please tick this box if you wish to undertake the academic training full time over 12 months.

**WTE of Award**

Awards can only be undertaken with the WTE options given.

Whole Time Equivalent (WTE) = percentage of full-time hours per week.

100% WTE: averaging 2.5 days academic training/ 2.5 days clinical practice per week (24 months). Please see Table 1 for further details regarding part-time options.

**2. Applicant CV**

**Please note** - some of the responses to these questions are automatically pulled through from information entered in the 'Manage My Details' page.

**Please Note:** You must ensure that this section contains any information necessary to determine eligibility for the scheme (Please refer to the eligibility criteria) or your application may be rejected.

**Professional Bodies**

Please ensure that you have provided details of your current registration to enable confirmation of eligibility.
If you do not currently hold registration with the body listed in the applicant guidance notes for your stated profession, please provide further information in the “Research Career to Date” section of the application form.

**Degrees and Professional Qualifications**

Please provide the full details of any completed higher degree(s) and, where relevant, the full details of any higher degree(s) you are currently undertaking.

Please ensure that your degree grade is included, if applicable

**Present and previous positions**

When entering details of your current and previous positions please indicate at what percentage (WTE) in each post you were undertaking research. For example, if you were a Clinical Lecturer and undertook research for 2.5 days a week and clinical work for 2.5 days per week, please enter 50% for that position. If you have worked part time at 60%, and undertook research for half of that time, please enter 30% for that position.

**Research Grants Held**

Details of all grants obtained in the last five years should be provided, including personal research training awards or fellowships, plus any additional previous grants relevant to this application. Please indicate clearly any co-applicants and provide brief details of the nature and full extent of your involvement (e.g. project design, project management, day to day running, data collection, data analysis, writing papers for publication, etc.).

*It is not necessarily expected that applicants at the pre-doctoral level will have been awarded research grant funding as a Principal Investigator (PI) or as a co-applicant, however if this type of funding has been obtained please list the details here. This may include travel grants or other small funding awards.*

**Please note** - your research grant record must be completed within the application form and not via the CV section on ARAMIS.

**Publication Record**

Do not include abstracts, conference proceedings or articles in preparation. If relevant, details of these may be included in the ‘Applicant Research Background’ section. Details of articles that are in press and have been accepted as final by the publisher may be included.

Depending on professional background and expertise, applicants are not necessarily expected to have an extensive list of publications.

Only publications relevant to your application should be included.

**Relevant Prizes, Awards and other Academic Distinctions**

Please provide details of any awards or distinctions that would be relevant to your application including details of what the award was for.

**ORCiD**

The NIHR is an ORCID member and encourages all researchers to obtain this persistent digital identifier that distinguishes them from every other researcher. Lead applicants must include an ORCID iD in their application. Without it, your application will not be validated and you will not be able to submit. For more information and to register go to [http://orcid.org/](http://orcid.org/).
Gender

This question is included with the application form (in addition to being asked as part of equal opportunities monitoring) to ensure we are meeting NIHR’s commitment to gender equality in relation to academic career progression. The response to this question will not be displayed to the selection committee.

3. Applicant Research Background

Professional Background

Select the one option that best describes your professional background. This will determine any options that appear below for your profession, if applicable.

Applicants must belong to one of the eligible healthcare professions listed in this document (HEE/NIHR ICA Programme Eligible Professions).

Please describe your research career to date

Please use this question to describe your research and clinical experience and career to date and how this makes you suitable for this award.

Please begin your answer with a statement of your Research Area of Interest (the area of clinical research in which you would like to develop your clinical academic career) and the methodologies this research may involve. This will assist the selection committee when assessing the proposed training plan.

Please include information about why you wish to develop your career within this research area and what experience/training you have so far (see below).

Please note – it is essential for clinical academics that their clinical and research areas of the work align. If this is not the case currently, the training and development plan should address this.

Please note - It is accepted that, as academic training and research experience progresses, research ideas and interests may change and if the PCAF is funded, candidates will not be held to this stated area of interest for their doctoral fellowships. It is expected, however, that PCAF applicants have an idea of the area of the PhD project they will develop their doctoral fellowship application around (it is not expected that applicants will have a full PhD plan in mind at this stage).

Please also include the following:

- research projects that you have led or made a significant contribution to (making clear what your role was)
- the research methods you have experience of
- the impact and outputs of the research you have been involved in (linking to details given in your CV).
- any other relevant experience such as supervisory, management, teaching, public engagement or leadership experience
- experience of patient and public involvement activities in clinical research
- clinical experience to date relevant to your development as a clinical academic in your chosen area of research
- Other skills and experience that highlight your suitability for the Fellowship you are applying for and that demonstrate your potential as a future health research leader.
Impact of Fellowship

Please describe the impact this fellowship will have on your career, noting a fellowship should provide you with a step change in your career trajectory.

Please note, it is not necessarily expected that applicants at the pre-doctoral level will have extensive research experience to date, however, this is an opportunity to demonstrate your commitment to a career as a clinical academic through any research activities that you have been involved with.

(Word limit: 1000)

Has this application been previously submitted to this or any other funding body?

Select ‘Yes’ or ‘No’ to indicate whether this or a similar application has previously been submitted to this or any other funding body. This must include any previous submissions for an NIHR research training award, even if the proposed research has changed. Please detail the title of any previous submission(s), the funding body and scheme, the outcome and the date this is due if a decision is pending.

If the application was unsuccessful, please indicate why and detail how this application differs from previous submission(s) and how any feedback received has been used to inform this application.

(Word limit: 500)

Current and previous NIHR awards

In order to help track the progression of NIHR trainees please indicate whether you have previously held or currently hold another NIHR research training award or an HEE ICA Internship or bridging award.

Employment breaks

Please use this question to detail any employment breaks you wish to make the selection committee aware of.

4. Training and Development and Research Support

Proposed training and development programme

Please use this section to detail the training and development you will undertake as part of the fellowship.

Please answer this question using the headings relevant to your training plan from the list below. As this is the main part of your application you should ensure that the information is accurate, succinct and clearly laid out. 1000 words are available for this section if needed.

- full Masters course*
- formal courses (including Masters modules)
- training in specialist skills and research methodologies
- placements with other research groups or centres
- leadership training
- conference attendance
- research visits
- patient and public involvement
- dissemination of relevant research
- research experience**
- clinical development
- Other training and development
• preparation of an application for a competitive, peer-reviewed doctoral level research training fellowship

*Include a justification for any additional funds requested

**Preliminary research in support of the subsequent doctoral level proposal (e.g. a systematic review or small feasibility study) may also be included. Research costs cannot be funded through this award, however, and the primary academic supervisor is responsible for ensuring that a PCAF awardee secures all necessary regulatory approvals before undertaking any research included in the PCAF training and development programme.

(Word limit: 1000)

Primary Academic Supervisor

Please provide details of your proposed Primary Academic Supervisor and the support that they will provide.

The individual listed here must also be added as a participant in the ‘Participants and Signatories’ section of the application form. Careful thought should be given to

a) the experience of your chosen supervisor (as a PhD supervisor)
b) the experience of your chosen supervisor in the field of research and the methodologies relevant to your stated area of research interest
c) ease of maintaining contact with your supervisor
d) the potential for difficulties of communication with your supervisor
d) suitability for continuation as your PhD supervisor (if the award is successful)

Details of the following must be included here:

   ii) the numbers of Masters students currently supervised and successfully supervised to completion

   iii) the number of PhD students currently supervised and successfully supervised to completion of PhD

The primary doctoral level supervisor must be based at the proposed academic organisation

(Word limit: 1000)

Supervisor

Applicants can also include a maximum of one additional supervisor to support their academic training and development if justified and appropriate.

The individual listed here must also be added as a participant in the ‘Participants and Signatories’ section of the application form.

Mentor

Applicants must identify a senior clinical academic who will act as a clinical academic career mentor for the prospective Fellow.

Please provide details of your proposed clinical academic career mentor and the support that they will provide.
The individual named here must also be added in the ‘Participants and Signatories’ section of the application form.

Applicants should clearly describe how the proposed arrangements would support their development as a clinical academic and provide an initial assessment of the time that will be allocated to the mentorship process.

(Word limit: 250)

Collaborations

Explain what collaborations you intend to establish to support your training and development programme. This may involve short visiting placements, or secondments in new (to the applicant) research environments, e.g. clinical trials units or NIHR Biomedical Research Centres.

The NIHR is particularly keen to enhance the cadre of researchers equipped to work at the university/NHS/industry interface, translating ideas into new treatments and products from which patients can benefit. Therefore, where appropriate, you should consider any industry collaborations you may wish to establish during the course of your Fellowship. You should include; the training and development the collaboration will provide; the facilities and expertise you will have access to; and how the collaboration will strengthen links between academia, industry and the NHS.

(Word limit: 600)

Host Organisations support statement

The statement is completed by the Heads of Departments of the named clinical and academic organisations and should detail how these organisations are going to support the applicant, in partnership, to successfully complete their training and development programme. This statement should be tailored specifically to the applicant, their research and training needs, and include how the organisations intend to support the applicant to develop their research career in the long-term.

NIHR see the responsibility for training the next generation of research leaders as a joint enterprise with host organisations. Therefore, information should also be provided on the organisation’s track record of supporting early career researchers, such as evidence of bridging or other support provided to fellows upon completion of an award.

In addition, the academic organisation is required to detail the conversion rate of Masters to PhD students at the institution and to detail progression of clinical academics along the ICA Pathway.

This section can only be accessed by the Head of Department once they have agreed participation and cannot be accessed, but can be viewed, by the applicant.

(Word limit: 1000)

5. Uploads

To support your training and development proposal you are required to upload the following document in the ‘uploads’ section of the form:

  Training timetable: 1 A4 page detailing specific milestone and deliverables.
6. Budget

Guidance for the completion of the finance section is available in the next section of the Applicant Guidance Notes.

7. Participants and Signatories

A number of participants and signatories are required to be added to your application and, where applicable, to complete sections of it.

Details of the required individuals are provided in the Applicant Guidance Notes and on the online application form along with details of how they should added. The flow diagram in Annex A goes through the actions required of participants, signatories and the applicant.

8. Acknowledge, review and submit

Conflict checks

Please declare any conflicts or potential conflicts of interest that you may have in undertaking this Fellowship, including any relevant, non-personal & commercial interest that could be perceived as a conflict of interest.

Agreement to terms and conditions

Please click the check box to confirm that you agree to the Terms and Conditions of submission as detailed on the application form.

Finance Guidance

This section must be completed by the Applicant in conjunction with the Research Support Office or Finance Office at the Host Organisation (the organisation that authorised the application and which, in the event of an award being made, will employ the Applicant).

Applicants must make a copy of these Applicant Guidance Notes available to the Finance Officer in question.

The funding requested in the finance section will form the basis of the Fellowship should the application be successful.

All costs provided should be ‘value for money’ and will be assessed by the NIHR and members of the PCAF Selection Committee. The NIHR reserves the right to reject any costs that it considers unreasonable or not fully justified.

Applications for an ICA PCAF award can request:

- Salary costs

  Up to 50% of the award holder’s salary (including the employer’s contribution to National Insurance and Superannuation) to support the academic component of the Fellowship.
If undertaking the academic training over 12 months, the award will cover 100% of the salary for the duration of the award including the employer’s contribution to National Insurance and Superannuation.

- **Training and Development Programme Costs up to £6,000**

  These can include:

  - Up to £5,000 towards Master’s level training*
  - Up to £1,000 for conference/meeting fees and associated travel and subsistence
  - Travel and subsistence costs to support the training programme (including travel to supervisors and mentors)

  * If applicants are proposing the completion of a full Master’s degree as part of their training and development, it is possible to request a supplement to cover the Masters course fee if over and above the £5,000 limit. A **full justification** for the additional costs **must be provided**.

- **Supervision and Mentorship costs up to £1,000**

The Fellowship **does not** include, or pay for, any research costs or full economic costing.

<table>
<thead>
<tr>
<th>Detailed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Justification of costs</strong></td>
</tr>
</tbody>
</table>

Please provide a breakdown of the costs associated with undertaking the Fellowship and provide justification for the resources requested. This should include the following costs (if required): staff costs, training costs, conference fees, travel and subsistence costs and supervision/mentorship.

**NIHR Fellowships** are not project or programme grants; therefore, extensions to the duration of awards to allow for completion of research and/or training and development are not permitted. This doesn’t affect suspensions of awards to allow for periods of maternity, paternity, adoption or sickness leave.

| Detailed Budget Breakdown |

The finance section should provide a breakdown of costs associated with undertaking the Fellowship as described in the proposal.

**General Information**

- The information entered in this section should provide an analysis of the total funds requested to undertake the proposed Fellowship and should be based on current prices. These costs will be used to assess value for money.
It is in the best interest to undertake a thorough, realistic and accurate costing. You must provide a clear and full justification for all costs including NHS costs. You must also ensure that you include all costs required.

Costs must be provided at current prices. An adjustment for inflation will be made annually thereafter at rates set by DHSC. Whilst allowances for incremental increases should be included on the form, nationally or locally agreed pay increases should be excluded.

Years should be calculated starting from the anticipated start date of the proposed Fellowship. For example, if your Fellowship is expected to start on 01 June 2020 then its second year starts 01 June 2021.

Further itemisation of costs and methods of calculation may be requested to support the application at a later date.

Payments will be made to the contracted organisation only and the contracted organisation will be responsible for passing on any money due to their partner organisation(s).

Appropriate sub-contracts must be put in place for any element of the Fellowship that is to be paid to another organisation.

NHS Support Costs are funded via Clinical Research Networks. Researchers should contact their local NHS R&D Department initially and, if they are unable to help directly or if there is no local NHS R&D Department, contact their Local Clinical Research Network. Further details about CRN contacts are available at https://www.nihr.ac.uk/nihr-in-your-area/local-clinical-research-networks.htm.

All applications are expected to have appropriate NHS, HEI, commercial and other partner organisation input into the finance section of the application form.

INFORMATION ON DIFFERENT TYPES OF ORGANISATIONS

Higher Education Institution (HEI) Indirect Costs may not be claimed on this award, however all approved costs will be paid at 100% irrespective of the type of employing host organisation.

Please note, if the Employing host organisation is a Higher Education Institute, please select the “other” option when entering the “Type of Cost” to prevent costs being submitted at 80%.

Details of Post and Salaries

This section presents an overview of salary costs for the applicant, including normal salary increments broken down individually.

The Applicant

Please state the proposed salary point and scale at the start of the fellowship. Please note - immediate promotion to a higher grade as a result of securing a fellowship will not be funded. Please do not include any Clinical Excellence or Discretion/Merit awards or discretionary points. NIHR agrees to fund consultant salaries at a full-time rate equivalent to 10 Programmed Activities per week.

The Apprenticeship Levy can be included in the salary costs from 1st April 2017 where relevant.
Direct Costs

These are costs that are specific to the Fellowship, which will be charged as the amount actually spent and can be supported by an audit record. They should comprise:

Salary costs

This section specifies the annual costs of the applicant. You should now allocate the individual staff member costs to each year of the Fellowship, allowing for increments. Use current rates of pay, and build in any known annual increments (again at current rates). You will not be able to claim for pay awards retrospectively, once your Fellowship is underway.

Please note - the salary figures need to be calculated using the current annual costs, percentage WTE and number of months. If the Fellowship lasts for several years and an individual's involvement varies over the course, it may be necessary to explain fully in the justification of costs section the percentage WTE and months per year for an individual staff member.

It is important to double check that the %WTE, total months and yearly costs information are consistent with the information presented in ‘Details of Posts and Salaries’ (‘Details of Posts and Salaries’ should show the full current staff costs independent of percentage WTE etc, whereas the yearly costs in ‘Salary Costs’ depend on percentage WTE etc).

Please ensure that you check the ‘Type of Cost’ box that describes the employing organisation for a member of staff as this impacts on the level of funding provided. If the Employing host organisation is a Higher Education Institute, please select the “other” option when entering the “Type of Cost” to prevent costs being submitted at 80%.

Travel, Subsistence and Conference Fees

This section includes journey and subsistence costs, including conference fees. Where applicable, you will need to include the travel and subsistence costs relating to meetings with individuals providing supervision and/or mentorship.

Journey Costs

Enter the total cost of transport for all journeys for destination/purpose. If travel is by car, apply your institution’s mileage rates (however, this should not exceed HMRC approved mileage allowance payments, which is 45p per mile for the first 10,000 miles and 25p thereafter).

Travel by the most economic means possible is encouraged. NIHR programmes do not usually fund first class travel.

Subsistence

Subsistence covers accommodation (if necessary) and meals associated with the travel, excluding any alcoholic beverages.

Conference Fees
There is a limit on the amount that can be spent on conference related costs (including all related travel and subsistence as well as conference fees) depending on the level you are applying for. These are as follows:

**PCAF: Up to £1,000**

**Training and Development**

Please itemise and describe fully the costs associated with training and development. Please provide estimates if exact costs are not available at the time of application. Any travel and subsistence associated with training and development should not be included here and should be included in the travel section of the form.

**Training programme, short courses and workshops**

These are costs relating to the applicant's training and development programme.

**SUMMARY OF COST**

Please note that whilst these percentages will be used to calculate the maximum grant payable, the programme reserves the right to award a grant for less than this maximum where it is considered appropriate.
Additional Supporting Information

Plagiarism in NIHR funding applications

NIHR expects all content within applications for funding to be original material of the applicant's own work, with the exception of sections that other participants are required to complete. Whilst we anticipate and expect that applicants will get help and advice from various sources when putting together an application, including on occasion input from those previously awarded funding, care must be taken to ensure this does not lead to plagiarism of either published work or other previous applications. If an allegation of plagiarism is raised against an application this will be investigated in accordance with the NIHR Academy’s policy on plagiarism, a copy of which is available on request from academy-awards@nihr.ac.uk.

NIHR Privacy Policy

Our purpose for collecting information is to communicate with you about your application and have the necessary information to evaluate you for a grant. The data we collect here is collected in the public interest. Information provided here might be subject to Freedom of Information requests.

The NIHR Academy is part of the Department for Health and Social Care (DHSC), National Institute for Health Research (NIHR). The contracting agent for the NIHR Academy is the Leeds Teaching Hospital Trust (LTHT). The DHSC is the Data Controller and LTHT is the Data Processor under the General Data Protection Regulation (GDPR) EC 2016/679. DHSC NIHR respects the privacy of individuals who share their data and processes it in a manner that meets the requirements of GDPR. The DHSC Data Protection Officer can be contacted by email at: data_protection@dh.gsi.gov.uk

The NIHR privacy policy includes further information including ways we may use your data, our contact details and details on your individual rights regarding how your data is used. Your data may be shared across the NIHR, including with other coordinating centres, to allow the application to be managed and for statistical analysis, and with external grant reviewers as part of the process for managing the allocation of a grant. Information collected from you will not be shared outside the EEA without your consent.

This notice is under constant review and will be updated and / or revised based on that review as appropriate.

International Standard Registered Clinical/soCial sTudy Number (ISRCTN)

All primary research studies need to be assigned an ISRCTN. You can view the ISRCTN website at www.isrctn.org/. Please note that the remit of this database has been widened to include all primary research projects, even those that are not randomised controlled trials.

There is no registration fee for NIHR funded trials.

Requirements for systematic reviews to be registered with PROSPERO

Applicants undertaking systematic reviews should note the commitment of NIHR to publication in the database. PROSPERO was developed by the NIHR’s Centre for Reviews and Dissemination (CRD), and is the first online facility to register systematic reviews for research about health and
social care from all around the world. Access is completely free and open to the public. PROSPERO registration is a condition of NIHR funding for eligible systematic reviews. Link to PROSPERO website: http://www.crd.york.ac.uk/prospero/.

**UK Biobank**

UK Biobank is a major national health resource, and a registered charity in its own right, with the aim of improving the prevention, diagnosis and treatment of a wide range of serious and life-threatening illnesses – including cancer, heart diseases, stroke, diabetes, arthritis, osteoporosis, eye disorders, depression and forms of dementia. UK Biobank recruited 500,000 people aged between 40-69 years in 2006-2010 from across the country to take part in this project. They have undergone measures, provided blood, urine and saliva samples for future analysis as well as detailed information about themselves. The health of members of this large cohort will be followed over the coming years and the participants have consented to be approached about health research. [http://www.ukbiobank.ac.uk/](http://www.ukbiobank.ac.uk/)

Applicants are encouraged to consider whether Biobank may be able to provide suitable data for their study. We do not want to discourage establishment of new collections of participants and their data where this is necessary to address the research questions under consideration, our aim is to avoid applications for funding to set up Biobank-like cohorts where the use of Biobank would prevent wasteful duplication of Biobank-like activities.

**NIHR Carbon Reduction Guidelines**

Researchers applying for NIHR funding are asked to consider the carbon footprint of their research and take steps to reduce carbon emissions where appropriate. Advice on how to do this can be obtained from the NIHR Carbon Reduction Guidelines [https://www.nihr.ac.uk/research-and-impact/documents/NIHR-Carbon-Reduction-Guidelines.pdf](https://www.nihr.ac.uk/research-and-impact/documents/NIHR-Carbon-Reduction-Guidelines.pdf).

**Transparency Agenda**

In line with the government’s transparency agenda, any contract resulting from this tender may be published in its entirety to the general public. Further information on the transparency agenda is at [https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance](https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance).

**Clinical Trials Unit (CTU) support**

Applicants thinking of including a clinical trial, feasibility or pilot study as part of their application, or are undertaking a research and/or training related to clinical trials are encouraged to consider working with a CTU where appropriate. Further guidance for trainees and applicants is available in the NIHR Clinical Trials Guide for Trainees [https://www.nihr.ac.uk/funding-and-support/documents/Clinical-Trials-Guide.pdf](https://www.nihr.ac.uk/funding-and-support/documents/Clinical-Trials-Guide.pdf). This includes guidance on how to go about approaching a suitable CTU to support your application.
MRC Complex Intervention Guidance

Where appropriate applicants are encouraged to read the MRC complex interventions guidance available here: [https://www.mrc.ac.uk/documents/pdf/complex-interventions-guidance/](https://www.mrc.ac.uk/documents/pdf/complex-interventions-guidance/).

NIHR INVOLVE

INVOLVE is funded by the National Institute for Health Research, to support active public involvement in NHS, public health and social care research.

As a national advisory group, its role is to bring together expertise, insight and experience in the field of public involvement in research, with the aim of advancing it as an essential part of the process by which research is identified, prioritised, designed, conducted and disseminated.

INVOLVE can support prospective applicants and existing awardees to incorporate effective patient and public involvement into their work. Support includes; help with calculating appropriate costs for involving patients and the public, help with developing potential strategies for involvement, case studies of involvement activities including the impact they have had, and help with writing plain English summaries.

Full details of the support INVOLVE can provide and contact information is available via the INVOLVE website: [www.invo.org.uk](http://www.invo.org.uk).

CRN support

The NIHR Clinical Research Network (CRN) supports researchers and the life sciences industry in planning, setting up and delivering high quality research to the agreed timelines and study recruitment target, for the benefit of the NHS and its patients in England.

In partnership with your local R&D office, we encourage you to involve your local CRN team in discussions as early as possible when planning your study to fully benefit from the support the NIHR CRN offers as outlined in their Study Support Service. To find out more about how you can apply for this additional support to help deliver your study, please visit [www.supportmystudy.nihr.ac.uk](http://www.supportmystudy.nihr.ac.uk).

Ethics / Regulatory Approvals

Guidance on the application process for ethical and other approvals can be found on the HRA website. Please note that if your study is led from England and involves the NHS in England you should apply for HRA approval.

If you are using patient information from an existing database, you should check whether the patients have given their consent for their data to be included in that database for research purposes, or if not whether the database is exempt under Section 251 of the NHS Act 2006. Where exemptions are not already in place, approval to use confidential patient information without consent must be requested from the HRA who make decisions with advice from the Confidentiality Advisory Group (CAG).

NOTE: NIHR is interested in taking advantage of the growing utility of routine data (such as HES, GP records etc.), and would like investigators, where appropriate, to ask study participants to consent to long term follow up (e.g. beyond the outcomes to be collected in the funded trial) using routinely collected data, and appropriate linkage to allow this data to be best used.
**Contractual Arrangements**

Financial support under an NIHR Fellowship is subject to a contract between the Department of Health and Social Care (DHSC) and the host organisation.

Once funding for a Fellowship has been discussed and agreed, NIHR will confirm the financial arrangements with the host organisation. NIHR will provide the host organisation with a contract setting out the details of these arrangements.

The host organisation will be expected to issue the individual with an employment contract commensurate with their experience and seniority.

Government procurement transparency regulations require publication of details of all contracts made with the DHSC on their Website. Confidential information including research proposals (Plain English Summaries will be published), detailed finance information, bank details, and departmental staff names (other than the award holder’s name) will be removed from the published versions.

**Freedom of Information Act**

The NIHR Academy manages the NIHR Fellowship Programme on behalf of the DHSC. As such, the findings of researchers funded by the programme are incorporated into the Department of Health and Social Care Freedom of Information Publication Scheme: [https://www.gov.uk/government/organisations/department-of-health/about/publication-scheme](https://www.gov.uk/government/organisations/department-of-health/about/publication-scheme)

**Equal Opportunities and Diversity**

NIHR and DHSC have a duty as a public body to promote equality of opportunity. All applicants will be contacted shortly after the closure date by NIHR Equality Monitoring.

Monitoring ensures that all applications to NIHR Programmes are treated equally in terms of gender, ethnicity and/or disability.

The information you share with the monitoring system:
- will be stored separately from your application
- only be used for the purpose of monitoring equal opportunities
- be kept securely and in confidence
Annex A: PCAF Submission Flow Diagram

1. Application created by Applicant

2. Applicant adds Participant and Signatory details

3. Signatories and Participants log in and confirm their participation

3. Participants and Signatories complete relevant sections of form where applicable

4. Applicant ‘validates’ the application and presses the ‘submit’ button

5. Automated emails sent to advise Signatories †

6. Signatories must log in and approve application *

7. Application is fully submitted to NIHR for consideration

* Rejection of the application by any individual at Stage 6 will return the application to Stage 3

† Automated “Out of Office” replies to these emails will not be relayed to the applicant
Annex B: Further Guidance for Signatories and Participants

**Guidance for Participants**

Applicants will supply your name and email address (if not already registered on the award management system), identifying you as the individual who will be undertaking a specific participant role. The required participants and their roles in the Fellowship are described in these Applicant Guidance Notes.

You will receive an email from academy-awards@nihr.ac.uk confirming that you have been added in a participant role (please check your Junk Mail folder if you haven’t received the e-mail).

To confirm your participation in the application:

- Log into the NIHR Academy award management system (aramis.nihr.ac.uk). A link to the award management system will also be included in the email.
- Click on “My Co-applications” from the left-hand side menu
- Select the relevant application.
- You can then confirm or reject your participation in the application:

Individuals in referee participant roles will now be able to access the referee forms. Please see below for further information.

**Guidance for Referees**

Referees are required to confirm participation in the application (see “Guidance for Participants” above).

Once you have confirmed participation, you will be able to complete your online reference form by clicking the “Edit” button within the “Edit the Participant Form” box.
This will take you to the Reference form which has 4 textboxes to complete. Once all of the mandatory sections of the form have been completed please click the “save and close” button.

This will take you to the following screen. The form can be submitted by selecting “Submit” from the “submit your participant form” box.

**Guidance for Signatories**

Applicants will supply your name and email address (if not already registered on the award management system), identifying you as the individual who will be undertaking a specific signatory role. The required signatories and their roles in the Fellowship are described above.

You will receive an email from academy-awards@nihr.ac.uk confirming you have been added in a signatory role. To confirm your participation in the application:

- Log into the NIHR Academy award management system: [aramis.nihr.ac.uk](http://aramis.nihr.ac.uk). A link to the award management system will also be included in the email.
- Click on “My Approvals” from the left-hand side menu
- Click on the status (Confirmation Required) for the relevant application. You will then be given the option to confirm or reject participation in the application process:
If you are a **Head of Department** Signatory, you will now be able to add the mandatory statement of support within the “Training and Development and Research support” section of the form.

If you are an **“Administrative Authority or Finance Officer”**, you will now be able to edit the “Detailed Budget” section of the form.

This is done by clicking on the “Edit” button from the “edit the application” box.

**Application Approval**

Signatories will be notified by email when the Lead Applicant has submitted their completed application form for approval. When you receive this email, please log back into the system and return to the ‘My Approvals’ section, where you will see the following screen:

Click on the “Awaiting Signatory Approval’ status and you will be taken to the following screen:
Signatories can view a PDF of the application form via the ViewPrint option and approve or reject the application. If the signatory chooses to approve the application, then they will be taken to the following screen:

Please complete all sections and click ‘Approve’.

When the final signatory has completed their approval, the application is complete and has been submitted to NIHR Academy and the application status will change to ‘Submitted’.