



**Imperial Health Charity**

# **Pre-Doctoral Research Fellowship**

Guidance notes, 2021/22



HELPING  
OUR HOSPITALS  
DO MORE

**NIHR** | Imperial Biomedical  
Research Centre

# Information for applicants



**We support the five hospitals of the Imperial College Healthcare NHS Trust: Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and the Western Eye.**

Imperial Health Charity is committed to supporting pioneering research and the training and development of staff at our hospitals.

Together with our funding partner, the NIHR Imperial Biomedical Research Centre, we run an annual Research Fellowship programme. You are asked to identify an important research question that will have an impact on patient care within the Trust, its surrounding communities and the wider NHS.

We have funded research into new and novel diagnostic techniques and treatment, self-management and aftercare, research into service delivery, team dynamics and decision making, shift handover procedures and projects on the implementation of clinical guidelines.

**Pre-Doctoral Research Fellowships are available to medics and healthcare professionals outside of medicine, including nurses, midwives, allied health professionals, pharmacists, research practitioners, psychologists and healthcare scientists.**

Information in this guide covers the following topics:

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# 1. Purpose

The key aim of the Pre-Doctoral Research Fellowship programme is to provide funding to Imperial College Healthcare NHS Trust staff to take up to 12 months (1 WTE) or up to 24 months (min 0.5 WTE) out of their current training programme or job role to develop their research skills and undertake a project for the benefit of patients at the Trust. This scheme is open to both doctors and healthcare professionals outside of medicine.

We are particularly encouraging candidates other than doctors to apply. This includes nurses, midwives, allied health professionals, pharmacists, research practitioners, psychologists and healthcare scientists. Back-fill for your role will need to be arranged before you can start your fellowship.

It is intended that successful applicants will be able to utilise the skills and data produced in their research project to springboard onto successful funding bids for further study. Past and current academic clinical fellows are not eligible to apply. If you have any questions about your eligibility to apply, please email our grants team: **[grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)**

This programme creates a strong foundation from which to build an academic career - for instance, through an application to NIHR for a doctoral fellowship.

As part of our charitable objectives, we are committed to supporting our hospitals to undertake pioneering research and invest in the training and development of hospital staff for the benefit of patients.

# 2. Available funding and application timeframe

## Available funding

The funding covers an individual's salary and related research expenses. You can carry out your fellowship for up to 12 months (1 WTE) or up to 24 months (min 0.5 WTE).

The charity is able to support the full cost of an individual's salary and related research costs up to a maximum of £65,000. If your current salary exceeds the current funding threshold, please email our grants team ([grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)) to discuss this further. Please do not start an application until we have been able to advise you.

## Application timeframe

Applications open on **Monday 5 October 2020**

Applications close at noon on **Friday 15 January 2021**

Funding outcome notification around **early May 2021**

Expected fellowship start date in **autumn 2021** (provided you have been able to back-fill your current post).

## “The experience has opened up new research opportunities for me.”

Adine Adonis, Clinical Specialist Physiotherapist

Many patients affected by an inflammation of the spinal cord are left unable to walk, with bladder, bowel and erectile dysfunction severely affecting their quality of life.

The progressive condition – known as HTLV-1 Associated Myelopathy (HAM) – kills off spinal cord nerves, including those that supply the leg muscles.

Adine's fellowship gave her the opportunity to explore ways of measuring muscle strength in patients affected by the condition using a hand-held device called a dynamometer.

In a research study involving around 50 patients – at the Trust's National Centre for Human Retrovirology – she was able to test whether the device could be used in a clinical setting to identify muscle weakness sooner and provide treatment options to prevent further muscle and functional deterioration.

Adine said: “The fellowship gave me the opportunity to explore how research helps make a difference to clinical practice.

“The experience has opened up new research opportunities for me, and I have since been awarded a patient

and public involvement grant from the BRC which has allowed me to explore participants' views on what matters most to them. The seeds of this were planted during my fellowship.”



## Applications open

Flexigrant, our online grants portal, opens to applications on **Monday 5 October 2020**.

## Preparing your application

When preparing your application, you may wish to consult the following links:

[Developing your research proposal](#)  
[Joint Research Compliance Office \(JRCO\) SOP](#)

You should also consult:

- your Trust line manager to get their full support for your application as they will be key to ensuring your post is back-filled should you be awarded a fellowship
  - your Trust divisional research managers (DRMs) on costings and any JRCO set-up and archive fees

## Submitting your application

You must submit your full application by 12pm (noon) on **Friday 15 January 2021**. It should include:

- updated contact details that must be your full Trust postal and email addresses, and full Trust work phone number
- Gantt chart and any reports, images, data or illustrations to support your project
  - updated CV
  - support letters from each of your supervisors
  - quotes for any single cost item above £250
- signatures of approval from your Trust line manager and DRMs

## Assessment period

Your application will be assessed, first by our grants team and then by the Research Fellowship Committee. You must be prepared to provide additional information during this period. You will be notified of the outcome of your application and if you are successful you will receive your grant award letter by early May 2021.

## Next steps

- You will have up to four weeks from the date of your grant award letter to accept the fellowship on Flexigrant
  - You will then have up to six months from the date of your grant award letter to activate your grant and send us your completed grant start certificate
- You will need to provide written confirmation that your back-fill or out-of-programme requests (for doctors) has been secured before you start your fellowship. You must provide us with a copy of any ethical approval at the point indicated on your Gantt chart.

## Welcome induction and cohort networking

You will be invited to attend a mandatory welcome induction in July 2021. You will be invited to attend the Research Fellowship cohort networking event attended by all active fellows in December 2021.

## End of grant report

You must provide your end of grant report and the final invoice on your grant within six months of your grant end date. We may request a progress report and annual reports for up to three years after the end of your fellowship.

# 3. Criteria and eligibility

*Before beginning an application, please make sure you have read and understood the eligibility requirements. You will also need to discuss any potential application with your line manager, divisional research manager (contact details below) and training programme director (where appropriate) and gain the support of a supervisor for your project. This will ensure a competitive proposal is submitted and the back-fill for your role or out-of-programme requests (for doctors) can be arranged. If you have any queries regarding your eligibility, please contact our grants team ([grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)).*

## **Imperial College Healthcare NHS Trust Divisional Research Managers contact details**

*Surgery, Cancer and Cardiovascular: Donna Copeland  
[donna.copeland@nhs.net](mailto:donna.copeland@nhs.net)*

*Medicine and Integrated Care: Scott Mullaney  
[scott.mullaney@nhs.net](mailto:scott.mullaney@nhs.net)*

*Women's, Children's and Clinical Support: Ella Johnson  
[ella.johnson@nhs.net](mailto:ella.johnson@nhs.net)*

*We assess eligibility on a case-by-case basis and understand you may have complicated contractual arrangements. If you are a clinical research fellow at one of our hospitals, it is unlikely you will be eligible to apply. Whatever your unique circumstances, please email our grants team ([grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)) and describe your situation before you apply.*

(i) You must hold an NHS employment contract with Imperial College Healthcare NHS Trust (ICHNT), noting that you currently deliver services and plan to undertake your proposed research project for the benefit of patients at the Trust\* and/or its surrounding communities. You must also have started in your Trust role at the point of applying.

If you are employed by another NHS Trust but your Trust has a Service Delivery Agreement with ICHNT, and you spend at least 80% of your work time at one of the ICHNT hospitals and/or directly caring for ICHNT patients, please email our grants team before you apply, describing your current employment situation.

You are not eligible to apply if you are employed by Imperial College London only. Past and current academic clinical fellows are not eligible to apply.

\* Charing Cross, Hammersmith, Queen Charlotte's & Chelsea, St Mary's and/or the Western Eye hospitals.

- (ii) You must not be registered, have secured funding for or hold a PhD or MD. Nor will the fellowship fund any part of a PhD or MD including salaries, fees or consumables.
- (iii) If you have a MSc or MRes, or are currently undertaking or have registered for an MSc or MRes, you are eligible to apply for the fellowship to run alongside the intended research project.
- (iv) The charity will not fund salaries, fees or consumables related to an MSc. However, certain training modules (excluding IT or personal development courses) will be considered if they are directly related to the research project. Please refer to 'Costs that can and cannot be supported' (page 10).
- (v) The charity will not fund salaries or consumables related to an MRes. However, the charity will consider the cost of your tuition fee and training course up to £1,500 only (excluding IT or personal development courses). Please refer to 'Costs that can and cannot be supported' (page 10).
- (vi) You must be able to demonstrate a commitment to utilising the fellowship position to undertake further study, ideally - but not exclusively – a PhD, MD or MSc.
- (vii) You must be resident in the UK.
- (viii) If you are a doctor in training and currently on rotation, an application can be considered with a view to granting a conditional award subject to rotation placement/Trust contract status being confirmed.

# 4. Planning your application

## Top Tip

*Your application will be reviewed by our Research Fellowship Committee, which has a broad and varied range of expertise, so it is important that your proposal is clearly presented and can be easily understood by those outside your area of research. Avoid using too much field-specific jargon and make sure all acronyms and abbreviations are defined on first use.*

The following is required when planning your research proposal:

### 1. Personal details

- Your contact information
- Your personal statement, CV and publication details, including education and training.

### 2. Abstract

- Comprehensive and concise overview of your planned work (you should use plain English as the abstract will be used by the charity for reporting back to its trustees).

### 3. Full proposal (1,200 words)

- Research question  
*You are asked to identify an important research question that will make an impact on patient care within the Trust, its surrounding communities and the wider NHS.*
- Background information  
*It is important to acknowledge existing studies, evidence base, pilot data, publications and established tools. The committee is also looking to see your comments and acknowledgement of existing tools/data and your reasons for utilising them (or not utilising them) in your proposed research project. We do not expect you to gather this data but will want to make sure you are aware of them and can build on the evidence base or any locally conducted work.*
- Measurable aims and objectives, including how you will evaluate its impact
- Design of project/plan of investigation
- Methods of analysis proposed (quantitative or qualitative)
- Practical application of the research  
*The committee is looking for important and interesting research topics that will have a demonstrable impact on satisfying the charity's strategic objectives - immediate or long*



*term. Quantifying the project endpoints and practical application is key.*

- References
- Gantt chart/optional figures (you must provide a Gantt chart for your research project that includes information on Health Research Authority (HRA) application/approval, if applicable, and back-fill. This will enable the committee to determine if your project can be delivered within your fellowship period. The committee also encourages you to provide pertinent data that illustrates your proposed research project).

#### **4. Research supervisor**

Your chosen supervisor must have relevant academic research and professional background to support you in the delivery of your project. The supervisor(s) should be a member of Trust staff. Where a research topic is particularly specialist, we can accept the addition of an external supervisor to your proposal.

#### **5. Fit with the charity's strategic objectives**

The charity's current strategic objectives are:

- a) to improve patient experience and help to deliver true patient-centred care
- b) to develop the careers and enhance the wellbeing of Trust staff
- c) to enable innovation in health and care within the Trust and the wider health system.

The committee is looking for you to show how your research project will have a direct impact on the above, while also expecting the project to create learning and knowledge that can be disseminated more widely within the NHS.

#### **6. Costings**

- Ensure you provide accurate and realistic costings, and that each cost can be related back to the purpose of your proposed project.
- Costings should cover your salary and can include reasonable research expenses only. Full salary costs should be reviewed by an authorised Trust finance officer and/or divisional research manager. Supervisor time should not be included.
- You are strongly advised to approach your divisional research manager before you submit your application to ensure your costings are realistic.

*Surgery Cancer and Cardiovascular: Donna Copeland  
donna.copeland@nhs.net*

*Medicine and Integrated Care: Scott Mullaney  
scott.mullaney@nhs.net*

*Women's, Children's and Clinical Support: Ella Johnson  
ella.johnson@nhs.net*

- Use the table below as a guide on what and how much you can apply for. You must provide full justification for each cost type and a detailed breakdown of costs in your application. If you do not provide this, your application will be withdrawn. You must also provide quotes for any single piece of equipment (including computer) or item over £250 (except your salary).

<b>Cost type</b>	<b>Costs that can be supported</b>	<b>Costs that cannot be supported</b>
Salary	<p>Include basic salary, London weighting, superannuation and employers' national insurance contribution. You must provide a breakdown for each. We encourage you to discuss any costings with your relevant Trust finance department. If your fellowship is likely to straddle two or more financial years, please include potential pay award.</p> <p>You must specify the time allocation of your fellowship, e.g. 1.0 WTE or minimum 0.5 WTE. The charity will consider up to 24 months.</p> <p>The charity will not pay for the period of maternity/paternity leave. The fellowship will pause from the day you go on maternity/paternity leave and will be reactivated when you resume your fellowship. If you are seeking a salary for other posts at less than 0.2 WTE, we would only consider this if there is a full justification and this is directly related to clinical trial unit staff.</p>	<p>Redundancy</p> <p>Childcare</p> <p>UK apprenticeship levy</p> <p>The salary is not for you to undertake a PhD, MD, MSc or MRes. The charity's fellowship is to enable you to undertake a standalone research project.</p> <p>MSc or MRes can be pursued alongside the fellowship. After, the charity encourages fellows to pursue a PhD or MD to further their academic research career.</p>
Personal computer	<p>Laptop - up to a maximum of £1,000. Only for fellow. You must provide a full justification, which must be directly relevant to deliver your research project.</p> <p>Bursaries are also available to Imperial College Healthcare NHS Trust staff (healthcare professionals outside of medicine only) undertaking IHC/BRC funded research</p>	<p>Generic software and computer accessories (drives, cases, chargers, batteries etc)</p>

Cost type	Costs that can be supported	Costs that cannot be supported
	<p>fellowship to provide partial funding for the purchase of software programmes/licences required to undertake research projects (i.e., SPSS, NVIVO and EndNote). Bursaries will be available on a first-come, first-served basis and operate on a reimbursement basis. Applicants must purchase the software themselves 'up front' and then apply for a bursary to reclaim a proportion of the costs back.</p> <p>Further guidance about the application process can be found at <a href="http://www.imperial.ac.uk/medicine/study/clinical-academic-training-office">www.imperial.ac.uk/medicine/study/clinical-academic-training-office</a></p>	
Equipment	<p>Small items (only for the fellow's use).</p> <p>You must provide a full justification why each piece of equipment is essential to your research project.</p>	<p>Maintenance, service.</p> <p>If the equipment is VAT exempt, do not include VAT in your budget.</p>
Training course	<p>Up to a maximum of £1,500 (only for the fellow). You must provide full justification for each of the training courses you wish to undertake, how it is essential to your research project and how it will further your academic research career.</p> <p>We would consider MSc training courses/modules that are directly related to the research project (excluding IT or personal development courses).</p> <p>If the training course is outside London, you must provide a full justification as to why there is no comparable course in London.</p> <p>You must provide a detailed breakdown of the total cost including course fee, travel and accommodation, which must stay within the £1,500 limit. You should make every effort to obtain value for money, such as early bird discounts. £100 maximum per night for accommodation.</p>	<p>PhD, MD or MSc fees (MSc modules that are directly related to the delivery of the research project will be considered).</p> <p>Overseas fees.</p> <p>IT or personal development courses.</p> <p>If the training is within London, you may not include travel and other expenses.</p>

Cost type	Costs that can be supported	Costs that cannot be supported
Conference	<p>Up to a maximum of £1,500 (only for the fellow). The fellow must present their IHC/ BRC research project as a condition of attending conferences. The charity will only pay for one international and one UK conference or two UK conferences. International conferences can be in Europe or North America.</p> <p>You must provide full justification and a breakdown of costs (including registration fees, travel, and accommodation for each conference), which must stay within the £1,500 limit. You should make every effort to obtain value for money, such as early bird discounts. £100 per night maximum for accommodation, unless part of a conference package.</p> <p>The conferences must take place within your fellowship period and up to three months after your grant end date.</p>	
Travel	<p>Travel costs are only for the fellow to attend meetings with research partners. You must provide full justification and a breakdown of costs. You must not include travel costs for attending training courses or conferences within this cost type.</p> <p>a) train - standard; advance booking only  b) taxi - justification and prior approval required  c) car - 0.25p per mile.</p>	<p>Costs you would normally have to pay to travel to work and within London.</p> <p>Congestion charges in Congestion Zone, London.</p> <p>Car parking fees.</p> <p>ULEZ (ultra-low emission zone) charges.</p> <p>Penalty parking charges.</p>
Laboratory costs	<p>Lab chemicals and materials essential for you to deliver your research project. You must provide full justification and a breakdown of cost.</p>	
Catering	<p>Only reasonable refreshments for participants in PPI studies. You must provide a full justification and a detailed breakdown of cost.</p>	<p>Research/collaborative meetings.</p>
Consumables	<p>Only reasonable items for PPI studies. You must provide a full justification and a detailed breakdown of cost.</p>	

<b>Cost type</b>	<b>Costs that can be supported</b>	<b>Costs that cannot be supported</b>
Volunteers	Only reasonable participant expenses for PPI studies  You must provide a full justification and a breakdown of cost.	
Animal research		Not allowed, including Home Office licences and training costs.
Recruitment		Not allowed.
Furniture		Not allowed.
Utility costs		Not allowed.
Departmental support staff		Not allowed.
Clothing		Lab coats etc.
Telephone		Not allowed.
Fees to professional organisations		Not allowed.
Insurance		Including travel.
Access charges for use of equipment and facilities		Including data storage.
Publication costs	The charity encourages you to seek advice from CATO and your primary supervisors on Open access costs (article processing charges).  The charity will consider these costs from any grant underspend before the grant end date. You must, therefore, not include this in your application.	Pages charges, costs of colour printing, reprints.

## **7. Application support and declarations**

Please consult your primary supervisor on any HRA requirements for your research project. If you are awarded a fellowship, we would expect your HRA application to already be in progress.

Please consult your primary supervisor if your research project involves the use of animals or animal tissue.

# 5. Online application process and approval

## Top Tip

*Divisional approval is required before you can submit your application. You must allow time to secure these signatures in advance of the deadline.*

All applications must be submitted via our online grants management system, [Flexigrant](#).

You will be required to register on the system prior to beginning an application. All applications must be completed by the intended candidate using their Trust email address only. A sample application form is available for reference only. This can be downloaded from our [website](#).

When starting your online application form you will be able to save your work and come back to it later. If you leave your computer, the system will automatically save and log you out after a maximum of two hours. Simply log back in to continue.

At the bottom of the application summary page is a 'Submit Application' button. This button is initially greyed out and only becomes available when all pages of the application are marked as 'complete'. Please note that supporting documents must be uploaded where requested in order for a section to be considered complete.

When you click on the 'Submit' button you will be asked to confirm that you wish to submit your application. Once submitted, you will be able to log in and view your application but NOT amend it.

The online application system will close at 12pm on **Friday, 15 January 2021**. Please ensure you plan sufficient time to complete and submit your form.

Prior to final submission, your application must be approved and signed by you, your line manager and your divisional research manager. We will also require support letters from each of your supervisors. Their letter(s) should clearly state that they have read your application in full and agree to be your supervisor. You can then upload their letter(s) with your application.

You will need to download and sign the 'Signatures of Approval' document from the online form, ask your line manager and divisional research manager to sign it, then scan, save as a PDF file and upload it to the final page of the online application form. The signatures on the form can be wet or electronic.

It can take time to secure the required signatures and letters of support. Keep this in mind when preparing your proposal as we cannot accept late applications. The onus is on you as the applicant to secure these signatures and letter(s) in advance of the application deadline. **Your application without these signatures and letter(s) will be automatically withdrawn.**

Contact details of the divisional research managers are:

- **Surgery, Cancer and Cardiovascular**

Donna Copeland  
donna.copeland@nhs.net

- **Medicine and Integrated Care**

Scott Mullaney  
scott.mullaney@nhs.net

- **Women's, Children's and Clinical Support**

Ella Johnson  
ella.johnson@nhs.net

# 6. Assessment process

All fellowship applications are assessed on the quality of the project and the quality of the applicant.

Upon submission, applications will undergo an initial assessment and eligibility check by the charity before being reviewed by the Research Fellowship Committee.

The review process will take place during January, February and March 2021.

The committee will then make recommendations for funding and all applicants will be notified of the funding outcome in early May 2021.

You will be provided with feedback whether you have been successful or unsuccessful.



# 7. Assessment criteria

Applications are scored across four categories:

## **(i) Quality of the applicant**

Have you produced a clear and coherent proposal, showing attention to detail in response to all questions?

Have you clearly presented your personal qualifications and experience, and the relevance of these to the proposed area of research?

Have you allocated a sufficient number of hours per month to achieve the project aims?

## **(ii) Quality of the project**

Does the project seem sufficiently important with regard to number of potential beneficiaries, the research being conducted and alignment to charity/BRC strategic objectives?

Have you presented measurable aims and identified significant outcomes?

Is your project achievable in the time given?

Are your costings well thought through and reasonable?

Have you presented a sound methodology?

## **(iii) Quality of the supervisor(s)**

Have you provided a convincing case for the choice of supervisor(s)?

Have the supervisor(s) allocated sufficient hours to oversee the project?

Are the qualifications and experience of the named supervisor(s) satisfactory in relation to the project?

#### **(iv) Quality of long-term career plans**

Have you made a good case for the importance of this fellowship to your future career?

Have you provided/identified a clear long-term pathway for your career?

When addressing questions in the application form regarding your career goals, it is important to demonstrate how the fellowship position will support your progression on a clinical academic career path.

The committee wishes to see a clear and considered response to taking on future study. This should be reflected both in response to your personal career pathway and the future development of your area of research.

# 8. Key contacts

If you have any questions about the funding available or should you require assistance with your proposal or online application form, please contact our grants team using the details below:

E: [grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)

The following contacts are also available to discuss your proposal:

**Clinical Academic Training Office (CATO)**

[cato@imperial.ac.uk](mailto:cato@imperial.ac.uk)

**Dr Caroline Alexander (Clinical Specialist Physiotherapist)**

[caroline.alexander1@nhs.net](mailto:caroline.alexander1@nhs.net)

**Professor Mary Wells (Lead Nurse for Research)**

[mary.wells5@nhs.net](mailto:mary.wells5@nhs.net)

# 9. Our fellows, 2020/21

In 2020/21, we awarded nine fellowships to support research projects across the Trust. To read more about the projects listed below, [click here](#).

## **Carolyn Spring**

*How are ICHT Nursing Associates (NAs) making a difference? Exploring the attitudes of nurses and healthcare assistants towards NAs*

## **Nunzi Altieri**

*Will a food portfolio that aims to maintain food structure have positive effects on postprandial glucose in type 2 diabetes patients?*

## **Bijal Patel**

*Investigating the novel hormone kisspeptin as a diagnostic test for women with loss of menstrual cycles*

## **Brett Johnson**

*Alpha-Melanocyte Stimulating Hormone: a novel drug target for the treatment of diabetes*

## **Anna Kowalka**

*Accelerating new treatments for obesity and diabetes with new ways to measure gut hormones*

## **Vicky McKechnie**

*Fear of hyperglycaemia in adults with type 1 diabetes*

## **Roshni Mansfield**

*Non-Invasive Continuous Cardiac Output Monitoring (NICCOM) and arterial function measurement in growth-restricted newborn infants*

## **Simona Racaru**

*An exploration of access to and experience of care for patients with diabetic foot disease*

## **Paul Martin**

*Transplant renal artery stenosis: Observation versus stenting (TRASOS Study)*

# 10. FAQs

## **I am a health professional. Is this the right scheme for me?**

Yes. We are particularly encouraging applicants who are nurses, midwives, allied health professionals, pharmacists, research practitioners, psychologists and healthcare scientists, as well as medics. If you are interested and need more information, please approach the contacts on page 19 who will be happy to talk through your options and offer advice.

## **How does the fellowship work?**

You can take up to 12 months (carrying out your fellowship at 1 WTE or up to 24 months (carrying out your fellowship at min 0.5 WTE) out of your current job role or training programme. Your position will be back-filled to enable this. You will need to discuss any potential application with your Trust line manager, divisional manager and training programme director (where appropriate) to gain support for your project and organise the necessary arrangements in good time. You should be able to return to your previous role after the fellowship with the support of your line manager.

## **How do the finances work?**

You will be awarded a fellowship grant from Imperial Health Charity and the NIHR Imperial BRC. The relevant finance department at the Trust (or Imperial College London if you plan to carry out the bulk of your research there) will establish a unique grant account code for you. The Trust/College will then invoice the charity quarterly and in arrears for any approved spending on your grant using the grant reference number in your grant award letter.

## **What costs can I include in my proposal?**

The funding covers your basic salary plus on-costs (London weighting, superannuation, employer's NIC) and related research expenses for up to 24 months. Funding for supervisor(s) time is not eligible and should not be included.

## **If successful, when would I be able to start?**

You have six months to activate your grant from the date of the grant award letter and once you have back-filled your current post. This is usually around October/November.

### **If successful, will I be able to postpone the award?**

We encourage you to apply only if you intend to start your fellowship in the financial year 2021/22. This is an annual fellowship funding programme. In exceptional circumstances we can delay the fellowship but this is not guaranteed and you must notify us as soon as possible.

### **My out-of-programme request requirements are restrictive. Can I still apply?**

We are aware that some out-of-programme requests for doctors in training have different timelines to the length of the application process. Please inform us before you begin your application if there will be an issue for you to take up a fellowship in 2021/22.

### **What can I do if my circumstances change?**

If you apply and your circumstances change during the assessment process or upon successful receipt of a fellowship you must inform us as soon as possible. We aim to be as flexible as possible. Your fellowship cannot be used to finance paid maternity leave, paternity leave or long-term sick leave. Such matters lie with your employer, Imperial College Healthcare NHS Trust. We can issue no cost extensions to extend the grant period of your fellowship or to pause your fellowship for a defined, limited period of time if necessary.

### **Can I resubmit my application if it is unsuccessful?**

We do allow unsuccessful applicants to reapply to future grant rounds, as long as the proposal is significantly different from your previous application and takes into consideration the feedback provided by the Research Fellowship Committee.

### **Am I able to undertake this part-time?**

Yes, we accept applications to undertake a project on a part-time basis for up to 24 months (minimum 0.5 WTE).

### **I have funding pending/secured from elsewhere. Can I still apply?**

We ask all applicants to be as transparent as possible during the application process. If you have submitted an application elsewhere, please detail this in your application and when you expect to receive notification of the outcome. Please notify us immediately if you receive notification of an award in order to withdraw/decline your application from the process. If you have already secured funding from elsewhere you should not apply.

### **Can I combine the fellowship funding with other part funding I have from another funder?**

Please email our grants team ([grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)) before you apply, detailing your situation as clearly as possible. We will then advise you accordingly. We do not supplement existing grants (whether the grant is from the charity or elsewhere).

Fellowship funding focuses on the individual and the research question. Applications are considered independently and funding must not be dependent on another funding source.

### **If I am successful, what are the reporting requirements?**

As a grantee, you will need to complete an end of grant report. Additionally, we reserve the right to request post-award reporting for up to three years after you have completed your fellowship to comply with impact and evaluation measures. If at any point during your fellowship, you request to pause it, we will ask you to complete a progress report before a decision can be made.