



**Imperial Health Charity**

# **Post-Doctoral Research Fellowship**

Sample Application Form



**Imperial  
Health  
Charity**

HELPING  
OUR HOSPITALS  
DO MORE

**NIHR** | Imperial Biomedical  
Research Centre

CHARING CROSS • HAMMERSMITH • QUEEN CHARLOTTE'S & CHELSEA • ST MARY'S • WESTERN EYE

# 1. Personal details

## Q1.

Provide your Imperial College Healthcare NHS Trust contact details and for your primary research supervisor (and co-research supervisors, as required). You must only use your ICHNT work and email addresses. We will not accept personal or Imperial College London postal or email addresses.

## Q2.

Do you currently hold an NHS employment contract?

*You must hold an NHS employment contract noting that you currently deliver services, and plan to undertake your proposed research project, for the benefit of patients at Imperial College Healthcare NHS Trust\* and/or surrounding communities. Unfortunately, if you are employed by Imperial College only, you are not eligible to apply.*

## Q3.

Are you a UK resident?

## Q4.

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

## Q5.

Your application must be approved and signed by you, your line manager and your divisional research manager **before** it is submitted. Does your proposal have this level of support?

*You will need to download and sign the 'Signatures of Approval'. 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 can be wet or electronic.*

*We will also require a support letter 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.*

*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 Your application without the signatures and letter(s) will be automatically withdrawn.*

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

**Q6.**

Describe your job title and band.

**Q7.**

Describe your role (max. 50 words)

**Q8.**

What is your specialty/department?

**Q9.**

Select your clinical division:

- Medicine and Integrated Care (MIC)
- Surgery, Cardiovascular and Cancer (SCC)
- Women's, Children's and Clinical Support (WCCS)
- Corporate
- Communications
- Other.

**Q10.**

Select your sub-clinical division:

- MIC Integrated Care
- MIC Renal
- MIC Specialist Medicine
- MIC Stroke & Neurosciences
- MIC Acute & Specialist Medicine
- MIC Urgent Care, Emergency Medicine
- MIC HIV, Sexual Health & Infection
- SCC Cardiac
- SCC Clinical Haematology
- SCC Oncology & Palliative Care
- SCC Specialist Surgery (Urology, ENT, Breast, Riverside)
- SCC Trauma (Major Trauma, Orthopaedics & Plastics)
- SCC General and Vascular Surgery
- SCC Ophthalmology
- SCC Critical Care
- SCC Theatres, Anaesthetics & Pain
- WCCS Outpatients
- WCCS Imaging
- WCCS NWL Pathology
- WCCS Pharmacy
- WCCS Gynaecology & Reproductive Medicine
- WCCS Maternity
- WCCS Children's Services
- Other.

**Q11.**

Select your hospital site:

- Charing Cross
- Hammersmith
- Queen Charlotte's & Chelsea
- St Mary's
- Western Eye.

**Q12.**

Please provide a statement of your qualifications and career to date, including any clinical/healthcare professional body you are registered with (max. 250 words).

**Q13.**

Please provide an overview of your experience of managing and conducting research to date (max. 250 words)

**Q14.**

Please list your publications over the last five years and describe any grants awarded (max. 250 words)

*Indicate whether publications are submitted or pending where necessary, and describe any grants awarded, including funding timelines and applications currently under review. Please consult your research supervisor on how to list publications.*

**Q15.**

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

**Q16.**

Please tell us about any additional organisations that would be involved with this project, their role and how your research will be supported (max. 100 words)

**Q17.**

Have you approached/will you be approaching other funders? (max. 100 words)

*If you have secured funding (in part or in full), if you have pending applications, or if you intend to apply to other funders for this fellowship project, please describe them here. You should include the funding amount and the timeline for the decision. If you wish to accept the award(s) after you have submitted your application to us, please inform us immediately. Your application will be considered independently and our fellowship funding must not be dependent on another funding source. If you have already secured funding that includes your salary from elsewhere, you should not apply.*

# 2. Project summary and research proposal

## Q18.

### Research proposal details

What is the title of your research project? (max. 50 words)

*Please use plain English.*

## Q19.

Which clinical division is directly related to your research project?

- Medicine and Integrated Care
- Surgery, Cardiovascular and Cancer
- Women's, Children's and Clinical Support
- Corporate
- Communications
- Other.

## Q20.

### Proposed start date

When do you plan to start your research project?

*Awards can only commence from May 2021, (provided you have been able to backfill your current post; you will need to provide us with written confirmation). By start date, we mean when fellows can begin incurring costs on your fellowship. If you are awarded a grant, we would expect your application for HRA approval to already be in progress. You will need to provide us with written confirmation when approval is secured. If you have any questions on HRA, please consult your primary supervisor first and email our grants team ([grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)) if you still have questions.*

## Q21.

Proposed end date

## Q22.

How much time (hours per month) will you devote to your project?

## Q23.

How much time (combined total hours per month) will your primary and/or co-supervisors devote to this project?

*We advise you to seek advice from your supervisors to arrive at the combined total hours per month.*

#### **Q24.**

##### **Abstract**

Please state the purpose of the proposed investigation and hypothesis to be addressed (max. 250 words).

*Please use plain English. The abstract will be used to report back to our trustees and to provide the Research Fellowship Committee with a summary of your proposed study. More complete information should be provided in your 'Research Proposal' (below).*

#### **Q25.**

##### **Research proposal**

Your proposal should include the following information (max. 1,200 words):

- your name and department
- research question
- background information on the project (a brief review of the area, the evidence base, pilot data and any relevant publications)
- measurable aims and objectives
- design of project/plan of investigation
- methods of analysis proposed (quantitative or qualitative)
- references
- Gantt chart/optional figures (you must provide a Gantt chart for your research project that includes information on HRA application/approval, if applicable. This will enable the committee to determine if your project can be delivered within your fellowship period. The committee also encourages you to provide any pertinent data that illustrates your proposed research project).

*Please structure your response accordingly. The committee is looking for you to demonstrate that you can be succinct, specific and focused on what needs to be conveyed.*

#### **Q26.**

##### **Supporting information**

Upload supporting information (Gantt charts; figures) to illustrate your research proposal.

*The information should be directly pertinent to the proposal (up to five documents can be uploaded). The committee strongly advises you to take this opportunity to illustrate your research.*

#### **Q27.**

##### **Provide details of your research supervisor(s)**

Include an overview of their background, qualifications, ability to train others, research career to date, and relevance to you and your proposed research (max. 500 words)

*The committee advises you to choose your primary and co-supervisors wisely. They must have the relevant academic research experience and be able to devote the time you need to support your research project.*

*You must provide an answer to this question here. We will accept additional supporting information on your supervisors that you can upload with this application; however, they cannot substitute the answer you provide here.*

**Q28.**

Upload the letter(s) of support from your research supervisor(s). The letter(s) must demonstrate their background, research career to date, ability to train others and a commitment to supporting you undertaking the Post-Doctoral Fellowship position. They must also confirm that they have read your application. Without the letter(s) of support, your application will be automatically withdrawn.

# 3. Fit with Imperial Health Charity and NIHR Imperial BRC objectives

## Q29.

How does your research proposal meet any or all of the charity's three strategic objectives? (max. 250 words)

i) to improve patient experience and help to deliver true patient-centred care

ii) to develop the careers and enhance the wellbeing of Trust staff

iii) to enable innovation in health and care within the Trust and the wider health system.

## Q30.

How is your proposed research novel or innovative and does it align with any of the current NIHR Imperial BRC's focus areas? (max. 250 words)

*The aims of NIHR Imperial BRC are to translate, efficiently and effectively, Imperial discovery science into the clinic with a strategic focus on diagnostics, devices, drugs and data, addressing unmet clinical need and the increasing burden of disease. The research themes can be found at:*

[www.imperialbrc.nihr.ac.uk/research](http://www.imperialbrc.nihr.ac.uk/research)



# 4. Project outcomes and career plans

## Q31.

Provide a statement of outcomes that you can expect to result from this project (such as publications and/or data for further research) (max. 250 words).

*If you are awarded a research fellowship, it is a condition of the grant that you submit an end of grant report when your fellowship ends and then update us on your progress annually for three years. You will be asked to measure your project against each of the expected outcomes you provide here. We advise you to provide a minimum of five and a maximum of 10 expected outcomes.*

## Q32.

Tell us why you wish to undertake this fellowship, how it will be beneficial to you at this stage in your career **and** in relation to your future professional/research aspirations (max. 250 words).

## Q33.

Please provide details about the academic research career path you intend to follow on completing this fellowship and any intended further funding schemes you plan to apply to (max. 250 words).

## Q34.

How will patients and/or other NHS staff in the Trust be involved in **and** how will they benefit from this research? (max. 250 words)

# 5. Project costs and justification

## **Q35.**

How many months will your research project run for?

*You can carry out your fellowship for up to 12 months (1 WTE) or up to 24 months (minimum 0.5 WTE).*

## **Q36.**

Project budget - cost breakdown (only for amount requested from the charity)

*The funding must cover your salary (plus London weighting, superannuation and employer's NIC) as well as related research expenses up to a maximum of £65,000.*

*Full salary costs should be reviewed by an authorised Trust finance officer and/or divisional research manager. Supervisor time should not be included.*

*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*

*Please 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 automatically withdrawn. You must also include VAT, where applicable, and provide quotes for any single equipment (including computer) or items over £250, except your salary.*

Items	Costs that can be supported	Costs that cannot be supported
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 ensure you 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 reactivated when you resume your fellowship.</p> <p>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, we encourage you to pursue a PhD or MD to further your 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 undertaking IHC/BRC funded research fellowship (healthcare professionals outside of medicine only) 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>	<p>Generic office software and computer accessories (drives, cases, chargers, batteries etc)</p>

Items	Costs that can be supported	Costs that cannot be supported
Equipment	<p>Small items (only for 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 the cost in your budget.</p>
Training course	<p>Up to a maximum of £1,500 (only for fellow).</p> <p>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>We would consider MRes tuition fees and 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. You must provide a detailed breakdown of the total cost including a 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 per night maximum 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>
Conferences	<p>Up to a maximum of £1,500 (only for fellow).</p> <p>The fellow must present their IHC/NIHR Imperial BRC research project as a condition of attending. 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>	<p>Networking purposes.</p>

Items	Costs that can be supported	Costs that cannot be supported
Travel	<p>Travel costs are only for you to attend meetigns with research partners. You must provide a full justification and 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) Cars at 0.25p per mile.</p>	Costs you would normally have to pay to travel to work and within London.
Laboratory costs	<p>Lab chemicals and materials essential for you to deliver your research project.</p> <p>You must provide full justification and a breakdown of cost.</p>	
Catering	<p>Only reasonable refreshments for participants in PPI studies.</p> <p>You must provide a full justification and a detailed breakdown of cost.</p>	Research/collaborative meetings.
Consumables	<p>Only reasonable items for PPI studies.</p> <p>You must provide a full justification and a detailed breakdown of cost.</p>	
Volunteers	<p>Only reasonable participant expenses for PPI studies</p> <p>You must provide a full justification and a detailed breakdown of cost.</p>	
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.

Items	Costs that can be supported	Costs that cannot be supported
Fees to professional organisations		Not allowed.
Insurance		Including travel.
Access charges for use of equipment and facilities		Including data storage.
Publication costs	<p>We encourage you to seek advice from CATO and your primary supervisors on Open access costs (article processing charges).</p> <p><i>We will consider these costs from any grant underspend before the grant end date. You must, therefore, not include this cost in your application.</i></p>	

**Q37.**

Total value of funding sought (when you save this page, the total calculated above will automatically appear in this box).

**Q38.**

Provide justification for each cost item (max. 500 words)

*You must provide full justification for each cost item. If you fail to do so, your application will be automatically withdrawn.*

**Q39.**

Funding from other sources.

*Refer to your answer in Section 1 on funding from other sources.*

**Q40.**

What is the total value of your research fellowship project?

**Q41.**

**Financial responsibility**

Who will be responsible for the financial management of any grant awarded? This may be, for example, the Joint Research Office (JRO) or NHS Trust Finance Department.

*We strongly advise you to approach your divisional research manager before you submit your application.*

# 6. Previous Imperial Health Charity grants

**Q42.**

Do you currently hold, or in the past have you held, a grant(s) with Imperial Health Charity?

# 7. Application support and declarations

## Q43.

Does your project require Health Research Authority approval?

*For more information on obtaining HRA approval, please visit [www.hra.nhs.uk/research-community/before-you-apply](http://www.hra.nhs.uk/research-community/before-you-apply). We advise you to consult your primary supervisor.*

i) If yes, provide the following information:

- a) Research Ethics Committee reference
- b) Integrated Research Application System project ID

ii) If you have received approval in principle only, when are you likely to receive written confirmation?

iii) If approval is pending, when are you likely to receive approval?

## Q44.

Does your proposal include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act 1986? We advise you to consult your primary supervisor.

*Research proposals that include procedures to be carried out on animals in the UK may be referred to the National Centre for the Replacement, Refinement and Reduction of Animals in Research.*

If yes, provide the following information:

a) Why is animal use necessary? Are there any other possible approaches?

b) Why is the species to be used considered the most appropriate?

c) The justification on the number of animals to be used per experiment, including details of any sample size calculations and/or statistical advice sought.

d) Does the animal work require Home Office approval in relation to personal, project and establishment licenses? If yes, please provide the establishment licence details.



e) ESTABLISHMENT licence details:

- i) name of licensee
- ii) licence number
- iii) date of issue

f) Has the necessary approval been given by the Animal Welfare and Ethical Review Body?

g) Does your research proposal involve the use of animals or animal tissue outside the UK?

h) How would the most severe procedures be rated?

#### **Q45.**

Signatures of approval

We require your signature to indicate that, if awarded a grant, you will conduct the project in accordance with the charity's grant conditions. Your application must be approved and signed by you, your line manager, and your divisional research manager. The signatures can be wet or electronic. 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.

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 in advance of the application deadline. Your application without these signatures and letter(s) will be automatically withdrawn.

#### **Q46.**

Online declaration

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

*To note:*

Data protection and privacy policy

*Imperial Health Charity is committed to ensuring that your privacy is protected. When we collect personal information about you, we promise to keep this information safe. In accordance with the Data Protection Act 2018, our privacy statement sets out how we collect and use personal information and why this is important in enabling us to fulfil our charitable objectives. To read our privacy statement in full, please click [here](#).*