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# Research Fellowship

## Sample End of Fellowship Report Form

*For Reference Only*

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### ***Before you start your report:***

*Congratulations on completing your fellowship. We hope it was a rewarding experience for you and will enable you to take your next step in your academic research career.*

*As a condition of your fellowship, you will need to complete this report. This will help us understand what you've achieved and the difference your fellowship has made, both to you and your academic research career path, and to patient care within the Trust. Your report enables us to measure the impact of our funding and report back to our donors and partners.*

*Your report may be circulated to our Trustees, Research Fellowship Committee members and to our partners NIHR Imperial BRC and CATO (Clinical Academic Training Office).*

*We're a learning organisation and will use your comments anonymously to help other fellowship applicants and grantees to improve our own processes.*

*It might be that all of your planned activity has finished at the time of completing this report, or that there is still some remaining. Please report on activity to date, and use the space provided to comment on anything that has yet to happen.*

*We will also be asking you to complete an annual Post-Fellowship Report for 3 years after your fellowship ends. This enables you to inform us of further updates and achievements to come.*

*If you have any questions before or while you are completing your Report, please email **Philip Howard**, Grants Manager ([grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)).*

## **1. Your details**

Title

Name

Surname

Tel (work)

Email (work)

Address (work)

*Your Imperial College Healthcare NHS Trust contact details will be automatically populated here for you. You must only use your Trust postal and email address information. We will not accept personal or Imperial College London postal or email address information.*

**Q1.**

**What is your fellowship grant reference?**

*Refer to your Fellowship Grant Award Letter.*

**Q2a.**

**Please confirm your clinical profession?**

*Please select from the dropdown list.*

- Art therapist/Art psychotherapist/Drama therapist/Music therapist
- Dentist
- Diagnostic radiographer
- Dietician
- Doctor
- Healthcare scientist
- Midwife
- Nurse
- Occupational therapist
- Operating department practitioner
- Orthoptist
- Osteopath
- Pharmacist
- Physiotherapist
- Podiatrist
- Prosthetist/orthotist
- Psychologist
- Psychotherapist
- Public Health practitioner
- Speech and language therapist
- Therapeutic radiographer
- Other Healthcare Professional

**If you have selected 'Other Healthcare Professional', what is your clinical profession?  
(max 5 words)**

**Q2b.**

**Post-fellowship employment status.**

*Please select from the dropdown list.*

- I'm an NMAHPP and have returned to my substantive ICHT post
- I'm an NMAHPP continuing my academic research career and **not** returning to my substantive ICHT post
- I'm an NMAHPP and not returning to my substantive ICHT post, and taking up another post within ICHT
- I'm an NMAHPP and have left/will be leaving ICHT to join another NHS Trust
- I'm an NMAHPP and have left/will be leaving ICHT to join another organisation
- I'm a doctor and returning to my clinical training
- I'm a doctor continuing my academic research career
- Other

**Please explain your selection to Q2b and provide your updated contact details (email, tel. no. and address) if they are different from the details in your Flexigrant account. We will not share your contact details with any Third party. (max 100 words)**

*Under the terms of your Fellowship Grant, you're under contractual obligation to complete an annual Post-Fellowship Report for 3 years after your fellowship ends. This enables you to inform us of further updates and achievements to come.*

**Q2c.**

**What is your NHS assignment number?**

*You will find this information on your payslip if you're doing your fellowship at the Trust or if you have an NHS employment contract, i.e., your salary is paid by NHS. If you have left NHS employment and did your fellowship at Imperial College London, please write N/A.*

**Q2d.**

**What is your ORCID number?**

*ORCID = Open Researcher and Contributor ID (<https://orcid.org/>). The charity expects all our fellows to have an ORCID number.*

## **2. Your fellowship and research project outcomes**

**Q3a.**

**What is the title of your fellowship research project?**

*Please refer to your application.*

**Q3b.**

**Abstract for your research project (max 250 words)**

*Please refer to your application.*

**Q3c.**

**Please provide a brief overview of your fellowship and research project and what you have achieved (max 1000 words)**

*Please refer to your application and Fellowship Grant Award Letter and answer **all** the prompt questions below.*

*a) Your fellowship*

- i. Who were your primary supervisor, and co-supervisors (if any)? Were you well supported by them throughout your fellowship? Did they involve you in key meetings with other fellows and PIs in their research group? Did they provide you with the necessary facilities and resources?*
- ii. What research skills have you gained from doing your fellowship?*
- iii. Having now completed your fellowship, what other research skills do you think you would benefit from during your fellowship period and why?*
- iv. What training did you undertake?*
- v. What conferences did you attend and how was your presentation received?*
- vi. What would you have done differently during your fellowship period if you had the opportunity?*
- vii. What were the practical challenges you faced during your fellowship?*

*b) Your research project*

- i. What were your original research aims, and how far have they been met?*
- ii. Were you able to deliver your project as originally intended, or did you need to make any changes to the way your research project was delivered or what you aimed to achieve? If so, why?*

- iii. *If your research project included engagement with patients/members of the public, or with trust staff, what did these engagement activities achieved, how could they have been improved, what did you learn specifically from undertaking the project?*

*Please include any links related to your fellowship and research project.*

*We understand that research projects may need to be adapted in response to changes in circumstances or learning along the way. Please detail here any major changes that we will have pre-approved, such as extensions or pauses, and any other developments. If there are any major changes that we are not aware of, please email **Philip Howard**, Grants Manager ([grants@imperialcharity.org.uk](mailto:grants@imperialcharity.org.uk)) before you submit this report.*

**Please upload up to 5 supporting documents to support your answer to question 3c.**

**Q4.**

**How did you involve ICHT patients and the public, and staff (if applicable) at different stages of your research project? (max 250 words)**

**Q5a.**

**How was your research project novel or innovative, and how did it align with any of NIHR Imperial BRC's current focus areas?**

*Please refer to your application and select one from the dropdown list.*

- Bioengineering (N+)
- Brain Sciences
- Cardiovascular
- Digestive Diseases
- Digital Health
- Immunology
- Infection & AMR
- Metabolic and Endocrine
- Molecular Phenomics
- Multiple Long-Term Conditions (N)
- Pregnancy and Prematurity (N)
- Respiratory (N)
- Social, Genetic & Environmental (SGE) Determinants of Health (N)
- Surgery and Cancer (N+)

*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.*

**Q5b.**

**Please describe your selection to Q5a. (max 250 words)**

**Q5c.**

**Your research project falls within which UKCRC Health Research classification?**

*Please refer to your application and select one from the dropdown list.*

- Blood
- Cancer and neoplasms
- Cardiovascular
- Ear
- Eye
- Infection
- Inflammatory and immune system
- Injuries and accidents
- Mental Health
- Metabolic and Endocrine
- Musculoskeletal
- Neurological
- Oral and Gastrointestinal
- Renal and Urogenital
- Reproductive health and childbirth
- Respiratory
- Skin
- Stroke
- Generic health relevance
- Disputed Aetiology and Other
- None on the list

**Q6a.**

**When did you start your fellowship?**

**Q6b.**

**When did you complete your fellowship?**

**Q7a.**

**Which of the following dissemination activities have directly resulted from your fellowship to date?**

*Please tick all that apply.*

- A talk or presentation
- A poster presentation
- Participation in an activity, workshop or similar
- Publication in a magazine, newsletter, academic journal, or online
- A formal working group, expert panel or similar
- A press release, press conference or response to a media enquiry
- Participation in an open day or visit
- Engagement focused website, blog or social media channel
- A broadcast e.g. TV/radio/film/podcast (other than news/press)
- Scientific meeting (conference/symposium etc.)
- Other
- None

**If you've selected 'Other', please tell us what the activity was.**

**Q7b.****Who were the audiences for dissemination activities?**

*Please tick all that apply.*

- . Public/other audiences
- . Professional practitioners
- . Schools
- . Other academic audiences (collaborators, peers etc.)
- . Health professionals
- . Media (as a channel to the public)
- . Participants in your research
- . Policymakers/parliamentarians
- . Postgraduate students
- . Undergraduate students
- . Patients, carers and/or patient groups
- . Study participants or study members
- . Supporters
- . Industry/business
- . Third sector organisations (not Imperial Health Charity or NIHR Imperial BRC)
- . Other
- . None/Unknown

**If you've selected 'Other', please tell us who they were.**

**Q7c.**

**Please give more details about the dissemination activities you've selected in question 7a. (max 500 words)**

*Please answer these prompt questions.*

- a) What took place and when?*
- b) How was your research received?*
- c) How did you acknowledge the charity and NIHR Imperial BRC?*
- d) What has been the feedback from the target audiences for your various activities?*
- e) What have you learned from your experience of being involved in these activities?*

*If you have any upcoming dissemination activities, please list them here too. Please include any links or upload any relevant documents below.*

**Upload up to 5 files here to support your answer to Q7c.**

**Q8.**

**Please give the details of any prizes, awards or commendations you've received as a result of your fellowship. (max 250 words)**

**Q9.**

**What are your future career plans, for instance, to continue your academic research career? (max 250 words)**

*We know that after having completed a fellowship, people may decide to choose a different*

career path other than an academic research. Please tell us:

- a) whatever career path you've decided to follow
- b) how your fellowship will enable you to pursue this
- c) if you have applied/are applying for further funding. Please give details of:
  - i. the specific funding programme(s)
  - ii. the funder(s)
  - iii. your application status
  - iv. timescales of when you are likely to know the outcome of your application(s)
  - v. when you will start your new role.

**Q10.**

**How far do you agree or disagree with the following statements?**

- a) 'This research fellowship has made me more likely to pursue an academic research career'.
- b) 'Being awarded this research fellowship made me feel more valued in my role'.

**Q11.**

**What do you expect will be the longer-term impact of your research project? (max 500 words)**

*We understand that you may not know this exactly at this stage. However, please give details of any potential uses of your research and findings, including for instance, how it may contribute to a larger research question or clinical practice, improve health outcomes, and/or improve patient care within the Trust, NHS sector, etc.*

### **3. Your fellowship and research project finances**

**Q12a.**

**What was your total fellowship grant?**

*You will find this information in your grant award letter. Refer to the most recent one that was issued to you. Include any grant increases you may have been awarded during your fellowship, such as CATO top-ups.*

**Q12b.**

**How much of your fellowship grant has been spent?**

*If you are unsure about this, please ask your divisional research manager if you carried out your fellowship at the trust, or the relevant department within the faculty of medicine if you carried out your fellowship at the college.*

**Q12c.**

**How much of your fellowship grant remains unspent (if any)?**

*We will keep any underspend to support future projects.*

**Q12d.**

**Did you receive funding from any other sources for your fellowship? (max 100 words)**

**Q12e.**

**Did you spend your fellowship grant on approved costs? (max. 150 words)**

*Please refer to your Fellowship Grant Award Letter for your approved costs. If you had made cost transfers of **less than 10% in total** between one budget line to another, you wouldn't have needed our prior permission. However, if you made cost transfers of **more than 10%** between budget lines, you would have needed to ask our prior permission in writing beforehand. Please describe any changes to your approved budget.*

## 4. Your feedback and declaration

**Q13.**

**What have you learnt from undertaking this fellowship that could be useful for anyone applying for, and/or starting, this fellowship programme in future? (max 250 words)**

*Future applicants to our Research Fellowship programme will value any practical advice/tips you may share with us, for instance,*

- a) How to identify a primary or co-supervisor, and how to go about approaching them*
- b) Who else apart from their line manager should they speak to about wanting to do a fellowship*
- c) Applying for, and securing ethics*
- d) What costs should be included etc.*
- e) How moving from clinical practice to doing a fellowship can impact on their professional lives. Doing things differently*

**Q14.**

**How did you find our engagement with you? (max 250 words)**

*As a learning organisation, it's important for us to listen to you and make improvements to our processes. We are keen to hear your honest and open views on:*

<b>Our processes</b>	<b>Please select</b>	<b>Your comments</b>
What do you think about the informal Research Fellowship annual networking event? How would you like this to continue? Was it useful?	Choose an item.	
Did you find the Report Forms (Progress and End of Grant Reports) clear and easy to complete?	Choose an item.	
Were we responsive to any queries you may have had throughout the delivery of your project?	Choose an item.	
How else could we improve?		

**Q15.**

**If you had the opportunity to start your fellowship and research project tomorrow, what would you do differently? (max. 150 words)**

**Q16a.**

**I confirm that all details I have provided in this report is correct.**

*You'll be asked to check the box.*

**Q16b.**

**Data Protection and Privacy Policy.**

I confirm that I accept this policy, and that I understand Imperial Health Charity's obligations under the Data Protection Act 2018.

*You'll be asked to check the box.*

**Q16c.**

**The date you completed this report.**

*Thank you for completing your End of Fellowship Report. It will take up to 15 working days for us to review it. We may come back to you for any clarification. Information on your report may be used in any of public-facing communications, for instance any charity and/or NIHR Imperial BRC platforms. You will also be asked to complete a short annual report for the next 3 years so that we can track progress you will make with your academic research career and research project.*