

Cross-Sector Experience Awards – Example application form

This document provides an example copy of the application form for the Academy's Cross-Sector Experience Awards scheme. Prospective candidates may use this document to plan ahead of time what they may want to include in their application form. For more information, please see the FAQs document, which is available from the [scheme webpage](#).

Please note: the Academy reserves the right to alter the Cross-Sector Experience Awards application form and therefore the questions in this document may not be an exact replica of the final application form.

If you have other questions about the scheme or would like to discuss your individual circumstances or project, please contact the Office on cross-sectorawards@acmedsci.ac.uk. Prospective applicants are encouraged to contact the Office at the earliest opportunity, especially if they have any questions concerning their eligibility for the scheme.

Section 1 – Applicant, employing organisation and partner organisation details

Primary applicant contact details

Title	Information pulled through from the applicant's Flexi-Grant® account contact record
First name	
Surname	
Telephone number (work)	
Email address (work)	
Postal address (work)	
Website link(s) and other links	E.g. staff profile page, lab group webpage, professional social media handle
ORCID iD	It is not mandatory to supply this; applicants that do not already have an ORCID iD do not need to create one

Employing organisation and partner organisation details

Please provide the details below in relation to your current position at your employing organisation and the position which you will hold at your partner organisation. For clarity:

Employing organisation – the applicant's current/primary employer. If you are currently employed by two or more different organisations, you will have the opportunity to list your secondary employer(s) further down. The employing organisation will be the official host of the award.

Partner organisation – where the applicant is proposing to temporarily move to for their Cross-Sector Experience Award.

Employing organisation information

Name of organisation	Selected from drop-down menu in Flexi-Grant®, applicants must contact the Office if their organisation is not listed in the drop-down menu
Position at the employing organisation	

Department (or equivalent)	
Employing organisation address	
Employing organisation website	
Employing organisation sector	<p>Select from: academia, charity, government, industry, NHS, private healthcare, private sector (non-healthcare), public sector, or other</p> <ul style="list-style-type: none"> ➤ If "other", a text box will be provided for the applicant to specify
Are you a PhD student?	<p>No/Yes</p> <ul style="list-style-type: none"> ➤ If "Yes", the applicant will be asked for more information, including how this will affect their PhD project and details on agreement made with the funding organisation to put the project into abeyance for the duration of the Cross-Sector Experience Award
Are you self-employed?	<p>No/Yes</p> <ul style="list-style-type: none"> ➤ If "Yes", the applicant will be asked to provide their company registration number ➤ The applicant is also asked to contact the Office so that staff can advise on how to proceed with the application form

Additional places of employment – additional places of employment should be employers other than the employing organisation, that are aware of and support this application, but will not assume the role of host of this award.

Are you employed by multiple organisations?	<p>No/Yes</p> <ul style="list-style-type: none"> ➤ If "Yes", the questions below will appear
Details of first additional place of employment	<p>Including:</p> <ul style="list-style-type: none"> ➤ Organisation name ➤ Position at organisation ➤ Department (or equivalent) ➤ Address ➤ Website ➤ Sector of organisation (same options as before)
Do you have any other additional places of employment?	<p>No/Yes</p>

	<ul style="list-style-type: none"> ➤ If "Yes", the applicant will be asked to provide the same information again for the second additional place of employment ➤ If an applicant has more places of employment than the three listed above, they will be prompted to provide these details
How is your time split between your employing organisation and your additional places of employment?	Applicants are asked to detail the proportion of their time FTE and/or percentage (%) time that they spend at each organisation

Partner organisation

Name of organisation	
Position the applicant will hold at the partner organisation	
Department (or equivalent)	
Partner organisation address	
Partner organisation website	
Partner organisation sector	Same options as before
Do you own shares in the partner organisation?	<p>No/Yes</p> <ul style="list-style-type: none"> ➤ If "Yes", the applicant must state what percentage shares they own (note that applicants are not permitted to own 6% or more shares in the partner organisation) ➤ Also, applicants will be asked to explain how the Cross-Sector Experience Award will benefit the employing organisation as much as the applicant and the partner organisation

Section 2 – Career information

Previous employment details	Complete the given table
Qualifications and relevant training	Complete the given table
Have you taken any career breaks to date?	<p>No/Yes</p> <ul style="list-style-type: none"> ➤ If "Yes", the applicant will be asked to expand on these details
When did your current position at the employing organisation start?	Enter exact date
What type of contract do you hold with the employing organisation?	<p>Permanent/Fixed-term</p> <ul style="list-style-type: none"> ➤ If "Fixed-term", the applicant will be asked to confirm the current end date of their fixed-term contract

	<ul style="list-style-type: none"> ➤ If the current contract end date is before the proposed end date of this award, the employing organisation will be required to offer a contract extension accordingly
Do you currently work full-time or part-time?	<p>Here we are referring to “part-time” as working less than five full days per week. If an applicant works part-time across multiple organisations but their total working hours equate to five full days per week, they should select “full-time” in response to this question</p> <ul style="list-style-type: none"> ➤ If “Part-time”, the applicant will be asked to provide details on this
What are your core responsibilities in your current role(s)?	Maximum 300 words

Section 3 – Cross-Sector Experience Award proposal

Proposed start date for this award	This award should commence between 1 July and 31 December 2024. Under exceptional circumstances, we may be able to accommodate a start date up to 30 June 2025; please speak to the Office to discuss this before selecting a date outside of the initial six-month timeframe listed.
Proposed end date of this award	This award should last between 3- and 12-months
Will you be working full-time (or full-time equivalent for those working less than 5 days per week) <u>at the partner organisation</u> for the duration of this award?	<p>Successful applicants are required to spend a minimum of 50% of their total working hours at the partner organisation throughout the award.</p> <p>Applicants can choose to spend all of their time at the partner organisation, or split their time between the partner organisation and either the employing organisation or another of their employers, provided all employers are in agreement with the arrangement and the arrangement satisfies the point above.</p> <p>Applicants may also choose to vary the amount of time they spend at the partner organisation throughout the award, provided all employers are in agreement with the arrangement and the arrangement satisfies the point above.</p>

	Applicants will be asked to explain the details of these arrangements in the application form
What will your responsibilities be at the partner organisation?	Maximum 800 words
What will be the benefit of this award on your work at the employing organisation when you return?	Maximum 500 words
How will this award benefit both the employing organisation and the partner organisation in the long run?	Maximum 500 words
Why do you believe now is the appropriate time in your career to take on this award?	Maximum 300 words
Space to provide additional information relating to the application	Optional; applicants may choose to detail any other grants/funding or outstanding grant applications, provide a COVID-19 impact statement, or list previous names they have held, among other things
Space to upload additional documentation relating to the application	Optional; applicants may choose to upload letters of support from collaborators, media files, data files, etc. Applicants should not upload their CV. Lists of awarded grant funding and publication references are permitted. Applicants are permitted to upload a maximum of five files. Media files should not be longer than five minutes. Text-based files should be no longer than two pages. Any files that do not adhere to the guidelines will be removed from the application.

Section 4 – Budget proposal

Complete the budget table provided	Provide an itemised list detailing how the funds of this award will be spent; each item should be listed under one of the following categories: salaries, travel, accommodation and subsistence, visas and permits, activities, equipment, other
Justification for budget request	For each category, provide justification for the requested funds; please write "N/A" if you have not requested funds for a given category

Section 5 – Use of animals

Use of animals	Standard questions on the use of animals in research
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Section 6 – Use of human tissues or subjects in research

Use of human tissues or subjects	Standard questions of the use of human tissue or subjects in research
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Section 7 – Management of outputs, intellectual property and subsidies

Outputs management and sharing plan	Irrespective of whether an applicant will be engaging in research during their award, all applicants are required to provide an outputs management and sharing plan; applicants should discuss with both organisations the arrangements for handling, storing and sharing any outputs that arise from this award
Intellectual property agreement	Tick box confirming that the applicant will ensure an intellectual property agreement is in place prior to the start of the award, in the event that the applicant's time at the partner organisation results in the production of significant intellectual property
Subsidy control questions	The applicant is required to provide information on research activities at both the employing organisation and the partner organisation and whether any commercial entities will gain from this award

Section 8 – Employing organisation

To be completed by the Employing Organisation Representative

Letter of support	File upload; acceptable file formats are .doc, .docx and .pdf; document should be no longer than 2 pages and on signed, letter-headed paper
Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Name, position at organisation, date

Section 9 – Partner organisation

To be completed by the Partner Organisation Representative

Letter of support	File upload; acceptable file formats are .doc, .docx and .pdf; document should be no longer than 2 pages and on signed, letter-headed paper
Declaration	Tick box
Data protection statement	Tick box

Electronic signature	Name, position at organisation, date
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Section 10 – Employing Organisation Finance Office

To be completed by the Employing Organisation Finance Office Representative

Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Name, position at organisation, date

Section 11 – Partner Organisation Finance Office

To be completed by the Partner Organisation Finance Office Representative

Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Name, position at organisation, date

Section 13 – Marketing feedback

Marketing questions	The Academy asks all grant applicants a handful of questions to allow us to effectively evaluate our marketing activities; responses to these questions are not made available to reviewers
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Section 14 – Applicant declaration

Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Full name, date

This is the end of the Cross-Sector Experience Awards application form

Equity, diversity and inclusion (EDI) monitoring form

The Academy of Medical Sciences is committed to working towards full equity of opportunity for all, embedding inclusion in our own organisation, practices, work, and the wider medical science sector. We strive to ensure that no individual or group is disadvantaged on any ground including age, caring responsibilities, disability, gender reassignment, marital status, sex, sexual orientation, race, religion or belief.

The questions in our EDI monitoring form provide data to ensure equity, diversity and inclusion is embedded into all our work streams. Your answers help us monitor the diversity of our audiences and understand who we are reaching and who we are not. We analyse and report on data regularly to ensure the information we are collecting is used to improve diversity and inclusion in all our activities. Many of our funders also require us to collect and report on this information, however we only ever publicly report anonymised and summary data.

We appreciate you taking the time to complete these questions with full awareness of their sensitive nature. We would like to assure you that each question is essential to our work to engage diverse audiences and ensure equity and inclusion in our practices. If you would like to know more about our equity, diversity and inclusion work you can view recent diversity reports and information on how this monitoring supports our work on our [diversity pages](#).

Please note:

- All Academy of Medical Sciences grant applicants are required to complete our EDI monitoring form on Flexi-Grant® before proceeding to the application form.
- You must respond to all questions, however please note that a “Prefer not to say” option is available for all questions. You may update your responses at any point before submitting your application by choosing to “Update” your contact information.
- This EDI monitoring form is separate to any grant application form(s), the data is stored away from your application form and only a limited number of Academy staff are able to view the data.
- **The information you provide is not used in the application review process: it is not provided to reviewers or Panel members, nor is it used to make a judgement on the quality of your application.**

A series of questions relating to your personal information, including age, gender identity, gender reassignment, sexual orientation, ethnic origin, nationality and disability	Please note: all questions have the option to respond with “Prefer not to say” Please do <u>not</u> select “Prefer not to say” in response to the question on capturing your consent to our use of your data.
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Scheme enquiries

Enquiries about the Cross-Sector Experience Award scheme can be made by email: cross-sectorawards@acmedsci.ac.uk.

Supporters

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