

Springboard scheme – Round 4

Sample of online application form

Please note: The below is a sample of the online application form for the Academy of Medical Sciences Springboard scheme. This will be made accessible via Flexi-Grant **only** to those applicants who have been successful in their Institution's internal selection process.

Questions and answers from the eligibility check form will automatically copy across to this form.

Page 1: Contact Information

Applicant personal details

Note: Please give your institutional/work address, not your home address.

You must add 1 contact with a full name, complete address, phone number and email specified.

	<u>contact name</u>	<u>phone</u>	<u>email</u>	<u>address complete</u>		
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Get my
ORCID
identifier

No

Host Institution

Note: Please start typing the name of your host institution in the box below and select from the given list. If your host institution is not available, please contact us at springboard@acmedsci.ac.uk.

<input type="text" value="Type here to search"/>	select
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You must add 1 organisation with a name specified.

lead organisation	<u>organisation name</u>	<u>phone</u>		
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Department	<input type="text"/>
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Head of Department

Title	Please Select... <input type="text"/>
First name	<input type="text"/>

Last name	<input type="text"/>
Email	<input type="text"/>

ORCID ID Number

Enter your ORCID ID using the following format: <http://orcid.org/0000-0002-1825-0097>
 ORCID is a unique digital identifier for researchers. If you do not already have one, you can register [here](#).

Page 2: Current post

Current appointment details

Note: Your current appointment refers to the post that you are due to hold during the Springboard project.

Note: Your answers from the eligibility round will be automatically pulled through where possible.

Job title	<input type="text"/> Applicant job title
Appointment start date	<input type="text"/> Please note that your appointment's start date shouldn't be prior to July 2015 (earliest eligible start date) for you to be eligible to apply.
Is your appointment start date earlier than July 2015 (earliest eligible start date)?	<input type="radio"/> Yes <input type="radio"/> No
Is this your first independent position? (i.e. the first group-leader position you have held at any institution?)	<input type="radio"/> Yes <input type="radio"/> No
Is this a fixed term appointment?	<input type="radio"/> Yes

	<input type="radio"/> No
Appointment end date	<input type="text"/>
Is your appointment end date earlier than 1 February 2021 (earliest possible award end date)?	<input type="radio"/> Yes <input type="radio"/> No

Is your current post full time or part time?

- Full time
- Part time

If part time, please state the number of hours worked per week.

Please give the percentage of time protected for research [%]

Have you taken any career breaks since commencing your current post?

- Yes
- No

Research area

Please identify your broad research area from the list below.

Please Select...

List the core duties (e.g. teaching, research, administration) you are required to undertake for this post, and percentage of your time allocated to each.

(100 words max)

How does your current post differ from those you have previously held, and how does this demonstrate your research independence?

(200 words max)

Page 3: Current financial support

Details provided in your eligibility check form will be automatically transferred to the corresponding questions in this page.

Current post funding

What is the source of funding for your current post's salary?

- Institutional
- External body

Please specify (e.g. HEFCE funded lectureship, award from a named research council or charity)

(50 words max)

Have you received any new grants since submission of your eligibility form ?

If yes please make any necessary amendments to the questions below.

- Yes
- No

Financial support in current position

Please complete this question for your current post's research funding.

Do **NOT** include: personal salary, overheads or indirect cost.

DO include: Start-up packages, staff salaries, PhD studentships (include stipends and consumables), project grants, equipment grants, collaborative grants etc.

Please list all research grants active during your current post starting with the most recent.

For each, please list (in the following format; repeat as necessary):

1.

- *Start and end dates*
- *Total Amount awarded*
- *Name of the awarding body (e.g HEFCE, institution or Wellcome Trust)*
- *Name of funding type (e.g Lectureship, or PhD studentship)*
- *Role in the grant (e.g. PI, Co-PI), %share of the funding (only if you are co-investigator or co-supervisor)*

2. etc ..

Funding support available over the period February 2019 to January 2021 only.

Please complete the table below including any research funding you have already secured that relates to the earliest Springboard award period (funding secured form February 2019 -January 2021).

Refer to the source(s) listed in your answers above to calculate your funding support. If you are a co-investigator on an award, or co-supervisor of a staff member/student, only include your share of the funding in the calculations. Calculations must include start-up packages, staff salaries, PhD studentships (include stipends and consumables), project grants, equipment grants, collaborative grants etc.and exclude personal salary or overheads.

Funding secured over February 2019 -February 2021

Funding source	Year 1 (£) (Feb 2019 - Jan 2020)	Year 2 (£) (Feb 2020 - Jan 2021)	Total (Year 1 + Year 2)
		Total	

Is your total financial support secured over February 2019 to January 2021 more than £150,000?

- Yes
- No

Have you made any changes to the answers copied across to this form from your eligibility form?

- Yes
- No

Page 4: Career history

Qualifications (Degrees, Diplomas, etc.)

Subject	Qualification and Class	College/University	Date

Previous appointments

Detail the appointments you have held between the award of your PhD and the current appointment listed above, with the most recent first. Only indicate a supervisor if the position

was answerable to a group-leader; if line-managed by a Head of Department, please leave this space blank. However, if the latter, we may take this to mean the position was an independent post and therefore you may not be eligible, since this award is for those in their first independent post.

NB. Do not include your current post below (as you have already provided details of your current post above).

Position	Funding source	Supervisor (if any)	Institution	Dates
<input type="text"/>				

Career gaps

If applicable, please detail any notable gaps in your career.

Have you made any changes to the answers copied across to this form from your eligibility form?

- Yes
- No

Publications arising from your research

Please include only published papers and those in press. Use a numeric list and the format below, with an empty line between each publication:

- title on first line
- all authors on next line (with [an asterisk next to your name](#)).
- journal information on the last line

For example,

1. Lentiviral marking of patient-derived acute lymphoblastic leukaemia cells allows *in vivo* tracking of disease progression.

Bomken S*, Buechler L, Rehe K, Ponthan F, Elder A, Blair H, Bacon CM, Vormoor J, Heidenreich O.

Leukaemia 2013;27:718-721

Original research papers in peer-reviewed journals:

Review articles and contributions to books:

Conference proceedings:

Note: Please only list these if considered a major output in your discipline (e.g. engineering).

On the basis of your answer above, please give your total number of each of the following: (Please include only published papers and those in press.)

Original research papers in peer-reviewed journals	<input type="text"/>
Review articles and contributions to books	<input type="text"/>

Provide details of up to three of your publications, which you consider the most significant or relevant to the application.

This question is intended to promote thorough consideration of the content of a publication or other research output, rather than the impact factor of the journal it is published in. The scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published. This is your opportunity to highlight the impact that your papers have made on your field of research.

The Academy is a supporter of the San Francisco Declaration of Research Assessment (DORA) and Panel members and peer reviewers are requested not to use journal-based metrics, such as Journal Impact Factors as a surrogate measure of the quality of individual research articles.

For each, please

- Give the reference in the format described above
- Explain why you have selected this article
- Highlight your role within the study
- Provide a statement describing the contribution of each author in the study following the [CRediT Taxonomy of author contributions](#). All of the authors listed on the paper should be mentioned in this section at least once. NB. If over 20 authors, please just list the 20 most significant contributions (including your own).

Selected publication 1:

Selected publication 2:

Selected publication 3:

Other research outputs

Please detail any other research outputs (e.g. datasets, software, influence on policy and practice, articles in bioRxiv or equivalent) you have produced, which you think the Panel and/or peer reviewers should be aware of. Please include hyperlinks where possible.

Markers of esteem

Please list markers of esteem you have received (e.g. prizes, invitations to give named lectures, etc.), which you think the Panel and/or peer reviewers should be aware of.

(100 words max)

Page 5: Research Proposal

Title of research proposal

Proposed project start date

Note: for Round 4, your proposed start date should fall between February 2019 and July 2019.

Proposed project end date

Note: your proposed end date should be 2 years after your proposed start date. For Round 4, your proposed end date should fall between January 2021 and June 2021 accordingly.

Scientific summary

Provide a brief outline of your research proposal suitable for an expert reader. You should begin your summary by clearly stating your aims and objectives.

(250 words max)

Lay summary

Provide a brief outline of your research proposal suitable for a lay reader. See our ten tips on how to write a lay summary on our [website](#).

(250 words max)

Research proposal

See our tips on how to write a successful grant application on our [website](#).

Please provide a research plan including:

- Aims and objectives of the research
- Why it is important
- Plan of investigation, including detailed methodology and design

Please use numbers to refer to your references, which you can provide in the following question. Preliminary data, figures and tables should be uploaded and attached to your proposal separately below.

(1500 words max)

References

Please list any scientific references mentioned in your proposal.

Preliminary data Please upload up to two A4 pages of preliminary data in support of your research plan, which must be presented only as tables or figures (with brief legends). No additional text is permitted.	Preliminary data upload
Tables and figures Please upload any additional tables or figures to support your proposal (e.g. timeline, GANTT chart etc), which must be presented only as tables or figures (with brief legends). No additional text is permitted.	Figures and table upload

Reapplications

Is this your first application to this scheme?

Please note that only one resubmission is permitted.

- Yes
 No

If this is your second application to the scheme, this is your opportunity to respond to peer review and/or Panel discussion comments made in your previous application and explain what changes you have made to the application. Please note that only one resubmission is permitted.

In which round did you submit your first application?

Please Select...

Please explain how this application differs from your previous submission.

(500 words max)

Global Challenges Research Fund (GCRF) remit

Does your research fit within the remit of GCRF?

Details provided in your eligibility check form will be automatically transferred.

We ask all applicants to consider guidance about GCRF and indicate whether their research is within its remit.

GCRF forms part of the UK's Official Development Assistance (ODA) commitment, which focuses on outcomes that promote the long-term sustainable growth of countries on the OECD Development Assistance Committee (DAC) list. GCRF funding is awarded in a manner that fits with Official ODA guidelines. For more information in this area, to help guide you to establish whether your research fits this remit, please find more details on [GCRF programme](#) and visit [RCUK's](#) page and Springboard FAQs .

- Yes
- No

If yes, please refer to the FAQ documents on our webpage and **explain how your project addresses Overseas Development Assistance (ODA) criteria**, including the following 3 questions:

1. Which country/countries on the Development Assistance Committee (DAC) list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research?
2. How is your proposal directly and primarily relevant to the development challenges of these countries?
3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?

(1000 words max)

Keywords

(1000 words max)

Please select the Global Challenges Area(s) you will be addressing in this proposal.

Equitable Access to Sustainable Development

- Secure and resilient food systems supported by sustainable marine resource and agriculture
- Sustainable health and well being
- Inclusive and equitable quality education
- Clean air, water and sanitation
- Affordable, reliable, sustainable energy

Sustainable Economies and Societies

- Sustainable livelihoods supported by strong foundations for inclusive economic growth
- Resilience and action on short-term environmental shocks and long-term environmental change
- Sustainable cities and communities
- Sustainable production and consumption of materials and other resources

Human Rights, Good Governance and Social Justice

- Understand and respond effectively to forced displacement and multiple refugee crises
- Reduce conflict and promote peace, justice and humanitarian action
- Reduce poverty and inequality, including gender inequalities

GCRF Challenge Area

Please summarise this by explaining how your project meets the criteria for GCRF funding. Applicants should place this proposal in the context of development challenges for the focus countries, and support this statement with statistics where appropriate.

(250 words max)

If applicable, please provide a list of references to support the statement above

Keywords

Please give up to six keywords that might be helpful in classifying your research:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Keyword1	Keyword2	Keyword3
<input type="text"/>	<input type="text"/>	<input type="text"/>

Keyword4	Keyword5	Keyword6
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Reviewers

You may suggest up to three potential reviewers for your application.

Reviewers should not be based at your current or previous institution(s), nor at those of your collaborator(s). Your suggestions will be hidden from reviewers and Panel members.

Name	Institution
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

You may indicate up to two potential reviewers that you wish to be excluded from the peer reviewer selection process.

This information will be hidden from reviewers and Panel members.

Name	Institution
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

What aspects of the research proposal do you regard as innovative?

(150 words max)

What steps do you plan to take to ensure the robustness of this research? These may include pre-registering methodology, protocols, and analysis pipelines; publishing a registered report; using relevant reporting checklists when publishing results. You may wish to refer to the Academy's [report](#) on a symposium held in 2015 about improving the reproducibility and reliability of research, and to [this](#).

(200 words max)

Research environment and institutional start-up package

Outline the start-up package provided to you by your Institution, if applicable. Please also describe the laboratory facilities and any technical support that will be available to you.

(150 words max)

Collaborations

Describe any collaborations that are involved in this project.

Please list all collaborators, their affiliations and their role(s).

(150 words max)

For each collaboration listed above, please upload a letter of support from your collaborator(s).

Letters should be signed and on letterheaded paper.

Do you have a mentor?

- Yes
- No

Career plans

Describe how a Springboard award and the above project would help you to realise your career aspirations. Please outline your career plans over the next five years, including potential funding sources.

(300 words max)

Other grant applications

Do you have any other grant applications pending?

- Yes
- No

Page 6: Animal Use

Does your proposal involve the use of animals or animal tissue?

- Yes
- No

If yes:

The Academy of Medical Sciences is a signatory of the Concordat on Openness on Animal Research. We are committed to being open about when, how and why animals are used in the projects we fund. In addition, we aim to ensure that every effort is made to replace, refine and reduce animals in research. For more information please [see www.nc3rs.org.uk](http://www.nc3rs.org.uk).

This section gives applicants the opportunity to explain the use of animals involved in their project proposals and measures in place to ensure openness about their use. If your proposed research involves animal experiments, we encourage you to consult the NC3Rs [Experimental Design Assistant](#) (EDA) to help you design your study. Where non-human primates, cats, dogs or equines are used, anonymised information will be sent to the NC3Rs for review.

If your project involves the use of animals, does your proposal include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act?

- Yes
- No

If yes:

Do you have the necessary approvals been given by the Home Office?

Please Select...

Do you have the necessary approvals been given by the Animal Welfare and Ethical Review Body?

Please Select...

Does your proposal involve the use of animals or animal tissues outside of the UK?

- Yes
- No

If yes:

Are the appropriate national and institutional approvals in place? Please provide details.

(250 words max)

If your project involves the use of animals, what would be the severity of the procedures?

- Mild
- Moderate
- Severe
- Non-recovery

If applicable, please provide details of any moderate or severe procedures.

(250 words max)

Why is the use of animals or animal tissue necessary; are there any other possible approaches that could provide equally valuable results?

(250 words max)

Please justify the species and number of animals involved.

(250 words max)

Does your research involve any of the following animal types?

Please Select...

Note: your answer to this question will modify the questions you are asked to answer regarding your research; please ensure that you have answered it correctly before proceeding. If you select any of the above animal types, please be aware that your form will be reviewed by the NC3Rs.

If your proposed research uses cats, dogs, pigs and/or equines, you must also answer the following:

From where will the animals be sourced? Name the supplier and give their location.	<div style="border: 1px solid black; padding: 2px;"><div style="text-align: right;">▲▼</div><div style="text-align: center;">◀ ▶</div><p>NC3Rs all others - source</p></div>
Will it be necessary to transport the animals? If so, indicate approximate journey times and the measure that will be taken to minimise the potential stress during transport.	<div style="border: 1px solid black; padding: 2px;"><div style="text-align: right;">▲▼</div><div style="text-align: center;">◀ ▶</div><p>NC3Rs all others - transport</p></div>
Where animals are to be imported, what journey times have been agreed with the Home Office? Describe the conditions for the animals at the breeding establishment and how the potential stress during transport will be minimised.	<div style="border: 1px solid black; padding: 2px;"><div style="text-align: right;">▲▼</div><div style="text-align: center;">◀ ▶</div><p>NC3Rs all others - importation</p></div>

<p>Please provide details of the housing for the animals, e.g. enclosure size, space allocation per animal environmental enrichment provided.</p>	 NC3Rs all others - housing
<p>Will single housing of the animals be necessary at any time? If so, please provide details in terms of the justification for single housing, its duration, and what additional resources will be provided to the animals to minimise the impact of the single housing.</p>	 NC3Rs all others - housing
<p>Describe the experimental procedures involved and the steps that will be taken to minimise any pain, suffering, distress or lasting harm. When were the procedures last reviewed by the Animal Welfare and Ethical Review Body (AWERB) or Institutional Animal Care and Use Committee (IACUC)?</p>	 NC3Rs all others - procedures
<p>Will any of the experimental procedures involve restraint? What alternatives have been considered? Describe the nature of the restraint, its duration and frequency, and what will be done to avoid distress?</p>	 NC3Rs all others - restraints
<p>What is to be the fate of the animals at the end of the study?</p>	 NC3Rs all others - fate
<p>What prior experience and training in the use of the particular animal, care and welfare do those conducting the research have? What provision is made for continuing professional development in these areas?</p>	 NC3Rs all others - experience
<p>Will any of the staff involved require specific training for any of the procedures concerned? Please provide details of the training needed and where it will be undertaken.</p>	 NC3Rs all others - training

If your proposed research uses non-human primates, you must also answer the following:

<p>Do the facilities and practices and the proposed research comply with the principles set out in the NC3Rs Guidelines '<u>Primate accommodation, care and use</u>' ? If not, please explain where not and why.</p>	 NC3Rs primates - guidelines
<p>From where will the non-human primates be sourced? Name the supplier and give their location.</p>	

	NC3Rs primates - source
Please provide details of the housing for the animals, e.g. enclosure size, space allocation per animal, and the environmental enrichment provided.	 NC3Rs primates - housing
Will single housing of the non-human primates be necessary at any time? If so, please provide details in terms of the justification for single housing, its duration, and what additional resources will be provided to the animals to minimise the impact on animal welfare.	 NC3Rs primates - single housing
Describe the experimental procedures involved and the steps that will be taken to minimise any pain, suffering, distress or lasting harm. When were the procedures last reviewed by the Animal Welfare and Ethical Review Body (AWERB) or Institutional Animal Care and Use Committee (IACUC)?	 NC3Rs primates - procedures
Will any of the experimental procedures involve food and/or water control? If so, justify why this is necessary and outline what alternatives have been considered. For neuroscience studies, please confirm the NC3Rs recommendations on refining food/fluid control will be met. If not, please explain where not and why.	 NC3Rs primates - food water
Will any of the experimental procedures involve restraint? What alternatives have been considered? Describe the nature of the restraint, its duration and frequency, and what will be done to avoid distress.	 NC3Rs primates - restraint
What prior experience and training in non-human primate use, care and welfare do those conducting the research have? What provision is made for continuing professional development in these areas?	 NC3Rs primates - experience
Will any of the staff involved require specific training for any of the procedures concerned? Please provide details of the training needed and where it will be undertaken.	 NC3Rs primates - training

Page 7: Human tissues or subjects

If your proposal features the use of human tissues or subjects, on this page you will need to confirm that the study has been approved and enclose details of the approval.

Research involving human participants is governed by principles outlined in the Declaration of Helsinki, the Nuremberg Code, and the Council for International Organizations of Medical Sciences (CIOMS), all of which set out requirements with regard to the rights and safety of research participants and standards for research design and conduct.

The Academy requires researchers to have the relevant regulatory and ethical approvals in place before the relevant research begins, although you may apply for funding before this. In the event of an award being made, commencement of any research involving human participants will be subject to these approvals being in place and sent to the Academy.

Does your proposal involve the use of human tissue or subjects?

- Yes
- No

If yes, have you been granted approval for your proposed study?

- Yes
- No

If yes please enclose details of the approval.

(150 words max)

If no, please give details on when you expect to obtain approval and any impacts on the work proposed.

(150 words max)

Page 8: Data management and sharing

If the proposed research will generate data outputs that hold significant value as a resource for the wider research community, please detail any plans for data management and sharing on this page.

To maintain research integrity, institutions and researchers must ensure research data is preserved so that results can be verified and data reused in the future. The Academy expects all of its Springboard Grant award holders to maximise the availability of research data. All applicants should complete both questions below.

Will the proposed research generate data outputs that hold significant value as a resource for the wider research community?

- Yes
- No

If yes, please **read the guidance notes** and then provide a Data Management and Sharing plan.

(300 words max)

Page 9: Your budget requests

Budget

Please note that Springboard provides a maximum of £100,000 funding over two years. The funds can be used to support directly incurred research costs such as consumables and equipment, provide funding for research assistants, PhD students, postdoctoral staff or technical support and other costs including travel and training. If a PhD student is requested, your institution must commit to supporting the student past the two years of the Springboard award. They cannot be used to support your salary, or for indirect costs. For more information, see the **guidance document**.

Category	Item	Year 1	Year 2	Totals
Support staff (detail grade and hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Technical support *	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Materials/ consumables	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Animals	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00

Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Publications	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Totals		0.00	0.00	0.00

* 'Technical support' refers to facilities available in your institution.

Your total budget should not exceed £100,000. Please review the stated costs in the table above and ensure the total does not exceed £100,000.

Please justify the budget request under each category listed above.

(200 words max)

Page 10: Applicant declaration

Name of Applicant	<input type="text"/>
Date	<input type="text"/>

Page 11: Monitoring and marketing feedback

Monitoring information

The Academy of Medical Sciences accepts its responsibilities to reflect the communities in which it works. We are therefore committed to a policy of Equal Opportunities and applications are welcome regardless of gender, marital status, sexual orientation, age, disability, ethnic origin, or religious belief.

We request this information to monitor the Academy's activities with respect to the beneficiaries of proposals and awards, and applicants. It is not used in the application review process: **it is not provided to Panel members.** (By providing this information, you are agreeing to us holding this information, under current data protection legislation, and will be helping us to monitor our practice).

Age

Please Select...

Gender

Please Select...

Is your gender identity the same as the sex you were assigned at birth?

- Yes
- No
- Prefer not to say
- Other

Ethnic Origin

Which of the following best describes your ethnic group?

Please note that ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong.

Please Select...

Nationality

Do you regard yourself as having a disability?

- Yes
- No
- Prefer not to say

Marketing feedback information

We are requesting this information to help us monitor the effectiveness of our marketing activities. This information is not used in the application review process.

How did you first hear about the scheme?

- eFlyer
- Academy newsletter
- Event
- Website
- Social media
- Word of mouth
- Other

Please tell us how you **first** heard about the Springboard Scheme.

Page 12-13: Head of Department and Springboard Champion declarations and supporting statements

Please note: these pages are to be completed by the applicant's Head of Department, Springboard Champion and Finance Officer, respectively.

Sponsorship statement

Each application must be supported by the applicant's Institution. The Head of Department and the Springboard Champion within the applicant's Institution must each submit a statement outlining why they have nominated their application and how they plan to support their career during the funding period and beyond.

Head of Department's statement of support

Please provide a statement outlining why you have nominated this applicant for consideration and how you plan to support their career during the funding period and beyond. In your statement, please outline the financial support provided to the applicant by your institution.

If funds have been requested for the employment of a PhD student, please note that your institution must commit to supporting the student past the two years of the Springboard award, if another source of funding is not made available to the award holder. By signing this form, you confirm your institution's support for this.

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(200 words max)

Name of Head of Department	
Date	

Springboard Champion's statement of support

Please provide a statement outlining why you have nominated this applicant for consideration and how you plan to support their career during the funding period and beyond.

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(200 words max)

Name of Springboard Champion	
Date	

Page 14: Finance Officer declaration

Name of Finance Officer	
Date	