

Springboard - Health of the Public 2040

Guidance notes for completing the online application form

This document guides you through completing the online application form for the Springboard - Health of the Public 2040 funding scheme. Some notes on completing the form are integrated into the form itself. These notes are supplementary to those.

Springboard-Health of the Public assessment criteria

The key assessment criteria that will be considered (and will have equal weighting) are in three areas:

1. The applicant (your academic track record; potential benefit of the project to your career; clarity of plans for obtaining further funding; and your career aspirations)
2. Research quality (importance and relevance of the research question; robust link with ['Improving the health of the Public by 2040'](#) report; quality and appropriateness of the research methodology; and degree of innovation)
3. Research environment and support (quality of the research environment and availability of appropriate support; quality of Data Management and Sharing plans, where provided; and satisfactory statement of support from your Head of Department)

General guidance

Electronic signatures

Before submitting your application, you need to have two accompanying declarations confirming the validity of the application. These declarations will be from your Head of Department and Finance Officer. To invite someone simply locate the relevant signatory within the 'Declarations' table and click 'Invite'.

Word limits

Please note that the answers for certain questions have a maximum word limit. If text exceeding this length is pasted into the space provided, the passage will be truncated accordingly.

Dates

Where dates are requested, you can provide a date to the nearest month by indicating the first day of the relevant month.

File uploads

Files for upload - such as figures and tables, or collaborator letters of support - should be saved in .pdf format. Where a letter is requested, letters should be signed and on letterheaded paper.

Page 1: Contact Information

On this page you will be asked to provide details for yourself and your host institution. Additionally, you will need to provide an ORCID ID.

ORCID ID Number

We ask you to provide your ORCID iD (Open Researcher and Contributor identifier; <http://orcid.org/>). ORCID is an open, non-profit effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. The ORCID Registry is available free of charge to researchers, who may obtain an ORCID iD, manage their record of activities, and search for others in the Registry. The Academy recognises the benefits of this effort and requires that applicants obtain an ORCID iD.

Please enter your ORCID ID using the following format: <http://orcid.org/0000-0002-1825-0097>.

Page 2: Current Position

On this page, you will need to describe your current job role (e.g. research area and role duties).

Job title

You must hold an independent academic research position (Lecturer level or equivalent) at your institution to be eligible for a Springboard - Health of the Public 2040 award.

Appointment start date

Please note that to be eligible for a Springboard - Health of the Public 2040 award, you must be within 3 years (FTE) of your first independent (salaried) position. In addition, you must be in post by the date the panel meets to consider your application. The Panel meeting for the current round will occur in February 2017.

Do you hold a clinical contract, including an honorary contract?

Please note that in order to be eligible for this scheme you must not hold a clinical contract.

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

To be eligible for Springboard-Health of the Public 2040, you must be in your first appointment position. The aim of this question is to understand how this position differs from previous posts at post-doctoral level and to draw out your independence.

Research area

This question aims to draw out your broad research area within your current post. Please identify your research area from the list provided.

The Springboard – Health of the Public 2040 scheme is only open to researchers in the health social sciences and medical humanities. In the text box provided, please describe your broad research area and explain how your past experience and future aspirations demonstrate your commitment to an academic career within health social sciences and medical humanities.

Page 3: Financial Support

On this page you will be asked to give an outline of your current financial support.

Current post funding

Please use this section to provide the source of funding for your current post (i.e. salary). When specifying the overall value of this funding, please include staff salaries and PhD studentships (stipends and consumables), but exclude your personal salary, overheads and indirect costs.

To be eligible for the Springboard – Health of the Public 2040 scheme, you must not be in receipt of funding exceeding £40,000 p.a. from all grants (excluding your personal salary) as the Principle Investigator or Co-Investigator.

Other research support

Please use this section to detail any other research funding you have already secured that relates to the Springboard - Health of the Public 2040 award period. You must include any source of funding that will be active after the earliest possible award start date (i.e. March 2017), but you do not need to include any funding you held in the past.

For each funding source you must indicate: the total amount (excluding overheads and indirect costs); the percentage share of the funding (if you are a co-investigator); and the start and end dates of the funding.

What is the total value of research funding support available to you over the Springboard award period?

Please use this question to calculate the total value of funding support that will be available to you during the Springboard award (the award period refers to the earliest possible award start and end dates, March 2017 to March 2019). To answer the question, you should consider each of the sources identified in the previous question. When calculating the total value, please include staff salaries and PhD studentships (stipends and consumables). 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.

Page 4: Career Summary

Please use this page to provide an overview of your relevant qualifications, research experience and current position.

Career breaks

The Academy is supportive of researchers working flexibly and taking time off for parental leave, sick leave and other career breaks. We ask this question so that our Panels can take these gaps into account when assessing your career outputs.

Publications arising from your research

In this section, you should list all research papers in peer-reviewed journals, review articles and contributions to books. You may list publications that are still in press.

Please use the below format when citing publications and use an asterisk (*) to highlight your name:

Wardle J*, Waller J, and Jarvis M. Sex differences in the association of socioeconomic status with obesity. *American Journal of Public Health* 2002; 92(8), 1299-1304.

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

In addition to using the format described in the above question when citing publications, please also 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.

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 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.

Page 5: Research Proposal

On this page you will be asked to give an outline of your proposed research area, research plan and any relevant collaboration.

Proposed project start date

The earliest you could start your project would be one month after the Panel meets. For this round, the Panel meeting will occur in February. The project start date must occur within six months of the award letter (this is usually sent to successful applicants within one month of the Panel meeting).

Health of the Public in 2040

The Springboard – Health of the Public 2040 scheme is open to researchers in the health social sciences and medical humanities working on projects related to the environments and themes that have emerged from the Academy's ['Improving the health of the Public by 2040'](#) report.

Please tick the relevant checkboxes to specify which of the research environments and/or themes, proposed in the ['Improving the health of the Public by 2040'](#) report, your research proposal aligns with. You may address any of the environment(s) and/or theme(s) in your research project, but should keep in mind the Academy's mission to 'improve health through research'.

Please explain how your research proposal relates to the ['Improving the health of the Public by 2040'](#) report using the text box provided. You should explain how your project relates to the environments and/or themes you have selected above and how these have been considered in the research design.

Lay Summary

See our ten tips on how to write a lay summary on our [website](#).

Research Proposal

Please carefully read the assessment criteria for this scheme (also outlined at the start of the guidance notes) and see our tips on how to write a successful grant application on our [website](#).

Please note that the proposal word limit is 1,000 words. Furthermore, figures and tables cannot be added in this section; they should be uploaded and attached to your proposal separately below.

Collaborations

You will need to provide letters of support from each collaborator of this project. The letter should be signed and on letterheaded paper.

Career plans

This question aims to draw out how this Springboard-Health of the Public 2040 award would enable you build/strengthen future applications for funding and how the work conducted would inform future research projects.

Other grant applications

To be eligible for the scheme, you must not be in receipt of substantial research funding as the Principal Investigator exceeding £40,000 p.a. (excluding your personal salary). This question will allow us to confirm your eligibility prior to the panel meeting.

Page 6: Animal Use

If your proposal features the use of animals or animal tissue, on this page you will need to explain why this is necessary and justify the choice of species and number of animals used.

Does your proposal involve the use of animals?

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.

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.

Page 7: Human subjects

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

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

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.

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.

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

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 award holders to maximise the availability of research data.

You should consider your approach for managing and sharing data at the research proposal stage. Where the proposed research is likely to generate data outputs that will hold significant value as a resource for the wider research community, you are required to submit a Data Management and Sharing plan to the Academy when submitting your application. The Academy will review those plans as a part of the funding decision.

We do not have a set format for Data Management and Sharing plans. You can structure your plan in a manner most appropriate to the proposed research. However, in considering your approach for data management and sharing, you should consider the following questions as briefly and unambiguously as possible.

1. What data outputs will your research generate and what data will have value to other researchers?
2. When will you share the data?
3. Where will you make the data available?
4. How will other researchers be able to access the data?
5. Are any limits to data sharing required - for example, to either safeguard research participants or to gain appropriate intellectual property protection?
6. How will you ensure that key datasets are preserved to ensure their long-term value?
7. What resources will you require to deliver your plan?
8. Does your Institution have a data repository that is available to you?

Page 9: Your budget request

On this page you will need to detail the budget for your research grant application

Budget

Please note that the maximum amount of funding offered by the Springboard - Health of the Public 2040 scheme is £50,000 and the minimum amount is £25,000 over two years.

The awards offer flexible funding to support your research costs and professional development. For example, funds can be used for employment of support staff, purchase of consumables and equipment, access to technical support, training and travel. Where funds are requested for the employment of PhD students, the institution must commit to supporting the student past the two years of the Springboard award through institutional funds, if another source of funding is not made available to the award holder.

Funds cannot be used to pay for your personal salary costs, to buy out teaching time or to pay for overheads.

Justify any unusually high cost or unusual budgetary items, and any technical support requested

Please explain any unusually high costs or unusual budgetary items, and how any technical support and support staff requested will contribute to the research.

Page 10: Applicant Declaration

In order to submit your application, you need to sign the declaration at the bottom of this page thereby confirming the validity of the application. Information that you have supplied within this application will be used to process your application and for the purposes of any audit and/or evaluation. Please read the undertakings on this page carefully and ensure that you fully understand the obligations you are making before signing the declaration.

Page 11: Monitoring and marketing feedback

On this page we request monitoring and marketing information. Please note that monitoring information will not be used in the application review process; it is not provided to Panel members or reviewers. We request this information to monitor the Academy's activities with respect to the beneficiaries of proposals and awards, and the gender, ethnic origin and disability status of applicants.

Marketing information is requested to help us monitor the effectiveness of our marketing activities. This information is also not used in the application review process.

Pages 12-13: Other Declarations

Your **Head of Department** and **Finance Officer** will need to approve your application by signing the declaration on this page. You will not be able to submit your application without their approval. Your signatory will receive an invitation to sign this page once their details are entered into the 'Ongoing Declarations' table on the Application Summary page and 'Invite' is clicked.

Your application must be supported by your host institution. Consequently the Head of your Department must also provide a statement on their declaration page outlining why they support your application and how they plan to support your career during the funding period and beyond.