

## Frequently Asked Questions

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If you have any specific questions, please contact the Academy of Medical Sciences team at [\*\*INSPIRE@acmedsci.ac.uk\*\*](mailto:INSPIRE@acmedsci.ac.uk).

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- **No-cost extensions**

### **When is the deadline to apply for a no-cost extension?**

You will need to apply for a no-cost extension as least 1 month before the end date of your award to give us enough time to process the request.

### **Does the Academy offer 2-year extensions?**

Unfortunately, we can only offer extensions of up to 1 year, unless there are exceptional circumstances. If you believe you require a longer extension due to extenuating circumstances, please contact us at [inspire@acmedsci.ac.uk](mailto:inspire@acmedsci.ac.uk) as soon as possible.

- **INSPIRE Round 6**

### **Can I apply for INSPIRE Round 6 if I have not yet spent all my Round 5 funds?**

Schools with existing grants from Round 5, whose grants are due to finish after the application deadline, **can** apply for further funding. However, this is only if you have submitted a no-cost extension and received a confirmation letter approving this extension.

You will then have until the new end date stated on your no-cost extension approval letter to complete your Round 5 award, with Round 6 awards given out in **January 2023**. You will only receive funding once we have received your End of Grant report for Round 5.

**\*\*Please note-** Your new application must comply with all other conditions, and it must clearly demonstrate how you plan to further develop current activity or develop new activity that ultimately promotes research within your school.

### **What if I'm successful in my Round 6 application but still have an underspend from my Round 5 award?**

If you still have an underspend, you will be eligible to apply for a further 6 month no-cost extension to complete your Round 5 award. You will still be informed of your Round

6 outcome, but you will not receive the new funding until you have completed your Round 5 award. We will then require your End of Grant report for you to receive your Round 6 funding.

Applying for a no-cost extension can be done easily on Flexi-Grant. All you need to do is login to your flexi-grant account and complete an amendment form. You can follow the step-by-step guide '[Managing your award, a guide to Flexi-Grant reporting](#)'

### Are we able to combine our underspend from Round 5 funding with the funding from the new round?

You are not able to combine your underspend from Round 5 with new funding from Round 6. You will have until the new end date stated on your no-cost extension approval letter to use your Round 5 funds. You will also be able to apply for an additional 6 month no-cost extension if needed.

### I've reached the new end date of my Round 5 award but still have an underspend, can we return this to the Academy?

If you have an underspend that you do not intend to spend and it is more than **£500**, you will need to return it to the Academy. At this point, you will not be eligible to receive Round 6 funding.

### When will the new round of INSPIRE open?

Applications for INSPIRE Round 6 will open on **Monday 9 May 2022**. The application will be available on the INSPIRE webpage on the Academy's website and all applications will be made through flexi-grant.

### When is the application deadline for round 6?

The application window is open for 8-weeks. The deadline to submit your application is **Monday 4 July 2022 at 5pm**.

### If my application is successful, when will I receive the funding?

Upon receiving a letter confirming your award has been granted, funding will be given in **January 2023**. We will need to receive your End of grant report for Round 5 and all terms & conditions need to be signed before you can receive funding for the new grant round.

### What are the criteria for applying for a round 6 INSPIRE grant?

You can find the full criteria in the document titled **Application Guidelines** on the [INSPIRE webpage](#).

### How long will the funding in Round 6 be for?

The Round 6 funding will be for 2 years.

### If I am a dental/ veterinary school, can I apply for my own funding?

In theory, each school (medical, dental, or veterinary) is eligible to apply on their own. However, **only one** application will be accepted from individual universities covering all clinical schools (medical, dental, veterinary).

For example: If two schools at the same university/institution (medical and dental) want to apply for the INSPIRE award, they **must** apply together.

### Can I apply together with other institutions?

Absolutely! Collaboration between universities is strongly encouraged and will be favoured by the panel. New medical schools are strongly advised to co-apply with an established group/university.

If two or more schools are making a joint application for funding, **one** INSPIRE lead must be designated who will then complete the application on behalf of all the schools named in the application.

### I am having issues getting physical signatures, can we sign using electronic signatures?

We understand that it is not always possible to get a physical signature. We cannot accept typed names as signatures, but if you have an automatic system, such as Adobe sign, we will accept an electronic signature.

### How much funding will be available in round 6?

A grant of up to £10,000 per medical, dental, and veterinary school, covering a period of two years, is available. If a joint bid is successful, the amount awarded is dependent on the number of collaborating schools but will be based on a calculation of a maximum of £10,000 per school over two years. E.g. (up to £40,000 for 4 schools collaborating).

Joint applicants will need to demonstrate how they will ensure that students from all schools benefit equally from the scheme. We also expect to see cost advantages of schools working together on joint activities.

### Who should I contact if I have any questions?

Please contact the inspire inbox- **inspire@acmedsci@ac.uk** if you have any questions.

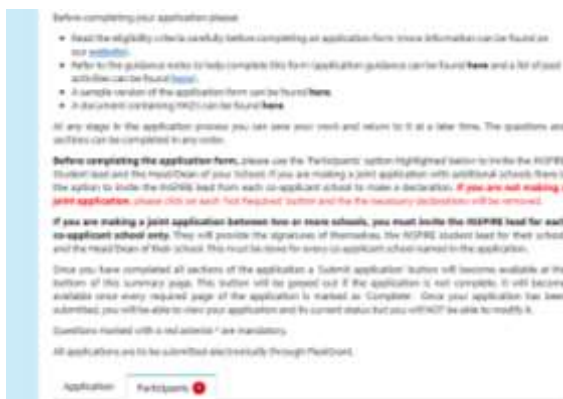
- **Flexi-grant**

### How do I invite collaborators?

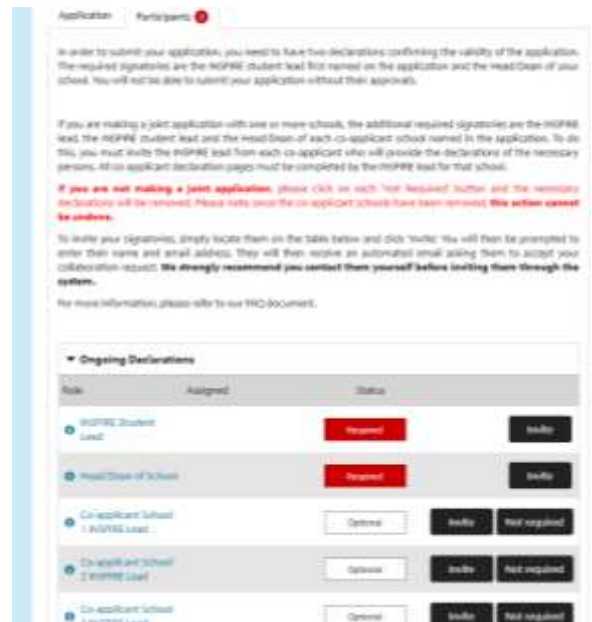
The application form should be started by the INSPIRE Lead for each School applying for a grant, and it is their role to invite collaborators to complete the form. The collaborators are:

- The INSPIRE Student lead of their school.
- The Head/Dean of their School.
- The INSPIRE lead, INSPIRE student lead and the Head/Dean of each co-applicant school named in the application (**if making a joint application between two or more schools**). If making a joint application, only the INSPIRE lead for each co-applicant school needs to be invited to collaborate. They will provide the signatures of themselves, the INSPIRE student lead and the Head/Dean of their school.

Contact between the INSPIRE lead and the required signatories prior to submission of the application is **essential** as you will not be able to submit an application without the necessary declarations. When the INSPIRE lead applicant starts the application, you will be presented with this page:



The INSPIRE lead applicant should select the 'Participants' tab:



From here, you can 'invite' each applicant collaborator by entering their name and email address. **If you are not making a joint application, please click on each 'Not required' button to remove the co-applicants.**

### **I have been invited to participate on an application – what does this mean?**

If you have received an invitation asking you to participate on an application, this means that you are invited to be a collaborator on this application and will receive an email with a link to our online application portal, Flexi-Grant. Following this link will take you to Flexi-grant and you will either need to login if you already have an account or register on our system.

**You will be notified if you already have an account on our system connected to your email address, so please login using your existing details. If you would like these details to be reset, please contact [INSPIRE@acmedsci.ac.uk](mailto:INSPIRE@acmedsci.ac.uk)**

[Inbox \(0\)](#)
[My bookmarks](#)
[My account](#)
[Log off](#)
[Admin](#)
[Help](#)

**The Academy of Medical Sciences**

## Request for Declaration

has requested your help to complete an application for **INSPIRE Round 4**  
 They have requested your assistance with the role: **INSPIRE Student Lead**.

Please choose whether you would like to accept or decline this request. If you accept the request we will ask you to review and complete part of the form, however you will be able to cancel your participation later if required.

Accept Request
  Decline Request

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**Please note, re-registration on the system will lead to duplicate accounts and can cause technical issues.**

After logging in when using the link sent to you via email, you will be taken to the summary page when you will find an overview of the application. Depending on the role of the collaborator, some pages will appear as 'View', and one should appear as 'Start'.

9	Monitoring and Evaluation	Not Started	<a href="#">View</a>
10	Activity Sustainability	Not Started	<a href="#">View</a>
11	Indication and Justification of Costs	Not Started	<a href="#">View</a>
12	Overview of Costs	Not Started	<a href="#">View</a>
13	Additional Information	Not Started	<a href="#">View</a>
15	<b>INSPIRE Student Lead Declaration</b>	Not Started	<a href="#">Start</a>

Complete the necessary sections of the form and select 'Save & Submit', and then select 'Submit' if you are happy to complete your statement, or Cancel if you would like to edit this further. **Please note, once submitted the declarations cannot be edited again.**

**Submitting your contribution** ×

Please confirm you wish to submit this form and complete your collaboration request?

Submit
Cancel

Once submitted, the following message will appear at the top of the screen:

Your form has been successfully saved, submitted and your contribution completed.

**Please note, the Flexi-Grant system will assign you the permission status of 'Primary Applicant', however the system will correctly assign you the collaborator role and not the applicant role.**

### How can I submit my application?

The INSPIRE student lead and Head/Dean of your school must complete their sections of the form and must 'Record declaration as complete'. If you are submitting a joint application with two or more schools the relevant signatures must be provided otherwise your application might not be considered. Once the form has been completed, the INSPIRE lead applicant will have the option to 'Submit application' at the bottom right hand of the Summary Page:

**When you click this button, the application will be formally submitted, and will move onto the "Eligibility checking" and "Under assessment" stage.**

10	Activity Sustainability	Complete	Edit
11	Indication and Justification of Costs	Complete	Edit
12	Overview of Costs	Complete	Edit
13	Additional Information	Complete	Edit
14	INSPIRE Lead Declaration	Complete	Edit
15	INSPIRE Student Lead Declaration	Complete	View INSPIRE Student Lead Complete
16	Head of School Declaration	Complete	View Head/Dean of School Complete
17	Co-applicant School 1 Declarations	Not Required	
18	Co-applicant School 2 Declarations	Not Required	
19	Co-applicant School 3 Declarations	Not Required	

Submit application