

## **Academy of Medical Sciences (AMS) Professorship Scheme**

### **Applicant Guidance Notes – Round 2 – October 2019**

---

#### **Index**

[Introduction \(Aims and Objectives\)](#)

[Eligibility criteria](#)

[Tier 1 Exceptional Talent Visa](#)

[Monitoring](#)

[How to apply](#)

[Completing the online application form](#)

Section 1. [Applicant](#)

Section 2. [Project Proposal](#)

Section 3. [UK Host Institution Support](#)

Section 4. [Applicant declaration](#)

Section 5. [Monitoring and Marketing feedback](#)

Section 6. [Finance Office \(UK\) declaration](#)

[Grant Selection Process](#)

[Contact Information](#)

The above links will take you directly to the section required.

#### **Introduction (Aims and Objectives)**

The Academy of Medical Sciences has developed a grant scheme that seeks to support biomedical and healthcare researchers, that have recently moved (or will do so imminently) to a Higher Education Institute (HEI) in the UK, to take up their first full Professorship. The scheme reflects the ambition of the Academy to capacity build at the early-leadership career stage.

The Professorship will be for a duration of up to five years and for a maximum of £500K. The funds can be used flexibly, and are intended to support the research (but not salary) of the applicant during the early years of their first full Professorship post: up to £225K in Year 1; up to £175K in Year 2; and up to £100K in Year 3.

The scheme is being generously supported by the Department of Business, Energy and Industrial Strategy (BEIS).

There will be two rounds of this scheme held each year. The submission deadline for this round of applications (Round 2) is **5 December 2019**.

#### **Eligibility criteria**

##### **Personal**

- Applicants will have recently commenced, accepted, or have been guaranteed their first full Professorship at a HEI in the UK, and will have completed a move (or be planning to move) to the UK.

- You will not have previously held a full Professorship, either overseas or in the UK.
- It's our expectation that applicants that have already commenced their Professorship, will typically have done so within the previous six months, though the Panel will be asked to take all factors into account in the assessment of the proposal.
- Applicants who have recently moved (or are in the process of moving) to the UK, will not typically have resided in the UK for more than twelve months in the three years immediately before the call deadline.

### **Institutional**

- Only UK-based Higher Education Institutions (HEI) are eligible to host an award.
- HEIs are required to provide applicants with an open-ended contract and evidence that they will be offered a supportive environment.

### **Concurrent applications**

- The Academy is unable to consider multiple applications to a round of competition.

### **Tier 1 Exceptional Talent Visa**

Awardees of the Academy of Medical Sciences (AMS) Professorship Scheme are eligible to apply for a Tier 1 Exceptional Talent Visa, and furthermore, eligible to apply under the accelerated process of endorsement. In line with the highly prestigious nature of the award, the Tier 1 Exceptional Talent visa route is designed for people who are internationally recognised as leaders in their field and enables the holder to be both adaptable and flexible during their research in the UK. Applications for endorsement for this Visa should initially be made to the Royal Society, and further information on the process is available on their [website](#).

### **Monitoring**

Awardees will be required to submit an Annual Expenditure Report. In addition, they will be expected to report on the research outputs to arise from the grant through the Academy's evaluation tool, ResearchFish.

### **How to apply**

All applications must be submitted via the Academy of Medical Sciences' online Grants and Awards management system **Flexi-Grant®** via <https://acmedsci.flexigrant.com>.

Further information about the Grants and Awards Management system can be found via this [link](#). If you have not previously used Flexi-Grant®, please follow the registration process from the Flexi-Grant® homepage. Paper-based applications will not be accepted.

The primary purpose of the application form is to identify whether the applicant and the proposed activities meet the aims of the scheme, and to be able to assess the strength of the case presented. You are reminded that our willingness to consider an application does not imply that support will necessarily be forthcoming, and your application will be considered in competition with the other submissions received.

Guidance for each question is embedded within the system itself, but you are recommended to keep these detailed guidance notes, below, to hand.

You will have the option to download a pdf of your application after submission, which may be

useful for future reference.

If you have any questions concerning the application or the online system, please contact [amsprofessorships@acmedsci.ac.uk](mailto:amsprofessorships@acmedsci.ac.uk) or phone +44 (0)20 3141 3245.

## **Completing the online application form**

Before completing the online form, all applicants should check that they comply with the eligibility requirements and, prior to submission, they should ensure that all necessary information has been provided. These requirements are strictly adhered to, and applications without all the necessary information, or evidence to show the assessment criteria are met, will be rejected.

After logging-in to the system you can select AMS Professorships from the section titled '*start a new application*'. Here you will see some general instructions on how to use the system.

At any stage in the application process you can save your work and return to it at a later time. You can answer the questions in any order you like, so you may freely skip some sections to return to later if you so wish. You may find it helpful to review, at the outset, the full set of questions, to ensure that you have all the necessary information/documentation to complete the application.

## **Section 1: Applicant**

In this section, you will be asked to provide your details and those of the UK Higher Education Institution (HEI) where your AMS Professorship is, or will be, based.

### **Primary applicant details**

As a registered user, the form should autocomplete your name and contact details. Please review and edit these details where appropriate to ensure your personal details are recorded accurately, to enable the Academy to contact you regarding the application.

### **Institution details**

You can search and add details of the UK host institutions from the list of existing organisations. If you cannot find your organisation listed, please contact us at [grants@acmedsci.ac.uk](mailto:grants@acmedsci.ac.uk) or on 020 3141 3245.

### **ORCID**

We ask you to provide your ORCID (Open Researcher and Contributor identifier; <http://orcid.org/>). ORCID maintains a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these unique identifiers.

The ORCID Registry is available free of charge to researchers, who may obtain an ORCID, 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.

You can register for an ORCID via <https://orcid.org/register>.

### **Start date**

Awards will need to be activated between 1 May 2020 and 1 October 2020.

### **Research outputs**

As a signatory of the Declaration on Research Assessment (DORA), the Academy is keen to capture the full spectrum of an applicant's research outputs, and how these have impacted upon their field of research.

## **Section 2: Proposal**

This section asks for details about the work that will be supported by the professorship, and your choice of UK Higher Education Institution (HEI).

### **Proposal**

Please describe the work that will be supported by the professorship, and the 'added value' of that to your research career. How will the grant accelerate your bedding-in to the UK academic environment?

We will expect awardees of this prestigious scheme to be ambassadors for the Academy, so it will be important to understand how your research goals and objectives strategically-align with our work.

Furthermore, we need to understand your choice of UK HEI, and your selection in the context of your research career.

### **Related applications**

We will consider an application that is currently under consideration elsewhere. However, if you are offered an award by another funding body whilst the application to the Academy is being considered, you are required to inform us immediately of the offer.

You are expected to inform us if you decide to submit this or a similar proposal to another funding body whilst your application to the Academy is still under consideration.

### **Expenditure**

Although you will retain the title and status of holding an AMS Professorship for the five-year duration of the grant, the funds will need to be purposed in Years 1-3. The maximum total expenditure available is £500,000: up to £225,000 in Year 1; up to £175,000 in Year 2; and up to £100,000 in Year 3. A careful scientific justification should be provided for the costs being requested.

Whilst the funds may be used flexibly, they may not be used to cover your salary or personal expenditure (eg, relocation, visa or NHS surcharge costs). Indirect and estates costs are also ineligible.

## **Section 3: UK Host Institution Support**

This section summarises the support being provided to you by the UK Higher Education Institute (HEI), and how your application relates to the start-up package with which you've been provided.

### **UK host institution support**

The grant scheme is intended to be a partnership between the Academy and UK HEI. On that basis, reviewers will need to understand how this application relates to the support that has been offered/provided by the UK HEI. Benefits in kind should also be detailed.

### **Letter of support from UK host institution**

You will need to upload a letter of support that has been prepared and signed by your Head of Department at the UK HEI.

This letter will be carefully reviewed by those involved in the assessment of your application, and should articulate the strategic importance of your appointment to the HEI, and confirm that you will be provided with a guaranteed post and a supportive environment.

## **Section 4: Applicant declaration**

In order to submit your application, you need to sign the declaration at the bottom of this section 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.

## **Section 5: Monitoring and marketing feedback**

In this section, 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.

## **Section 6: Finance Office (UK) declaration**

In order for your application to be considered, the Finance Officer, Finance Manager, Chief Finance Officer, Director of Finance or equivalent, will need to confirm their support on behalf of the UK host institution.

You will need to add the details of the Finance Officer (or equivalent) to the 'Ongoing Declarations' table in the Participants section of the application form. Prior to doing so, you should ensure that the individual is willing and able to provide a declaration in advance of the deadline.

Please check which email address the Finance Officer (or equivalent) would like you to use, as they may already be registered with a user account on Flexi-Grant®. It is important that you enter the correct address, as an email will be sent automatically from Flexi-Grant® with instructions for viewing your application and providing the necessary declaration. Any mistakes in the email addresses supplied will delay the progress of your application.

It is your responsibility to:

- Inform the Finance Officer of the deadline.
- Liaise with the Finance Officer to ensure that they have received their invitation with instructions to participate in the completion of your application, as no provision is made for non-receipt of these automatic emails.
- Keep track of the progress of the Finance Officer completion status on your application summary page. You can issue a reminder email to the Finance Officer (or equivalent) through the participants tab on your application summary page.
- If the instruction email from the Flexi-Grant® system has not been received please:
  - Double check the accuracy of the email address supplied on the application form.
  - Advise the intended recipient to check their spam filters/junk folders.
  - Contact the Academy of Medical Sciences with an alternative email address for the recipient.

The Academy will not be held responsible for automated emails that are not received due to address errors or spam filters.

## **Grant Selection Process**

Applications will be reviewed by a Selection Panel, to include Fellows of the Academy. The criteria for assessment will include:

- The extent to which the application aligns with the aims of the scheme.
- The track record of the applicant and their strategic fit with the proposed host UK HEI.
- The 'added value' offered by the Professorship to the applicant's research career.
- The level of support being provided for the applicant by the UK HEI.

In the first instance, applications will be shortlisted, and those candidates recommended for further consideration will be invited to attend for interview at the Offices of the Academy of Medical Sciences, in London, on **Tuesday, 11 February 2020**. Please note that the Academy is unable to reimburse interview costs, though we would anticipate these being provided by the UK HEI. We may also be able to conduct interviews via video-conference for candidates that are out of the country.

### **Contact Information**

Enquires about this scheme can be made by email: [amsprofessorships@acmedsci.ac.uk](mailto:amsprofessorships@acmedsci.ac.uk) or by phone +44 (0)20 3141 3245.