

Springboard scheme for biomedical scientists

Sample application form – round 11

This application form should be used as a template and reflects the questions asked on the online form. The application form will be made accessible via Flexi-Grant only to those applicants who have been successful in their Institution's internal selection process.

Please note that only applicants selected by their institution will be invited to submit a form through the Academy's [Flexi-Grant portal](#). The list of Springboard institutional Champions can be [found here](#).

While we endeavour to keep this document as up-to-date as possible, please note the Academy reserves the right to alter the application form at any time. Therefore, this document may not represent an exact replica of the final application form.

The application form contains the following pages:

1. Contact Information
2. Current Post
3. Current Financial Support
4. Career History
5. Research Proposal
6. Your Budget Request
7. Animal Use
8. Human tissues or subjects
9. Output management and sharing
10. Monitoring and Marketing Feedback*
11. Applicant Declaration
12. Head of Department declaration and supporting statement
13. Springboard Champion declaration and supporting statement
14. Finance Officer declaration and supporting statement

* Pages and questions marked with an Asterix are confidential and are not made available to the reviewers or Panel

Page 1: Contact Information

Title	Information pulled through from the applicant's Flexi-Grant® account contact record
First Name	
Surname	
Email Address (work)*	
Postal Address (work)*	
Telephone number (work)*	
Orcid ID	

Host institution

Name of institution	Selected from a drop-down menu in Flexi-Grant®
Department	
Head of Department title	
Head of Department name	
Head of Department email*	

Page 2: Current post

Job Title	
Is this a fixed term appointment?	<ul style="list-style-type: none"> ➤ If yes the applicant will be asked to confirm the current end date of their contract. ➤ If the current end date is before the proposed end date of this award the host institution will be required to offer an extension of the contract, and include a letter of support to confirm this.
Appointment start date	<ul style="list-style-type: none"> ➤ If the applicant is not in post by the application deadline (04 June 2025) a letter of support from the head of department will be required to confirm they will be in post ahead of the Panel meeting (18 Nov 2025)
Is the applicant's current post full time?	<ul style="list-style-type: none"> ➤ If part time the applicant will be asked to detail the number of hours they work per week and the full time equivalent they have worked since starting their position until June 2025
Research independence	<p>The applicant will be asked to detail how their independence in their current position differs from their previous posts and will be asked to answer the following questions:</p> <p>1. Are they line-managed or supervised? We would expect the candidate to be line-managed in an independent position.</p> <p>2. Do they have a salaried position? Is their salary derived from a grant in another PI's name? We would expect independent candidates to be in a salaried group-leader position (their first). Their salary should not be derived from another PI's funding.</p>

	<p>3. Are they able to supervise students or other members of staff? We would expect candidates to be able to supervise/manage students and staff in an independent position.</p> <p>4. Are they able to apply for funding as the PI? We would expect the candidate to be able to apply for funding in their own name in an independent position.</p> <p>(200 words)</p>
Research area	
Protected research time	
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.	
Does the applicant hold a clinical contract?	➤ If yes selected the applicant will be prompted to provide details of the clinical contract they hold (100 words).

Page 3: Current financial support

What is the source of funding for the applicant's current post's salary	Institutional/external body
Financial support in current position	Applicants will be asked to complete a table of all financial support they have received in their current position – Please see application guidance page 4 -5 for details
Funding available during the award period	Applicants will be asked to calculate the amount of funding they received over the award period and enter this into a table. Please see application guidance page 5 for details. Please see our website for a worked example of this funding table.
Has the applicant received a significant fellowship	<p>Applicants are asked if they have received any of the following significant fellowships or equivalent which would make them ineligible to receive the Springboard award:</p> <ul style="list-style-type: none"> • Cancer Research UK (CRUK) Career Development Fellowship • CRUK Career Establishment Award • Medical Research Council (MRC) - Career Development Award • MRC New Investigator Research Grant • The Royal Society University Research Fellowship • UK Research and Innovation (UKRI) Future Leaders Fellowship • Wellcome Trust Royal Society Sir Henry Dale Fellowship • Wellcome Trust Seed Award

	If you are unsure about the applicant's eligibility, please contact the office to seek confirmation.
Is the applicant's total financial support secured over March 2026 to February 2028 more than £150,000?	<p>➤ If 'Yes' is selected:</p> <p>The value of funding secured exceeds the limit of £150,000 over two years and therefore the applicant's application will be considered ineligible.</p>

Page 4: Career history

Qualifications (Degrees, Diplomas, etc.)	Complete the given table
Previous appointments	Complete the table for all appointments between their PhD and current appointment – only indicate a supervisor if the applicant's position was answerable to a group leader.
Career gaps	Detail any notable gaps in the applicant's career (100 words).
If the applicant has previously been known professionally by a different name and would like to share this with the Academy staff and reviewers, please state it here.	
Publications arising from the applicant's research	Please include research papers in peer-reviewed journals, reviews and contributions to books. the applicant may list publications that are still in press or preprint publications.
Total number of publications	
Please provide details of up to three of the applicant's publications which you consider the most significant or relevant to the application	
Other research outputs	Please detail any other research outputs (e.g. datasets, software, influence on policy and practice, preprint articles in bioRxiv or equivalent) the applicant has produced, which the Panel and/or peer reviewers should be aware of.
Markers of esteem	100 words.

Page 5: Research Proposal

Title of research proposal	
Proposed project start/end date	For round 11, the proposed start date should fall between 1 March 2026 and 1 September 2026. The proposed end date should be two years after the proposed start date. Therefore, for round 11, the

	proposed end date should fall between 29 February 2028 and 31 August 2028 accordingly.
Scientific summary	Please provide a brief outline of the applicant's research proposal suitable for an expert reader. The applicant should begin their summary by clearly stating your aims and objectives (250 words).
Lay summary	Please provide a brief outline of the applicant's research proposal suitable for a lay reader. See our ten tips on how to write a lay summary on our website (250 words).
Research proposal	<p>The applicant's research proposal should provide a general description of the proposed research to be carried out.</p> <p>This should include, but is not limited to, the following:</p> <ul style="list-style-type: none"> - clear specification of the context and research objectives of the proposed study. - why the research is important - a brief description of any background work undertaken so far - plan of investigation, including a description of the methodology and design - an indication of the milestones and timescales <p>The applicant should use numbers to refer to their references, which they can provide in the following question. If applicable, preliminary data, figures and tables can be uploaded and attached to their proposal separately (1500 words).</p>
References	The applicant should list any scientific references mentioned in their proposal.
Preliminary data	Please upload <u>up to two A4</u> pages of preliminary data in support of the applicant's research plan, which must be presented only as tables or figures (with brief legends). No additional text is permitted.
Tables and figures	Please upload any <u>additional tables or figures</u> to support the applicant's proposal (e.g. timeline, GANTT chart etc.), which must be presented only as tables or figures (with brief legends). No additional text is permitted.
Which aspects of your proposal do you consider innovative?	150 words
Impact of COVID-19	<p>The applicant should briefly outline any issues they have experienced, which can be attributed to the COVID-19 pandemic and have directly impacted their:</p> <ul style="list-style-type: none"> • Research • Publications

	<ul style="list-style-type: none"> • Funding • Research time • Institutional support • Other <p>(500 words)</p>
Has the applicant applied to this scheme before	<p>➤ If yes the applicant will be asked to respond to the peer reviewer/Panel member's comments on their previous application and detail how the application has changed</p>
The applicant will be asked to provide up to six keywords to describe their application	
Peer reviewers*	<p>The applicant will be asked to suggest the names of 3 expert peer reviewers who would be suitable to review their application.</p> <p>The applicant may also indicate any reviewers who they would prefer not to review their application.</p>
Research environment and start up package	<p>The applicant will be asked to outline the start-up package provided to them by their institution, if applicable. Please also describe the laboratory facilities and any technical support that will be available to them (150 words).</p>
Collaborators	<p>The applicant will be asked to detail any collaborators working on the project.</p> <p>Collaborators will be required to provide a letter of support which must be uploaded to the application form.</p>
Do you have an Academy of Medical Sciences mentor?*	
Career plans	<p>The applicant will be asked to describe how a Springboard award and the above project would help them to realise their career aspirations. Please outline their career plans over the next five years, including potential funding sources.</p>
Does the applicant have any other grant applications pending?	

Page 6: Your budget request

Budget table	<p>Provide an itemised list detailing how the funds will be spent. Provide clear details within the budget table for each item, using the edit icon to name the item requested. It is important that each item is clearly named.</p> <p>For details about what can or cannot be included in the budget please see our guidance document.</p>
Please justify the budget request under each category	200 words

Page 7: Animal use

Use of Animals	Standard questions on the use of animals in research
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Page 8: Human tissues or subjects

Use of human tissues or subjects	Standard questions on the use of human tissues or subjects in research
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Part 9: Output management and sharing plan

Outputs management and sharing plan	All applicants are required to provide an outputs management and sharing plan; applicants should discuss with their host institution the arrangements for handling, storing and sharing any outputs that arise from this award.
Subsidy control questions*	The applicant is required to provide information on research activities and whether any commercial entities will gain from this award.

Page 10: 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 hidden from reviewers.
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Page 11: Applicant declaration

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

Page 12: Head of Department declaration

Statement of support	500 words
Declaration*	Tick box
Data protection statement*	Tick box
Electronic signature	Full name, date

Page 13: Springboard Champion declaration

Statement of support	500 words
Declaration*	Tick box
Data protection statement*	Tick box
Electronic signature	Full name, date

Page 14: Finance Office declaration

Finance Officer statement of support	200 words
Data protection statement*	Tick box
Electronic signature	Full name, date