

## Academy of Medical Sciences (AMS) Professorship Scheme

### Applicant Guidance Notes – Round 11 – April 2024

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#### Introduction (Aims and Objectives)

The Academy of Medical Sciences has developed a grant scheme that seeks to support biomedical and healthcare researchers who have recently moved (or will do so imminently) to a Higher Education Institution (HEI) in the UK to take up a full Professorship. While this does not have to be their first full Professorship, this scheme is intended to support researchers in the early-leadership career stage and the Panel will take this into account in their assessment of applications.

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 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 for Science, Innovation and Technology (DSIT).

The submission deadline for this round of applications (Round 11) is **10 June 2024, 4pm (BST)**.

The Academy of Medical Sciences embraces the broad diversity of biomedical research. Therefore, we encourage applications from basic scientists, clinicians and allied health professionals, to include individuals with a background in nursing, epidemiological or public health. Your work must reflect the Academy's mission to improve human health through research.

## Eligibility criteria

These guidelines detail the criteria to which the majority of applicants to the scheme are expected to adhere. However, the Academy recognises that career paths can differ due to a variety of circumstances, and does not wish to unfairly exclude any potential candidates to the scheme. **If you are interested in making an application to the scheme but do not fully adhere to these criteria, or wish to discuss your suitability to the scheme, we are happy to discuss your situation further. Please contact us at [amsprofessorships@acmedsci.ac.uk](mailto:amsprofessorships@acmedsci.ac.uk).**

### Personal

- Applicants will have recently commenced, accepted, or have been guaranteed a full Professorship at an HEI in the UK, and will have completed a move (or be planning to move) to the UK.
- It is our expectation that applicants who have already commenced their Professorship will typically have done so within the previous three years, though the Panel will be asked to take all factors into account in their assessment of the proposal.
- Applicants will not typically have resided in the UK for more than a total of twelve months in the recent period prior to having accepted their professorial appointment.

### Institutional

- Only UK-based HEIs are eligible to administer 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.

## Global Talent Visa

Awardees of the Academy of Medical Sciences (AMS) Professorship Scheme are eligible to apply for a Global Talent Visa and, furthermore, are eligible to apply under the accelerated process of endorsement. In line with the highly prestigious nature of the award, the Global Talent visa route is designed for people who are internationally recognised as leaders in their field. 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 that 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 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).

### **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.

### **Pre-application: equity, diversity and inclusion (EDI) monitoring form**

The Academy of Medical Sciences is committed to working towards full equity of opportunity for all, embedding inclusion in our own organisation, practices, work, and the wider medical science sector. We strive to ensure that no individual or group is disadvantaged on any ground including age, caring responsibilities, disability, gender reassignment, marital status, sex, sexual orientation, race, religion or belief.

The questions in our EDI monitoring form provide data to ensure equity, diversity and inclusion is embedded into all our work streams. Your answers help us monitor the diversity of our audiences and understand who we are reaching and who we are not. We analyse and report on data regularly to ensure the information we are collecting is used to improve diversity and inclusion in all our activities. Many of our funders also require us to collect and report on this information. However, we only ever publicly report anonymised and summary data.

We appreciate you taking the time to complete these questions, with full awareness of their sensitive nature. We would like to assure you that each question is essential to our work to engage diverse audiences and ensure equity and inclusion in our practices. If you would like to know more about our equity, diversity and inclusion work you can view recent diversity reports and information on how this monitoring supports our work on our [diversity pages](#).

Please note:

- All Academy of Medical Sciences grant applicants are required to complete our EDI monitoring form on Flexi-Grant® before proceeding to the application form.
- You must respond to all questions, though a 'Prefer not to say' option is available for all questions. You may update your responses at any point before submitting your application by choosing to 'Update' your contact information.

- This EDI monitoring form is separate to any grant application form(s), the data is stored away from your application form and only a limited number of Academy staff are able to view the data.
- The information you provide is not used in the application review process. It is not provided to Selection Panel members, nor is it used to make a judgement on the quality of your 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 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 Administering Organisation from the list of existing organisations. If you cannot find your organisation listed, please contact us at [amsprofessorships@acmedsci.ac.uk](mailto:amsprofessorships@acmedsci.ac.uk).

### **ORCID**

We ask you to provide your ORCID (Open Researcher and Contributor ID; <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 by 31 October 2024.

### **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.

We ask you to list up to 15 of your most significant research outputs and, for five of these outputs, provide a statement describing their significance and your contribution (up to 50 words per output). The outputs may include publications, datasets, software, patents and impacts on policy and practice. We also ask you to list all current and previous research funding awarded in the last five years.

If you have previously been known professionally by a different name and would like to share this with Academy staff and the Selection Panel, you are able to do so here.

## **Section 2: Proposal**

This section asks for details about the work that will be supported by the award, and your choice of UK Administering Organisation.

### **Proposal**

Please outline your proposed research plans and the added value of an AMS Professorship to your research career. What will be enabled, by the award of this grant, that would not otherwise be possible? How will this fit into your overall research plan/strategy? 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 Organisation, 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.

### **Impact of Covid-19**

This question is to ensure applicants have an opportunity to inform reviewers and Panel members of the impact of COVID-19 to their:

- Research
- Publications
- Funding
- Research time
- Institutional support
- Other

There is a word limit of 500 words for this impact statement.

As part of your statement, applicants are asked **not** to:

1. name any third party individuals;
2. identify the relationship with any third parties;
3. otherwise include anything which might identify the third party.

The Academy encourages Applicants to use phrases such as 'a close relative had Covid-19 and required significant support in order to recover' or 'I had to carry out caring responsibilities in addition to my research and admin workload, which had an impact on the amount of time I could dedicate to my research'.

### **Section 3: Use of Human Tissue or Subjects**

If your proposal features the use of human tissues or subjects, you will need to confirm that the study has been approved and enclose 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 proposed 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 confirmation of this being sent to the Academy.

### **Section 4: Use of Animals in Research**

If your proposal features the use of animals or animal tissue, 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 or animal tissue?**

It is important for us to know if any animals will be used in your research project and, if so, that you comply with the [Academy's Policy and Position](#) on the use of animals in research. The Academy is 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).

Applicants proposing to use animals in their research must ensure that the use of animals falls within the regulations stipulated in the UK Animals (Scientific Procedures Act) 1986 and subsequent amendments. Welfare standards consistent with the principles of UK legislation must be applied and maintained, wherever the work is conducted.

If your proposed research involves animal experiments, we encourage you to consult the NC3Rs [Experimental Design Assistant \(EDA\)](#) to help you design your study. This complements the [ARRIVE guidelines \(Animal Research: Reporting of In Vivo Experiments\)](#) for reporting animal research. Our awardees are required to follow these guidelines when conducting research using animals to improve the design, analysis and reporting of animal research, maximising information published and minimising unnecessary studies. Further useful guidelines and practical information in the use of animals can also be obtained from the [3Rs resources library](#).

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. Where non-human primates, cats, dogs or equines are used, anonymised information will be sent to the NC3Rs for review.

### **Section 5: UK Administering Organisation support**

This section summarises the support being provided to you by the UK Administering Organisation and how your application relates to the start-up package with which you have been provided.

#### **UK Administering Organisation support**

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

#### **Letter of support from UK Administering Organisation**

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

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 Organisation. We also require this letter to confirm that you will be provided with a guaranteed, open-ended post and a supportive environment.

### **Section 6: Outputs management, sharing and subsidy control**

#### **Outputs management and sharing**

To maintain research integrity, institutions and researchers must ensure research outputs are preserved so that results can be verified and data reused in the future. The Academy expects all award holders to maximise the availability of research outputs.

You should consider your approach for managing and sharing research outputs at the research proposal stage. The Academy will review those plans as 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, either to 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?

### **Subsidy control**

The UK subsidy control regime began on 4 January 2023. As part of this regime, the Academy is required to report to the UK Government on how award funding is being used when applications collaborating with commercial enterprises are awarded. The regime determines the lawfulness of monetary awards made using public sector resources when given to businesses and other organisations that are engaged in economic activity.

You will be asked to outline any applied aspects of your work, with further questions if your proposal involves collaboration with a commercial enterprise.

### **Section 7: 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 8: Marketing feedback**

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 9: 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 Administering Organisation.

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 Administering Organisation.
- 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 Organisation.

In the first instance, applications will be shortlisted, and those candidates recommended for further consideration will be invited to attend for interview on **25 July 2024**. Interviews will be conducted remotely via video-conference.

The Academy is unable to reimburse any interview costs that may be incurred, though we would anticipate these being provided by the UK Organisation.

#### Interview format

Interviews are currently being conducted remotely via Zoom. During the interview, candidates are invited to deliver a brief presentation to the Panel that reflects on:

- The new science that the Professorship will enable
- The added value of an award to the candidate's research career
- How they envisage being an ambassador for the Academy

This will be followed by questions and a discussion with Panel members.

More specific details will be provided to shortlisted candidates ahead of the interview.

#### **Contact Information**

Enquires about this scheme can be made by email: [amsprofessorships@acmedsci.ac.uk](mailto:amsprofessorships@acmedsci.ac.uk).