

Cross-Sector Experience Awards – Example application form

This document provides an example copy of the application form for the Academy's Cross-Sector Experience Awards scheme. Prospective candidates may use this document to plan ahead of time what they may want to include in their application form. For more information, please see the FAQs document, which is available from the [scheme webpage](#).

Please note: the Academy reserves the right to alter the Cross-Sector Experience Awards application form and therefore the questions in this document may not be an exact replica of the final application form.

If you have other questions about the scheme or would like to discuss your individual circumstances or project, please contact the Office on cross-sectorawards@acmedsci.ac.uk. Prospective applicants are encouraged to contact the Office at the earliest opportunity, especially if they have any questions concerning their eligibility for the scheme.

Participants tab

Please note: in order to submit this application form, you will be required to invite several individuals to contribute to the application. This is actioned via the "Participants" tab. Each person is responsible for completing a different page of the form; you will not be able to submit the application form until all sections are complete.

- If you are self-employed, you should select "not required" on the Employing Organisation Representative and Employing Organisation Finance Office Representative roles.
- If you are applying with only one partner organisation, you should select "not required" on the Partner Organisation Representative (2) and Partner Organisation Finance Office Representative (2) roles.
- **Failure to invite the required individuals for your application form will cause a delay in the processing of your application, and may result in your application being rejected if the errors are not corrected in a timely manner.**

Please see our FAQs document (which can be found on the [scheme webpage](#)) and the "Participants" tab below for more information on the contributions of others.

Application form

Section 1 – Applicant, employing organisation and partner organisation details

Primary applicant contact details

Title	Information pulled through from the applicant's Flexi-Grant® account contact record
First name	
Surname	
Telephone number (work)	
Email address (work)	
Postal address (work)	
Website link(s) and other links	E.g. staff profile page, lab group webpage, professional social media handle
ORCID iD	It is not mandatory to supply this; applicants that do not already have an ORCID iD do not need to create one

Employing organisation and partner organisation details

Please provide the details below in relation to your current position at your employing organisation and the position which you will hold at your partner organisation. For clarity:

Employing organisation – the applicant's current/primary employer. For postgraduate students, this is the organisation at which their studies are affiliated. If you are currently employed by two or more different organisations, you will have the opportunity to list your secondary employer(s) further down. The employing organisation will be the official host of the award.

Partner organisation – where the applicant is proposing to temporarily move to for their Cross-Sector Experience Award.

Employing organisation information

Name of organisation	Selected from drop-down menu in Flexi-Grant®, applicants must contact the Office if their organisation is not listed in the drop-down menu
Position at the employing organisation	
Department (or equivalent)	
Employing organisation address	
Employing organisation website	
Employing organisation sector	Select from: academia, charity, government, industry, NHS, private healthcare, private sector (non-healthcare), public sector, or other ➤ If "other", a text box will be provided for the applicant to specify
Are you a PhD student?	No/Yes ➤ If "Yes", the applicant will be asked for more information, including how this will affect their PhD project and details on agreement made with the funding organisation to put the project into abeyance for the duration of the Cross-Sector Experience Award
Are you self-employed?	No/Yes ➤ If "Yes", the applicant will be asked to provide their company registration number and confirm they have a business bank account. ➤ <u>ONLY</u> for self-employed applicants, on the "Participants" tab of the main application webpage, the applicant

	should select "not required" for the <i>Employing Organisation Representative</i> and <i>Employing Organisation Finance Office Representative</i> roles as these would require their own signature for sign off.
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Additional places of employment – additional places of employment should be employers other than the employing organisation, that are aware of and support this application, but will not assume the role of host of this award.

Are you employed by multiple organisations?	No/Yes ➤ If "Yes", the questions below will appear
Details of first additional place of employment	Including: ➤ Organisation name ➤ Position at organisation ➤ Department (or equivalent) ➤ Address ➤ Website ➤ Sector of organisation (same options as before)
Do you have any other additional places of employment?	No/Yes ➤ If "Yes", the applicant will be asked to provide the same information again for the second additional place of employment ➤ If an applicant has more places of employment than the three listed above, they will be prompted to provide these details
How is your time split between your employing organisation and your additional places of employment?	Applicants are asked to detail the proportion of their time FTE and/or percentage (%) time that they spend at each organisation
Are you applying with one or two partner organisations?	One/Two If you are applying with two partner organisations the section below will be repeated for partner organisations (1) and (2). Please see our FAQs document on our website for eligibility criteria regarding two partner organisations.

Partner organisation

Name of organisation	
Position the applicant will hold at the partner organisation	
Department (or equivalent)	
Partner organisation address	
Partner organisation website	
Partner organisation sector	Same options as before
Have you had any previous interaction with this partner organisation? If so, please state the nature of this interaction.	
Do you own shares in the partner organisation?	<p>No/Yes</p> <ul style="list-style-type: none"> ➤ If "Yes", the applicant must state what percentage shares they own (note that applicants are not permitted to own 6% or more shares in the partner organisation) ➤ Also, applicants will be asked to explain how the Cross-Sector Experience Award will benefit the employing organisation as much as the applicant and the partner organisation

Question set is repeated for those applying with two partner organisations.

Section 2 – Career information

Previous employment details	Complete the given table
Qualifications and relevant training	Complete the given table
Have you taken any career breaks to date?	<p>No/Yes</p> <ul style="list-style-type: none"> ➤ If "Yes", the applicant will be asked to expand on these details
When did your current position at the employing organisation start?	Enter exact date
What type of contract do you hold with the employing organisation?	<p>Permanent/Fixed-term</p> <ul style="list-style-type: none"> ➤ If "Fixed-term", the applicant will be asked to confirm the current end date of their fixed-term contract ➤ If the current contract end date is before the proposed end date of this award, the employing organisation will be required to offer a contract extension accordingly
Do you currently work full-time or part-time?	Here we are referring to "part-time" as working less than five full days per week. If an applicant works part-time across multiple organisations but their total working hours equate to five full days per

	<p>week, they should select “full-time” in response to this question</p> <p>➤ If “Part-time”, the applicant will be asked to provide details on this</p>
What are your core responsibilities in your current role(s)?	Maximum 300 words

Section 3 – Cross-Sector Experience Award proposal

Proposed start date for this award	<p>This award should commence between 1 August 2025 and 31 January 2026. Under exceptional circumstances, we may be able to accommodate a start date up to 31 July 2026; please speak to the Office to discuss this before selecting a date outside of the initial six-month timeframe listed.</p>
Proposed end date of this award	<p>This award should last between 3- and 12-months</p> <p>Note that applicants applying to two partner organisations should have a minimum duration of 6-months for their award.</p>
Will you be working full-time (or full-time equivalent for those working less than 5 days per week) <u>at the partner organisation</u> for the duration of this award?	<p>Successful applicants are required to spend a minimum of 50% of their total working hours at the partner organisation throughout the award.</p> <p>Applicants can choose to spend all of their time at the partner organisation, or split their time between the partner organisation and either the employing organisation, their second partner organisation or another of their employers, provided all employers are in agreement with the arrangement and the arrangement satisfies the point above.</p> <p>Applicants may also choose to vary the amount of time they spend at the partner organisation throughout the award, provided all employers are in agreement with the arrangement and the arrangement satisfies the point above.</p> <p>Applicants will be asked to explain the details of these arrangements in the application form</p>
Outline of your proposal	Maximum 800 words

	<p>You may wish to include, among other things:</p> <ul style="list-style-type: none"> • Your roles and responsibilities during the award period. • Details of the activities you will be undertaking, both day-to-day and overall objectives. • Key events you will attend and/or milestones you will reach during your time at the partner organisation, and your role in them. • Details of the team that you will be working in and how your role fits into the team's activities.
What will be your key learnings from your time at the partner organisation?	<p>Maximum 500 words</p> <p>You may wish to include, among other things:</p> <ul style="list-style-type: none"> • Key experiences and learning you hope to take away with you. • What you hope to learn about the partner organisation, its processes and operations. • What you hope to learn about the partner sector, its processes and operations. <p>Please consider learnings about the organisation and the sector, beyond the activities listed in the workplan above.</p>
What will be the benefit of this award on your work at the employing organisation when you return?	<p>Maximum 500 words</p> <p>You may wish to include, among other things:</p> <ul style="list-style-type: none"> • Why you have chosen to work in this sector and at this partner organisation. • Details of how the activities and experiences you will undertake at the partner organisation complement the work you do at the employing organisation. • How this award will benefit your career trajectory in the long run. • How you plan to continue your relationship with the partner organisation after the award has

	<p>ended, and what the outcomes of this partnership would be.</p> <p>If you are self-employed and are the owner or co-owner of the employing organisation, please consider how this award will benefit your specific role within your business, and how the plans for long-term collaboration between the partner organisation and your business will improve your ability to perform this role.</p>
Please explain how this proposal would not be possible by any other means outside of the Cross-Sector Experience Award?	Maximum 250 words
How will this award benefit both the employing organisation and the partner organisation in the long run?	<p>Maximum 500 words</p> <p>You may wish to include, among other things:</p> <ul style="list-style-type: none"> • The key objectives and outputs of each team / organisation, how these link to one another and how this partnership will benefit both. • The benefit of this partnership on other employees at the employing organisation and the partner organisation. • The plans laid out by both organisations to facilitate long-term collaboration between the two organisations both during and beyond the end date of this Cross-Sector Experience Award, and what the outcomes of this partnership would be. <p>If you are self-employed and are the owner or co-owner of the employing organisation, please consider how this award will benefit your business as a whole and your employees (if applicable), and how the plans for long-term collaboration between the partner organisation and your business will enable you to achieve future goals within the business.</p>
Why do you believe now is the appropriate time in your career to take on this award?	Maximum 300 words

Space to provide additional information relating to the application	Optional; applicants may choose to detail any other grants/funding or outstanding grant applications, provide a COVID-19 impact statement, or list previous names they have held, among other things
Space to upload additional documentation relating to the application	<p>Optional; applicants may choose to upload letters of support from collaborators, media files, data files, etc. Applicants should not upload their CV. Lists of awarded grant funding and publication references are permitted.</p> <p>Applicants are permitted to upload a maximum of five files. Media files should not be longer than five minutes. Text-based files should be no longer than two pages. Any files that do not adhere to the guidelines will be removed from the application.</p>

Section 4 – Budget proposal

Complete the budget table provided	Provide an itemised list detailing how the funds of this award will be spent; each item should be listed under one of the following categories: salaries, travel, accommodation and subsistence, visas and permits, activities, equipment, other
Justification for budget request	For each category, provide justification for the requested funds; please write "N/A" if you have not requested funds for a given category

Section 5 – Use of animals

Use of animals	Standard questions on the use of animals in research
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Section 6 – Use of human tissues or subjects in research

Use of human tissues or subjects	Standard questions of the use of human tissue or subjects in research
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Section 7 – Management of outputs, intellectual property and subsidies

Outputs management and sharing plan	Irrespective of whether an applicant will be engaging in research during their award, all applicants are required to provide an outputs management and sharing plan; applicants should discuss with both organisations the arrangements for
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	handling, storing and sharing any outputs that arise from this award
Intellectual property agreement	Tick box confirming that the applicant will ensure an intellectual property agreement is in place prior to the start of the award, in the event that the applicant's time at the partner organisation results in the production of significant intellectual property
Subsidy control questions	The applicant is required to provide information on research activities at both the employing organisation and the partner organisation and whether any commercial entities will gain from this award

Section 8 – Employing organisation

To be completed by the Employing Organisation Representative

Letter of support	File upload; acceptable file formats are .doc, .docx and .pdf; document should be no longer than 2 pages and on signed, letter-headed paper
Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Name, position at organisation, date

Please note self-employed individuals do not need to complete this section, they should select 'not required' against this role in the Participants tab.

Section 9 – Partner organisation

To be completed by the Partner Organisation Representative

Letter of support	File upload; acceptable file formats are .doc, .docx and .pdf; document should be no longer than 2 pages and on signed, letter-headed paper
Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Name, position at organisation, date

Please note this section is repeated for Partner Organisation (2), as Section 10, if the applicant is applying with two partner organisations. The subsequent sections would therefore be numbered +1.

Section 10 – Employing Organisation Finance Office

To be completed by the Employing Organisation Finance Office Representative

Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Name, position at organisation, date

Please note self-employed individuals do not need to complete this section, they should select 'not required' against this role in the Participants tab.

Section 11 – Partner Organisation Finance Office

To be completed by the Partner Organisation Finance Office Representative

Declaration	Tick box
Data protection statement	Tick box
Electronic signature	Name, position at organisation, date

Please note this section is repeated for Partner Organisation Finance Office (2), as Section 13, if the applicant is applying with two partner organisations. The subsequent sections would therefore be numbered +1.

Section 13 – 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 not made available to reviewers
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Section 14 – Applicant declaration

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

This is the end of the Cross-Sector Experience Awards application form

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, however please note that 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 reviewers or Panel members, nor is it used to make a judgement on the quality of your application.**

A series of questions relating to your personal information, including age, gender identity, gender reassignment, sexual orientation, ethnic origin, nationality and disability

Please note: all questions have the option to respond with "Prefer not to say"
Please do not select "Prefer not to say" in response to the question on capturing your consent to our use of your data.

Scheme enquiries

Enquiries about the Cross-Sector Experience Award scheme can be made by email: cross-sectorawards@acmedsci.ac.uk.

Supporters

This scheme is generously supported by the Department for Science, Innovation & Technology, National Institute for Health and Care Research (NIHR) and Wellcome.