

Academy of Medical Sciences (AMS) Professorship Scheme

Applicant Guidance Notes – Round 6 – November 2021

Index

Introduction (Aims and Objectives)	1
Eligibility criteria	1
Global Talent Visa	1
Monitoring.....	1
How to apply	1
Completing the online application form	2
Section 1: Applicant	2
Section 2: Proposal	2
Section 3: Use of Human Tissue or Subjects.....	3
Section 4: Use of Animals in Research	4
Section 5: UK Host Institution Support	4
Section 6: Data management and sharing.....	4
Section 7: Applicant declaration.....	5
Section 8: Monitoring and marketing feedback	5
Section 9: Finance Office (UK) declaration.....	5
Grant Selection Process	6
Contact Information	6

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).

The submission deadline for this round of applications (Round 6) is **Wednesday 9 February, 4pm (GMT)**.

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

The 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 the office at amsprofessorships@acmedsci.ac.uk.**

In light of the challenging landscape, and our commitment to ensuring a strong and diverse pool of candidates, **the Panel has agreed to flex the eligibility criteria for this round. Individuals must be relocating to the UK to take-up a professorial role, but unlike previous rounds, this does not need to be their *first full Professorship*.** We will however emphasise that this scheme is intended to support researchers in the early-leadership career stage, and the Panel will take this into account in their assessments of applications.

Personal

- Applicants will have recently commenced, accepted, or have been guaranteed a full Professorship at a HEI in the UK, and will have completed a move (or be planning to move) to the UK.
- It's our expectation that applicants that 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 the assessment of the proposal.
- Applicants would 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 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.

Global Talent Visa

Awardees of the Academy of Medical Sciences (AMS) Professorship Scheme are eligible to apply for a Global Talent Visa, and furthermore, 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 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.

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 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 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 by 31 March 2022.

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.

Impact of Covid-19

This is 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.

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

Section 6: Data management and sharing

If the proposed research will generate data outputs that hold significant value as a resource for the wider research community, please detail any plans for data management and sharing on this page.

You should consider your approach for managing and sharing data at the research proposal stage. Where the proposed research is likely to generate data outputs that will hold significant value as a resource for the wider research community (for example genome-wide sequencing data), you are required to submit a Data Management and Sharing plan to the Academy when submitting your application. The Academy will review those plans as a 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?

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: 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 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 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 in **early March 2022**. Given current circumstances, interviews may 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 HEI.

Contact Information

Enquires about this scheme can be made by email: amsprofessorships@acmedsci.ac.uk.