

## Springboard

### Sample of online application form

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*Please note: The below is a sample of the online application form for the Academy of Medical Sciences Springboard scheme, which will be made accessible via Flexi-Grant only to those applicants who have been successful in their Institution's internal selection. This form contains questions that also feature in the mandatory eligibility check form; selected applicants invited to submit a full application form will have their answers copied across the forms.*

## Page 1: Contact Information

### Applicant personal details

Name	Phone	Email	Work address

<b>Host Institution</b>	
<b>Department</b>	

### Head of Department details

Title	
First name	
Last name	
Email	

### ORCID ID Number

ORCID is a unique digital identifier for researchers. If you don't already have one, you can register [here](#).

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## Page 2: Current post

### Current appointment details

Job title	
Appointment start date	
Is this a fixed term appointment	Yes/No <i>If yes, state your appointment end date.</i>
Is your current post full time or part time?	Full time/Part time <i>If part time, please state the number of hours worked per week.</i>

Have you taken any career breaks since commencing your current post?	Yes/No <i>If yes, please indicate the date and nature of the career break(s).</i>
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### Research area

Please identify your broad research area from the provided list.

**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.**

(100 words max)

**How does your current post differ from those you have previously held, and how this demonstrates your research independence?**

(200 words max)

## Page 3: Current financial support

### Current post funding

What is the source of funding for your current post (i.e. salary)?	Institutional/External body
Please specify (e.g. HEFCE funded lectureship, award from a named research council or charity)	
<p>What is the overall value of this funding, excluding your personal salary, overheads and indirect costs?</p> <p><i>You must include staff salaries, PhD student stipends and consumables.</i></p>	

### Other research support

Detail any other research funding you already secured that relates to the Springboard award period (i.e. Feb 2018 to Feb 2020). List the individual source(s) of funding and, for each, indicate:

- the total amount (excluding overheads and indirect costs);
- % share of the funding (if you are a co-investigator); and
- start and end dates of the funding.

You must include any source of funding that will be active after the earliest possible award start date (i.e. Feb 2018). For example:

- Start-up packages
- Staff salaries
- PhD studentships (include stipends and consumables)
- Project grants
- Equipment grants
- Collaborative awards

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### What is the total value of research funding support available to you over the Springboard award period?

*Note: For round 3, the award period refers to the earliest possible award start and end dates, Feb 2018 to Feb 2020.*

Refer the source(s) listed in answer to the questions above to calculate your funding support. If co-investigator on an award, or co-supervisor of a staff member/student, only include your share of the funding in the calculations. Calculations must include staff salaries, PhD student stipends and consumables.

Source	Year 1 (£)	Year 2 (£)	Total

## Page 4: Career history

### Qualifications (Degrees, Diplomas, etc.)

Subject	Qualification and Class	College/University	Date

### Previous appointments

Detail the appointments you have held between the award of your PhD and the current appointment listed above, with the most recent first. Only indicate a supervisor if the position was answerable to a group-leader; if line-managed by a Head of Department, please leave this space blank.

Position	Funding	Supervisor	Institution	Dates

### Career gaps

If applicable, please detail any notable gaps in your career.

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### Publications arising from your research

Please include only published papers and those in press. Give all authors, title and journal has shown below and add an asterisk next to your name.

Bomken S\*, Buechler L, Rehe K, Ponthan F, Elder A, Blair H, Bacon CM, Vormoor J, Heidenreich O. Lentiviral marking of patient-derived acute lymphoblastic leukaemia cells allows *in vivo* tracking of disease progression. *Leukaemia* 2013;27:718-721

<b>Original research papers in peer-reviewed journals</b>	
<b>Review articles and contributions to books</b>	
<b>Conference proceedings</b> <i>Note: Please only list these if considered a major output in your discipline (e.g. engineering).</i>	

### Provide details of up to three of your publications, which you consider the most significant or relevant to the application.

Please explain your selection and highlight your role within each study.

In addition to using the format described in the above question when citing publications, please also provide a statement describing the contribution of each author in the study following the [CRediT Taxonomy of author contributions](#). All of the authors listed on the paper should be mentioned in this section at least once.

<b>Selected publication 1:</b>	
<b>Selected publication 2:</b>	
<b>Selected publication 3:</b>	

### Other research outputs

Please detail any other research outputs (e.g. datasets, software, influence on policy and practice) you have produced, which you think the Panel and/or peer reviewers should be aware of.

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### Markers of esteem

Please list markers of esteem you have received (e.g. prizes, invitations to give named lectures, etc.), which you think the Panel and/or peer reviewers should be aware of.

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(100 words max)

## Page 5: Research Proposal

### Title of Research Proposal

### Proposed project start date

*Note: for Round 3, your proposed start date should fall between Feb 2018 and August 2018*

### Scientific summary

Provide a brief outline of your research proposal suitable for an expert reader. You should begin your summary by clearly stating your aims and objectives.

(250 words max)

### Lay summary

Provide a brief outline of your research proposal suitable for a lay reader.

(250 words max)

### Research proposal

Please provide a research plan including:

- Aims and objectives of the research
- Why it is important
- Plan of investigation, including methodology and design

Please use numbers to refer to your references, which you can provide in the following question. Preliminary data, figures and tables should be uploaded and attached to your proposal separately below.

(1000 words max)

### References

Please list any scientific references mentioned in your proposal.

### Preliminary data

Please upload up to two A4 pages of preliminary data in support of your research plan.

Choose your file(s)  
or drag and drop files here to upload

[File name](#)

[Date uploaded](#)

Action

### Tables and figures

Please upload any tables or figures to support your proposal.

Choose your file(s)  
or drag and drop files here to upload

	<a href="#">File name</a>	<a href="#">Date uploaded</a>	Action
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### Reapplications

Is this your first application to this scheme?	Yes/No
In which round did you submit your first application?	
Please explain how this application differs from your previous submission.  (500 words max)	

### Global Challenges Research Fund (GCRF) remit

Does your research fit within the remit of GCRF?	Yes/No
<p>If yes, please refer to the guidance documents and clearly explain how your project addresses Overseas Development Assistance (ODA) criteria, including the following:</p> <ol style="list-style-type: none"> <li>1. Which country/countries on the Development Assistance Committee (DAC) list will directly benefit from this proposal and are these countries likely to continue to be ODA eligible for the duration of the research?</li> <li>2. How is your proposal directly and primarily relevant to the development challenges of these countries?</li> <li>3. How do you expect that the outcome of your proposed activities will promote the economic development and welfare of a country or countries on the DAC list?</li> </ol> <p>(250 words max)</p>	

### Keywords

Please give up to six keywords that might be helpful in classifying your research:


## Reviewers

You may suggest up to three potential reviewers for your application. Reviewers should not be based at your current or previous institution, nor at those of your collaborator(s). Your suggestions will be hidden from reviewers and Panel members.

Name	Institution

You may indicate up to two potential reviewers that you wish to be excluded from the peer reviewer selection process. Once again, this information will be hidden from reviewers and Panel members.

Name	Institution

## What aspects of the research do you regard as innovative?

(150 words max)

## Research environment and institutional start-up package

Outline the start-up package provided to you by your institution, if applicable. Please also describe the laboratory facilities and any technical support that will be available to you.

(150 words max)

## Collaborations

Describe any collaborations that are involved in this project. Please list all collaborators, their affiliations and their role(s).

(150 words max)

For each collaboration listed above, please upload a letter of support from your collaborator(s). Letters should be signed and on letterheaded paper.

Choose your file(s)  
or drag and drop files here to upload

[File name](#)

[Date uploaded](#)

Action

## Career plans

Describe how a Springboard award and the above project would help you to realise your career aspirations. Please outline your career plans over the next five years, including potential funding sources.

(300 words max)



### Other grant applications

Do you have any other grant applications pending?	Yes/No
For each ongoing grant application, please detail the funder, amount, when you expect the outcome and how it relates to this proposal.	

## Page 6: Animal Use

Does your proposal involve the use of animals or animal tissue?	Yes/No
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*If yes:*

Does your proposal include procedures to be carried out on animals in the UK under the Animals (Scientific Procedures) Act?	Yes/No
Does your proposal involve the use of animals or animal tissues outside of the UK?	Yes/No
If your project involves the use of animals, what would be the severity of the procedures?	Choose from: Mild, Moderate, Severe, Non-recovery
If applicable, please provide details of any moderate or severe procedures. (250 words max)	
Why is animal use necessary; are there any other possible approaches that could provide equally valuable results? (250 words max)	
Please justify the species and number of animals involved. (250 words max)	

**Does your research involve any of the following animal types? (cats, dogs, equines, pigs or non-human primates)**

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**Note:** your answer to this question will modify the questions you are asked to answer regarding your research; please ensure that you have answered it correctly before proceeding. **If you select any of the above animal types, please be aware that your form will be reviewed by the NC3Rs.**

**If your proposed research uses cats, dogs, pigs and/or equines, you must also answer the following:**



From where will the animals be sourced? Name the supplier and give their location.	
Will it be necessary to transport the animals? If so, indicate approximate journey times and the measure that will be taken to minimise the potential stress during transport.	
Where animals are to be imported, what journey times have been agreed with the Home Office? Describe the conditions for the animals at the breeding establishment and how the potential stress during transport will be minimised.	
Please provide details of the housing for the animals, e.g. enclosure size, space allocation per animal environmental enrichment provided.	
Will single housing of the animals be necessary at any time? If so, please provide details in terms of the justification for single housing, its duration, and what additional resources will be provided to the animals to minimise the impact of the single housing.	
Describe the experimental procedures involved and the steps that will be taken to minimise any pain, suffering, distress or lasting harm. When were the procedures last reviewed by the Animal Welfare and Ethical Review Body (AWERB) or Institutional Animal Care and Use Committee (IACUC)?	
Will any of the experimental procedures involve restraint? What alternatives have been considered? Describe the nature of the restraint, its duration and frequency, and what will be done to avoid distress?	
What is to be the fate of the animals at the end of the study?	
What prior experience and training in the use of the particular animal, care and welfare do those conducting the research have? What provision is made for continuing professional development in these areas?	
Will any of the staff involved require specific training for any of the procedures concerned? Please provide details of the training needed and where it will be undertaken.	

**If your proposed research uses non-human primates, you must also answer the following:**

Do the facilities and practices and the proposed research comply with the principles set out in the NC3Rs Guidelines ' <a href="#">Primate accommodation, care and use</a> ' ? If not, please explain where not and why.	
From where will the non-human primates be	

sourced? Name the supplier and give their location.	
Please provide details of the housing for the animals, e.g. enclosure size, space allocation per animal, and the environmental enrichment provided.	
Will single housing of the non-human primates be necessary at any time? If so, please provide details in terms of the justification for single housing, its duration, and what additional resources will be provided to the animals to minimise the impact on animal welfare.	
Describe the experimental procedures involved and the steps that will be taken to minimise any pain, suffering, distress or lasting harm. When were the procedures last reviewed by the Animal Welfare and Ethical Review Body (AWERB) or Institutional Animal Care and Use Committee (IACUC)?	
Will any of the experimental procedures involve food and/or water control? If so, justify why this is necessary and outline what alternatives have been considered. For neuroscience studies, please confirm the <a href="#">NC3Rs recommendations on refining food/fluid control</a> will be met. If not, please explain where not and why.	
Will any of the experimental procedures involve restraint? What alternatives have been considered? Describe the nature of the restraint, its duration and frequency, and what will be done to avoid distress.	
What prior experience and training in non-human primate use, care and welfare do those conducting the research have? What provision is made for continuing professional development in these areas?	
Will any of the staff involved require specific training for any of the procedures concerned? Please provide details of the training needed and where it will be undertaken.	

## Page 7: Human tissues or subjects

Does your proposal involve the use of human tissue or subjects?	Yes/No
Have you been granted approval for your proposed study?	Yes/No
Please enclose details of the approval. (150 words max)	

## Page 8: Data management and sharing

Will the proposed research generate	Yes/No
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data outputs that hold significant value as a resource for the wider research community?	
Please read the guidance notes and provide a Data Management and Sharing plan. (300 words max)	

## Page 9: Your budget requests

### Budget

Please note that Springboard is only able to provide a maximum of £100,000 funding over two years. The grants are available to support directly incurred research costs such as consumables and equipment, provide funding for research assistants, PhD students, postdoctoral staff or technical support and other costs including travel and training. If a PhD student is requested, your institution must commit to supporting the student past the two years of the Springboard award.

Category	Item	Year 1	Year 2	Total
Support staff (detail grade and hours)				
Technical support*				
Materials/consumable				
Equipment				
Animals				
Travel				
Training				
Publications				
Other				
	Totals			

\*Technical support refers to facilities available in your institution.

**Justify the budget request under each category listed above?**

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## Page 10: Applicant declaration

Name of Applicant	
Date	

## Page 11: Monitoring and marketing feedback

### **Monitoring information**

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. It is not used in the application review process: **it is not provided to Panel members or reviewers**. (By providing this information, you are agreeing to us holding this information, under current data protection legislation, and will be helping us to monitor our practice).

Ethnic Origin	
Nationality	
Gender	
Age	
Do you consider yourself to have a disability or health condition?	

### **Marketing feedback information**

We are requesting this information to help us monitor the effectiveness of our marketing activities. This information is not used in the application review process.

Please tell us how you **first** heard about the Starter Grant Scheme:

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## Page 12-13: Head of Department and Springboard Champion declarations and supporting statements

*Please note: these pages are to be completed by the applicant's Head of Department, Springboard Champion and Finance Officer, respectively.*

### Sponsorship statement

Each application must be supported by the applicant's Institution. The Head of Department and the Springboard Champion within the applicant's Institution must each submit a statement outlining why they have nominated their application and how they plan to support their career during the funding period and beyond.

### Head of Department's statement of support

Please provide a statement outlining why you have nominated this applicant for consideration and how you plan to support their career during the funding period and beyond. In your statement, please outline the financial support provided to the applicant by your institution.

If funds have been requested for the employment of a PhD student, please note that your institution must commit to supporting the student past the two years of the Springboard award, if another source of funding is not made available to the award holder. By signing this form, you confirm your institution's support for this.

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(200 words max)

Name of Head of Department	
Date	

### Springboard Champion's statement of support

Please provide a statement outlining why you have nominated this applicant for consideration and how you plan to support their career during the funding period and beyond.

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(200 words max)

Name of Springboard Champion	
Date	

## Page 14: Finance Officer declaration

Name of Finance Officer	
Date	