The Academy of Medical Sciences

Starter Grants for Clinical Lecturers

Guidance notes for completing the online application form

This document guides you through completing the online application form for the Starter Grants for Clinical Lecturer's funding programme. Some notes on completing the form are integrated into the form itself. These notes are supplementary to those.

Electronic signatures

Before submitting your application, you need to have four accompanying declarations confirming the validity of the application. These declarations will be from your Head of Department, Clinical Supervisor, Academic Supervisor and Finance Officer. To invite someone, simply locate the relevant position within the 'Declarations' table and click 'Invite'.

Word limits

Please note that the answers for certain questions have a maximum word limit. If text exceeding this length is pasted into the space provided, the passage will be truncated accordingly.

Page 1: Contact Information

On this page you will be asked to provide details for yourself and your host institution. Additionally, you will need to provide an ORCID ID number and the details of your AMS mentor, if you have one.

ORCID ID Number

We ask you to provide your ORCID iD (Open Researcher and Contributor identifier; http://orcid.org/). ORCID is an open, non-profit effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. The ORCID Registry is available free of charge to researchers, who may obtain an ORCID iD, 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 iD.

AMS Mentoring Programme

If you have an AMS mentor, please provide their name and institution. This information is for AMS Office use only (it will be used to identify conflicts of interest during peer review); your answer will be kept confidential and will not be considered at any stage of the assessment process.

Page 2: Supervisors' Contact Details

On this page you will be asked to provide the contact details of your Academic and Clinical Supervisor.

Page 3: Current Position

On this page you will be asked to specify your clinical discipline and specialty as well as describe your current job role (e.g. research area, clinical specialty and future career aspirations). Please note that the form questions will differ according to your clinical discipline (i.e. depending on your choice of clinical discipline in the first question, some questions will be different for clinicians in human/dental medicine and clinicians in veterinary medicine).

Current Job Title

If you are a clinician in human or dental medicine:
You must be a Clinical Lecturer (research-active) to be eligible for a starter grant. Senior Clinical Lecturers are ineligible as this scheme is targeted at early-career researchers.

If you are a clinician in veterinary medicine:
You must be either:

1. A research-active Veterinary Specialist in Training (Resident/Senior Clinical Training Scholar) within an approved Specialist Training Programme with secured and protected research time throughout the proposed project.

Or:
2. A research-active Veterinary Clinician or Veterinary Pathologist with Veterinary Specialist Board qualification or eligibility and within the 3 year (probationary) period of your first University appointment and with secured and protected research time throughout the proposed project. If your position is that of a Senior Lecturer but are still within the three year probationary period then you are still eligible for this scheme.

Start date of Clinical Lectureship / Current Position

You must be in post by the date the panel meets to consider your application. The Panel meetings occur in December and June each year – please contact the Office to discuss your individual circumstances and confirm what the date of the panel for that round is.

What is the balance of clinical to research commitments/times for your post?

Clinicians are expected to have a 50:50 split of clinical:research time. The Panel recognises that Clinical Lecturers from Scotland and Wales might be restricted to an

80:20 clinical:research time split; however, they are encouraged to negotiate an increase of their protected research time. Similarly, veterinary clinicians are expected to have substantial protected research time.

Current post aims and objectives

This question aims to draw out your broader aims and objectives during the course of your current post.

Future career aspirations

This question aims to draw out your career aspirations beyond your current post. Your career trajectory is of particular interest to the Panel.

Page 4: Career Summary

Please use this page to provide an overview of your relevant qualifications, research experience and current position.

Qualifications (Degrees, Diplomas, etc.)

If you are unsure of the precise date on which a qualification was awarded, please select the first day of the relevant month.

Research Degrees

Having been awarded a PhD or MD is an eligibility requirement. You should have been awarded your PhD/MD before the application submission deadline. It does not satisfy the eligibility criteria to have submitted your thesis. If your MD has been obtained in another country, please confirm that it was a research-based MD, rather than clinical training. Please contact the office if you would like to discuss whether the status of your PhD/MD will affect your eligibility.

Publications arising from your PhD or MD and other research undertaken

In this section, you should list all research papers in peer-reviewed journals, reviews and contributions to books. You may list publications that are still in press but please do not include any abstracts or conference proceedings.

Please use the below format when citing publications and use an asterisk (*) to highlight 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

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

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.

This question is intended to promote thorough consideration of the content of a publication or other research output, rather than the impact factor of the journal it is published in. The scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published. This is your opportunity to highlight the impact that your papers have made on your field of research.

The Academy is a supporter of the San Francisco Declaration of Research Assessment (DORA) and panel members and peer reviewers are requested not to use journal-based metrics, such as Journal Impact Factors as a surrogate measure of the quality of individual research articles.

Estimated CCT date

(applicable only if you are a clinician in human or dental medicine)

If your CCT date will fall during the course of your proposed starter grant, at least half of your research project must take place prior to your estimated CCT date in order to be eligible. For example, for a 24 month project you must have at least 16 months prior to your estimated CCT date from the date of the application deadline. This 16 month period is calculated from the sum of [a] half the proposed research project length (12 months for a 24 month project) and [b] the 4 months between the application deadline and earliest possible start date. Your preferred start date cannot be applied to this rule nor can any grace period relating to your CCT date that you may be eligible for in the future. A sliding scale will operate for projects with a duration of less than 24 months.

If part of your proposed project falls after your CCT date, please describe the plans that will be put in place to ensure you are afforded sufficient research time post-CCT to complete this grant. Your academic supervisor and Head of department need to be in a position to support such statements if asked by the Academy.

Please contact the office if you are still not sure whether your anticipated CCT date will affect your eligibility.

Page 5: Research Proposal

On this page you will be asked to give an outline of your proposed research area, research plan and any relevant collaboration.

Proposed project start date

The earliest you could start your project would be one month after the Panel meets. For the March and September application deadlines, the Panel meetings occur in June and December, respectively. Consequently, there is 5 months between the application deadline and earliest possible start date. The project start date must occur within six months of the award letter (this is usually sent to successful applicants within one month of the Panel meeting).

Lay Summary

See our ten tips on how to write a lay summary on our website.

Project duration

The expectation is that applicants will conduct their research over the course of two years. However the Panel may consider - if justified - a shorter duration, but no less than one year.

Research Proposal

We are looking for a research proposal of high scientific merit and your application will be sent out for peer review to assess various aspects. The key assessment criteria, which are considered, are in three areas:

The applicant

- Academic track record.
- Potential benefit of the project to your career.
- Clarity of plans for obtaining further funding and your career aspirations.

Research quality

- Importance and relevance of the research question.
- Quality and appropriateness of the research methodology.
- Degree of innovation.

Research environment and support

- Quality of the research environment.
- Availability of appropriate support.
- Quality of Data Management and Sharing plans, where provided.

Please provide as much detail as possible to help us assess the quality of your proposal. See our tips on how to write a successful grant application on our website.

Please note that the proposal word limit is 1,000 words. Furthermore, figures and tables cannot be added in this section; they should be uploaded and attached to your proposal separately below.

Reapplications

If this is your second application to the scheme, this is your opportunity to respond to peer review and/or Panel discussion comments made in your previous application and

explain what changes you have made to the application. Please note that only one resubmission is permitted.

Importance of Starter Grant to you

This question aims to draw out how this starter grant will enable you build/strengthen future applications for funding and inform future research projects.

Page 6: Animal Use

If your proposal features the use of animals or animal tissue, on this page 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?

The Academy of Medical Sciences is a signatory of the Concordat on Openness on Animal Research. We are 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.

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. If your proposed research involves animal experiments, we encourage you to consult the NC3Rs Experimental Design Assistant (EDA) to help you design your study. Where non-human primates, cats, dogs or equines are used, anonymised information will be sent to the NC3Rs for review.

Page 7: Human tissues or subjects

If your proposal features the use of human tissues or subjects, on this page 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 relevant 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 sent to the Academy.

Page 8: 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.

Will the proposed research generate data outputs that hold significant value as a resource for the wider research community?

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

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, to either 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?

Page 9: Your budget request

On this page you will need to detail the budget for your research grant application

Budget

The grant cannot cover your personal salary costs or provide funding for research assistants, PhD students or postdoctoral staff. Costs such as bench fees for generic lab support such as wash-up, IT etc, are also not supported.

Funds can however, be used be used for laboratory consumables, equipment, animal costs and technical support. Technical support refers to already available staff/facilities. For example, costs relating to access to specialist equipment costs may include a contribution to technician salary, which is permitted. In this instance the applicant would need to provide a clear justification within their application.

Justify any unusually high cost or unusual budgetary items, and any technical support requested

Please explain any unusually high costs or unusual budgetary items, and how any technical support requested will contribute to the research.

Page 10: Monitoring and marketing feedback

On this page 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.

Page 11: Applicant Declaration

In order to submit your application, you need to sign the declaration at the bottom of this page 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.

Pages 12-14: Other Declarations

Your **Clinical Supervisor**, **Academic Supervisor** and **Finance Officer** will need to approve your application by signing the declaration on this page. You will not be able to submit your application without their approval. Your signatory will receive an invitation to sign this page once their details are entered into the 'Ongoing Declarations' table on the Application Summary page and 'Invite' is clicked.