



**INSPIRE**



## Grant Scheme Application Guidelines

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INSPIRE is coordinated by the Academy of Medical Sciences and supported by the Wellcome Trust. INSPIRE activities are designed and delivered locally by individual schools.

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## Introduction

INSPIRE is coordinated by the Academy of Medical Sciences with support from the Wellcome Trust. The INSPIRE programme aims to:

- Inspire medical, dental<sup>1</sup> and veterinary undergraduates to consider a research career.
- Stimulate medical, dental and veterinary schools to design and implement local, innovative approaches to building student interest in research.
- Encourage student involvement: the experiences and needs of local students should inform the development of the local INSPIRE programme.
- Promote high quality, collaborative partnerships between members of faculty and students, and between schools and other local/regional/national organisations.
- Strengthen local, regional and national student research networks, sharing experiences and resources.
- Foster a research culture in all clinicians entering the NHS, not just those with an interest in pursuing a career in academic medicine. INSPIRE also aims to foster a research culture in dentists and vets across the country.

The core elements of INSPIRE are:

- A small grant scheme open to all UK medical and veterinary schools.
- A series of sharing conferences hosted by the Academy to enable schools to showcase activities, share learning and develop new ideas. The next sharing conference will take place on **16 April 2018** and applicants are encouraged to attend. For more information and to register, please visit the [INSPIRE Sharing Conference webpage](#).

Applications will be led by an academic nominated by the medical or veterinary schools who will act as the INSPIRE lead, supported by the Head/Dean of the medical or veterinary school and other contributors. Applicants should read the INSPIRE Grant Terms and Conditions and refer to the [Case Studies](#).

The scheme **opens** for applications on **2 April 2018**.  
The **deadline** for applications is **25 May 2018**.

**For further information please contact:**

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<sup>1</sup> Where universities have both a medical and a dental school, it is intended that INSPIRE activities should be accessible to medical and dental students.

## 1. Who can apply?

All UK undergraduate veterinary schools, and medical schools recognised by the General Medical Council<sup>2</sup> are eligible to apply for an INSPIRE grant. Dental schools cannot apply for INSPIRE funding independently. Where universities have both a medical and dental school applications should be submitted jointly and activities should be accessible to both medical and dental students. The INSPIRE lead, a member of faculty nominated by the Head/Dean of the medical or veterinary school, should apply on behalf of the school. At least one student should contribute to the application and be named on the grant application.

The INSPIRE lead will have overall responsibility for the project if the application is successful and will be the point of contact for the Academy. The Head/Dean of the medical or veterinary school will support and facilitate the implementation of the INSPIRE proposal, oversee the scheme locally and be in contact with the local INSPIRE lead. Applications from anyone other than the appointed INSPIRE lead will not be considered.

### **Only one application can be submitted per medical or veterinary school<sup>3</sup>.**

Joint applications from more than one UK medical or veterinary school are welcome. Applicants will need to justify the feasibility and relative cost/benefits of a joint application and demonstrate how they will ensure that students from all schools benefit equally from the scheme. The Heads/Deans of all medical and veterinary schools involved must be in support of the application. If a joint bid is successful, it will receive a grant of up to £10,000 per school named in the application.

We also encourage medical schools to collaborate with other organisations in the development of the INSPIRE programme, for example, with other higher education institutions, industry, research institutes and the NHS. Such organisations may, for example, provide funding, resources 'in kind' or facilities for students to use. Relevant letters of support should be provided.

## 2. Application process

Applications for the current round of INSPIRE will be processed using the Flexi-Grant grant management system. Once the application window is open, a link will be found on the INSPIRE webpage. Use this link to take you to the Academy's Flexi-Grant webpage. Once there, the INSPIRE lead for each school will be able to register themselves as a user, using their personal details, after which they will be able to complete the application on behalf of the school. Any application coming from someone other than the designated INSPIRE lead will not be considered. Please view our [Flexi-Grant user guide](#) for more information.

If two or more schools are making a joint application for funding, one INSPIRE lead must be designated who will then complete the application on behalf of all the schools named in the application.

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<sup>2</sup> [https://www.gmc-uk.org/education/undergraduate/awarding\\_bodies.asp](https://www.gmc-uk.org/education/undergraduate/awarding_bodies.asp)

<sup>3</sup> Where universities have a medical and veterinary school, each school can apply for a funding separately.

### 3. Schools with existing grants open

Schools with existing grants open from a previous round of INSPIRE, whose grants are due to finish after the application deadline, are able to apply for further funding. Your application must comply with all other conditions and it must clearly demonstrate how you plan to further develop current activity or develop new activity that ultimately promotes research within your school.

**For schools that have End of Grant Reports outstanding from previous rounds, all reports must be completed and returned to the Academy for your application to be considered pursuant to clause 3(v) of the Terms and Conditions [LINK].**

We use these reports to create a small database detailing the activities implemented by each school in previous rounds and the impacts they have had. All information on previous activities implemented can be found on the [INSPIRE activities webpage](#).

### 4. Awards available

**A grant of up to £10,000 per medical and veterinary school, covering a period of one year, is available. If a joint bid is successful, it will receive a grant of up to £10,000 per school involved.**

INSPIRE grants can be used to fund a range of proven and innovative activities which engage students with research. **Activities could include, but are not limited to:**

- Workshops, lectures, events, discussions.
- Opportunities to network and develop mentoring relationships.
- Practical research workshops e.g. teaching research methodology and laboratory techniques.
- Stipends for competitively awarded, short-term vacation studentships.
- Creation of teaching materials.
- Exhibitions.
- Films, websites and multimedia projects.
- Science-art projects. See <https://wellcome.ac.uk/what-we-do/our-work/arts> for examples.
- All activities implemented in previous rounds of INSPIRE can be found on the [INSPIRE Activities webpage](#).

**We expect that the local activities supported by INSPIRE will provide opportunities to a significant proportion of students and we do not recommend that all funds be invested in one project only.**

#### ***Funds can be used for:***

- Direct activity and production costs including venue costs, equipment and materials.
- Publicity costs.
- Travel costs for speakers.
- Administration costs where they are not already covered by further funding.

Schools may choose to work closely with student research groups in the delivery of activities. However, schools should take care to ensure that students who are not actively involved in a student group also benefit from the scheme.

#### ***Funds cannot be used for:***

- Staff salaries.
- Core overheads of the medical school, dental school or veterinary school.

- Expenses incurred in submitting an application.
- Costs arising prior to the start date of the project.
- Course costs/fees, for example, to fund student(s) undertaking BSc/MRes/PhD courses.
- Course costs/fees which are normally covered by the school's curriculum budget or costs normally covered elsewhere.
- Activities already funded through other means – INSPIRE grants should be used for new or expanded activities.
- Health promotion, campaigning projects or projects that do not directly aim to engage students with research.

## 5. Key Dates

Date	
2 April 2018	INSPIRE grant scheme opens for applications.
16 April 2018	<a href="#">Sharing Conference</a>
25 May 2018	Deadline for INSPIRE applications.
July 2018	Grant decisions made and schools notified.
September 2018	Start of activities.

## 6. Expectations of INSPIRE activities

Applicants are encouraged to design an INSPIRE programme which includes:

### ***Innovative approaches***

INSPIRE grants offer an opportunity to pilot new, innovative activities in addition to proven methods that engage students with research. Creative approaches that communicate the value of research and the rewards of a career in research are encouraged. Activities which target local needs should be considered.

### ***Student involvement***

The views, experiences and needs of local students must feed into the development and delivery of activities in order for the scheme to be effective. INSPIRE leads are expected to engage with students and, where appropriate, local student groups when developing and publicising INSPIRE activities.

### ***Networking opportunities***

Activities that allow students to speak to and interact with researchers are encouraged to inspire students to consider a career in research.

### ***A range of initiatives***

We expect a range of initiatives to be adopted through INSPIRE. The following points should be taken into consideration:

- **Communication to all:** applicants should consider providing all students with information and experiences and should not only target students showing a particular interest in, or aptitude for, a research career.

- **The breadth of research:** students should be informed about the broad range of research opportunities available to them.
- **The development of practical research skills:** schemes which encourage students to develop research, analytical and critical skills can be very valuable.
- **Vacation studentships:** medical schools will need to make a robust case for investing funds into approaches, such as vacation studentships, which are costly and benefit only a few students. Instead of funding research projects directly it may be more effective to support students in finding and identifying suitable supervisors.
- **Promotion of role models:** schemes should encourage students to meet, network with and be inspired by potential role models. Role models may include peers, clinical academic trainees and more senior researchers.

### ***Partnerships and collaboration***

Medical and veterinary schools are encouraged to collaborate with other organisations, including higher education institutions, industry and hospitals in the delivery of their activities in order to increase reach, visibility and impact. Schools are also encouraged to consider drawing on other resources within their university, for example when contemplating how creative approaches/multimedia might be used to engage medical students with research.

### ***Sustainability of INSPIRE activities***

The Academy of Medical Sciences Champions scheme has shown that modest funds can be valuable in leveraging further funding. Schools should therefore use the scheme to leverage further funding from elsewhere. **We strongly recommend that schools consider the sustainability of their proposed programme beyond the support of an INSPIRE award. When making their decisions, Panel Members will focus on the matched/external funding secured by each school as this helps to improve the sustainability and longevity of research strands within schools.**

## **7. Selection process**

All eligible applications will be subject to assessment and consideration by the INSPIRE selection panel, based on the criteria set out below in this document and the Grant Terms and Conditions.

### ***Selection panel***

The INSPIRE selection panel, chaired by Professor Jonathan Seckl FRSE FMedSci, Professor of Molecular Medicine and Vice-Principal of Planning, Resources and Research Policy at the University of Edinburgh, is responsible for making grant awards. The panel comprises a range of stakeholders including Academy Fellows, Heads/Deans of Medical or Veterinary Schools, research Professors, early career academics and an individual currently in undergraduate/postgraduate medical training. The scheme is overseen by the Academy's Council.

A robust assessment process will be undertaken. The decision of the Academy of Medical Sciences is final. The Academy reserves the right not to enter into any correspondence about the assessment process and/or subsequent monitoring procedures.

**Notification of decisions regarding INSPIRE applications will be made in July 2018.**

### ***Assessment criteria***

The INSPIRE selection panel will be asked to comment on and consider, but are not limited to, the following aspects of a grant proposal:

- The potential for the proposal to stimulate interest in, and appetite to pursue, clinical research.
- If the proposed activities are new, and the degree to which they are innovative.
- If the proposal is to build on previous activities, evidence that the activities have been successful so far.
- If the proposal is to expand the area over which activities are delivered, the potential to catalyse activities and the strength of the proposed networks and collaborations.
- The degree of involvement of medical/dental/veterinary students in design and delivery.
- The composition of the applying team, their roles, experience and expertise, how they will work together to develop and deliver activities, and engage other relevant individuals and organisations to maximise the potential for the scheme.
- Sustainability of the activities as shown by matched funding and 'in kind' support secured.
- A realistic timetable to implement the project, with clear outcomes and outputs.
- A clear and realistic monitoring and evaluation plan.
- A clear budget for the proposed activities, including additional funds or 'in kind' support.

## **8. Support provided by the Academy of Medical Sciences**

The Academy of Medical Sciences is coordinating the next round of the INSPIRE programme. The Academy will:

- Host a sharing conference on **16 April 2018**.
- Administer and manage the grant scheme.
- Facilitate the sharing of learning between institutions.
- Where appropriate, support schools to help them develop a local activity plan.
- Link INSPIRE activities to other national initiatives, including student initiatives such as the [National Student Association of Medical Research \(NSAMR\)](#).

### ***Office support***

The Academy has a dedicated project team who are always happy to answer questions and provide assistance. Please do not hesitate to contact us at [INSPIRE@acmedsci.ac.uk](mailto:INSPIRE@acmedsci.ac.uk) or, alternatively, you can use the details provided on page 2.

### ***Sharing Conference***

The Academy is hosting a sharing conference on **16 April 2018**. We strongly recommend that all INSPIRE leads and one student from each medical, dental and veterinary school attend this event. The conference will be an opportunity to:

- Hear about what activities other schools across the UK have implemented during the previous 3 rounds of funding that are proving effective in engaging students with research.
- Develop innovative ideas for INSPIRE activities.
- Network and extend the ethos of intercollegiate awareness and collaboration amongst undergraduates from across the UK.
- Meet the Academy project team.
- To register your interest, please visit the [conference webpage](#).

## 9. Monitoring and evaluation

Please see the [Monitoring and Evaluation Guidelines document](#) for further information.

## 10. Reporting

Medical and veterinary schools will need to provide the Academy with an end of grant report after the one year period has come to an end. Please see the Grant Terms and Conditions for further details. We encourage leads to maintain close contact with the Academy to facilitate the sharing of good practice and interim progress updates about the scheme.

In the case of other organisations providing funding 'in kind' resources to schools to support the local INSPIRE programme, letters of support should be uploaded as part of the application form.

***The Academy of Medical Sciences** is the independent body in the UK representing the diversity of medical science. Our vision is to secure a future in which global health is improved by the best research, the UK leads the world in biomedical and health research and independent, high quality medical science advice informs the decisions that affect society. Our mission is to advance biomedical and health research and its translation into benefits for society. INSPIRE is part of the Academy of Medical Sciences' portfolio of activities aimed at developing talented researchers. Find out more here:*

[www.acmedsci.ac.uk](http://www.acmedsci.ac.uk)

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