

Cross-Sector Experience Awards– Scheme handbook

This document provides you with a detailed toolkit to walk you through the application process for the Academy's Cross-Sector Experience Awards scheme, including both a template copy of the application form in Chapter 1 and additional information and guidance in Chapter 2. For more information, please see the FAQs document, which is available from the [scheme webpage](#).

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.

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Chapter 1– Template application form

This chapter provides a template 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.

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.

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)	E.g. staff profile page, lab group webpage, professional social media handle
Website link(s) and other links	

ORCID iD	It is not mandatory to supply this; applicants that do not already have an ORCID iD do not need to create one
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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(s) – where the applicant is proposing to temporarily move to for their Cross-Sector Experience Award.

Note: applicants are permitted to apply with two partner organisations, provided both organisations are in a different sector to that of the employing organisation and any other employers of the applicant. The two partner organisations must be in the same sector. Applicants with two partner organisations should clearly justify the reasons for this choice. Please ensure you have read the FAQs document (available on the [scheme webpage](#)) before applying with two partner organisations.

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 ➤ If “academia”, the applicant must provide a list of publications arising from their research in Section 2 – Career information. This question may be answered by applicants from other sectors if appropriate but this is not mandatory.

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.

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.

Link to the improvement of human health

Can you please explain how your current role and professional activities have a link to the improvement of human health?	Maximum 250 words To be eligible to apply, your current role and professional activities must have a clear link to the improvement of human health. Whilst you do not need to work in a health setting, you must be able to demonstrate in your application how your professional activities ultimately improve health. We encourage applicants to consider the World Health Organization's definition of health: "Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity".
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Partner organisation

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

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?	No/Yes ➤ 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

Section 2 – Career information

Previous employment details	Complete the given table Please note, if you have held your current position for over 6 years please indicate this by adjusting the "start date" field accordingly. Similarly, if you currently hold a permanent contract, please note this in the "position" field and add an "end date" in the far future.
Qualifications and relevant training	Complete the given table
Please use this space to detail any relevant achievements, outside of those captured above, that you have had during your career	Maximum 250 words
Publications arising from your research	<i>This question <u>must</u> be answered by applicants who indicated that their current role is in “academia” in Section 1 – Applicant, employing organisation and partner organisation details. Applicants from other sectors may wish to answer it to if appropriate but this is not mandatory.</i> Please include research papers in peer-reviewed journals, reviews and contributions to books. You may list publications that are still in press or preprint publications.
Policy outputs and impact arising from your work	Please list any policy-based outputs/impacts arising from your work. <i>If your primary role is in policy this section must be completed with key examples relevant to your application.</i>

Have you taken any career breaks to date?	No/Yes ➤ 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?	Permanent/Fixed-term ➤ 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 week, they should select “full-time” in response to this question ➤ If “Part-time”, the applicant will be asked to provide details on this
What are your core responsibilities in your current role(s)?	Maximum 300 words
Have you been awarded any previous funding for this work or other related activities?	No/Yes If “Yes”, the applicant will be asked to expand on these details. Please take into account any funding calls you may have applied to in your current or previous positions that are relevant to this application and/or significant in your career. <i>You may wish to include both internal and external funding calls.</i>

Section 3 – Cross-Sector Experience Award proposal

Proposed start date for this award	This award should commence between 1 August 2026 and 31 January 2027. Under exceptional circumstances, we may be able to accommodate a start date up to 31 July 2027; please speak to the Office to discuss
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	this before selecting a date outside of the initial six-month timeframe listed.
Proposed end date of this award	This award should last between 3- and 12-months Note that applicants applying to two partner organisations should have a minimum duration of 6-months for their award.
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?	Successful applicants are required to spend a minimum of 50% of their total working hours at the partner organisation throughout the award. 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. 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. Applicants will be asked to explain the details of these arrangements in the application form
If you have two partner organisations, how long you will spend at each organisation?	<i>This question should only be visible, and therefore answered by applicants who answered that they will be partnering with two organisations in Section 1 – Applicant, employing organisation and partner organisation details</i>
If you have two partner organisations, what are the benefits that each bring to the project and why would this not be possible with a single partner?	<i>This question should only be visible, and therefore answered by applicants who answered that they will be partnering with two organisations in Section 1 – Applicant, employing organisation and partner organisation details</i> Maximum 500 words

How will you spend your time at the partner organisation(s)	Maximum 500 words You may wish to include, among other things: • The format of your work at the partner organisation, for example, the ratio of in-person, virtual, team-based or independent working. • How you will embed yourself and your role into the partner team. • How you will deepen your understanding of the partner organisation and sector with this working arrangement.
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Resubmissions- An application is considered a resubmission if you have submitted an application to this scheme previously, including applications where the focus of the proposal was different to the proposal you intend to submit in the current round. If you are not sure whether your current application counts as a resubmission, please get in touch with Academy staff to discuss your response to this question.

Have you applied to this scheme before?	No/Yes ➤ If “Yes” the applicant will be asked to indicate in which round they submitted their first application.
In which round did you submit your first application?	Please select the appropriate option from the drop-down list
Was your first application to this scheme successful?	No/Yes ➤ If “No” please note that if both applications are unsuccessful, the applicant would need to select a new partner organisation in order to apply again. ➤ If “Yes” please note that if the first application was successful, the applicant cannot reapply with that partner organisation again.
Does this resubmission involve the same partner organisation as in your first submission to this scheme?	No/Yes ➤ If “Yes” please note that applicants can only apply for this scheme with the same partner organisation twice.
Re-submission	Maximum 500 words

	The applicant is asked to detail how they have developed the proposal since their previous submission. This is their opportunity to respond to the Panel member's comments on their previous application and detail how the application has changed.
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Details of the proposal

Lay summary	Maximum 250 words The applicant will be asked to provide a lay summary of their proposal including a brief outline of their project and explanation as to why they chose this partnership. See our ten tips on how to write a lay summary on our website.
Outline of your proposal	Maximum 800 words You may wish to include, among other things: • 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?	Maximum 500 words You may wish to include, among other things: • 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.

	Please consider learnings about the organisation and the sector, beyond the activities listed in the workplan above.
What will be the benefit of this award on your work at the employing organisation when you return?	Maximum 500 words You may wish to include, among other things: • 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 ended, and what the outcomes of this partnership would be. 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.
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?	Maximum 500 words You may wish to include, among other things: • 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. 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.
Why do you believe now is the appropriate time in your career to take on this award?	Maximum 300 words
Keywords	Provide up to 6 keywords that might be helpful in classifying the proposal
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	Optional; applicants may choose to upload letters of support from collaborators, , data files, etc. Applicants should not upload their CV. Applicants are permitted to upload a maximum of five files.. 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.

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
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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, subsidies and use of generative AI

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 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
Use of generative AI	The applicant is required to provide a summary of any generative AI tools used in the development of your application. They can see our AI policy for applicants, reviewers and Panel members here Please note: this summary won't be used as part of the decision-making process and will not be shared with the funding Panel.

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 <u>not</u> select "Prefer not to say" in response to the question on capturing your consent to our use of your data.
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Chapter 2 – Guidance notes for completing the online application form

Chapter 2 guides you through submitting a full application for the Academy's Cross-Sector Experience Awards scheme. Prospective candidates may use this document to guide them through and plan ahead of time what they may want to include in their application form. Some points of guidance on completing the application form are integrated into the form itself, whilst these notes are supplementary to those. For more information, please also see the FAQs document, which is available from the [scheme webpage](#).

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.

Cross-Sector Experience Awards assessment criteria

The key assessment criteria that will be considered by the Selection Panel are characterised by three areas:

- The applicant (your suitability for this award, including career stage and your ability to undertake a similar placement without Academy funding; your work at the employing organisation; and the potential benefit of this award on your career and future activities)
- The proposal (alignment of the proposal with the scheme objectives; appropriateness of the activities to be undertaken at the partner organisation; relevance of the proposal to your work at the employing organisation; appropriateness of length of award period, and the split of your time; appropriateness of budget proposal; and appropriateness of the data management and sharing plan and information regarding subsidy control, if applicable).

- The employing organisation and partner organisation partnership (benefit of the award on both organisations; appropriateness of the two organisations forming a partnership and the benefit of the partnership on the improvement of human health and wellbeing; long-term plans for collaboration between the employing and partner organisations; and satisfactory statements of support from your employing organisation representative and the partner organisation).

General guidance

Electronic signatures ('Participants')

Before submitting your application, you need to have four accompanying declarations of support confirming the validity of the application; six if you are applying with two partner organisations. These declarations will be from your Employing Organisation Representative, Partner Organisation Representative, Employing Organisation Finance Office Representative and Partner Organisation Finance Office Representative. To invite someone, simply select 'Participants' at the top of the application summary and click 'Invite' next to the corresponding name. These individuals will then receive an email, with a link, inviting them to complete the relevant declarations, and 'Submit' their section of the form. This invitation will expire after ~14 days.

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.

Instructions for the Employing Organisation Representative/Partner Organisation Representative(s)/Employing Organisation Finance Office Representative/Partner Organisation Finance Office Representative(s): the signatory should review the application, then click on the 'Edit' button related to the section assigned to them. Once they have reviewed the Data Protection Statement, the Undertakings, and confirmed their acceptance, they should click on the 'Finish contribution' button and submit by clicking on the 'Submit' button. Additionally, the Employing Organisation Representative/Partner Organisation Representative must also submit a complete letter of support.

Please note that all declarations must be completed before the applicant can submit the form.

File uploads

Files for upload - such as media files, data files or collaborator and representatives letters of support - should be saved in .doc, .docx and .pdf format. Where a letter is requested, letters should contain a written signature and be on letter headed paper.

Where text-based files are uploaded those should be no longer than two pages. Any files that do not adhere to the guidelines will be removed from the application.

Word limits

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

Grantsmanship advice

See our [advice on how to write a good grant application](#) on our website.

Application form guidance

Section 1 – Applicant, employing organisation and partner organisation details

On this page you will be asked to provide details for yourself, your employing organisation(s), and your partner organisation(s). Additionally, you will need to provide an ORCID ID number.

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.

It is not mandatory to supply this; applicants that do not already have an ORCID ID do not need to create one.

Please enter your ORCID ID using the following format: <http://orcid.org/0000-0002-1825-0097>.

Section 2 – Career information

Please use this section to provide an overview of your relevant qualifications, previous positions, and any relevant experience or achievements. Please note that questions in this section will differ according to your current employment.

Previous appointments

In this section you are asked to detail your employment history in the last 6 years.

Please note, if you have held your current position for over 6 years, please indicate this by adjusting the "start date" field accordingly. Similarly, if you currently hold a

permanent contract, please note this in the "position" field and add an "end date" in the far future.

Publications arising from your work

In this section, applicants should list any publications arising from their work. Those that are currently academics **must** list all research papers in peer-reviewed journals, reviews and contributions to books. You may list publications that are still in press or preprint publications. Please only include conference proceedings if these are considered a major output in your discipline (e.g. engineering).

Please use the below format when citing publications and use an asterisk (*) to highlight your name and do not use 'et al.':

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

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 and the role you played in producing them.

The Academy is a signatory 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.

Policy outputs and impact arising from your work

In this section, you may list any policy-based outputs/impacts arising from your work. If your primary role is in policy this section must be completed with key examples relevant to your application.

This question is intended to promote thorough consideration of the content and quality of the work you have been producing.

Career breaks

Please detail any career breaks you have taken in either your current or previous positions. This information can provide context to any notable gaps in your work outputs. If providing personal information about yourself, please only provide details that you are happy to be shared with the Panel. If providing personal information about a third party, please only include special categories of personal data if consent has been given.

Previous funding

In this section, applicants should take into account any funding calls they may have applied to in their current or previous positions that are relevant to this application and/or significant in their career. This may include both internal and external funding calls. This question is intended to promote thorough consideration of the application on hand, considering whether the applicant has had previous grantsmanship experience.

Section 3 – Cross-Sector Experience Award proposal

On this page you will be asked to give an outline of your proposed project area, project plan and any other relevant information for your proposal. Please note that additional questions will be visible to applicants who answered that they will be partnering with two organisations in Section 1 – Applicant, employing organisation and partner organisation details.

Proposed project start date

You are required to enter a proposed project start date between 1 August 2026 and 31 January 2027. The Selection Panel will meet in April/May 2026; the award letters are expected to be released by the end June 2026 following formal approval by the Academy and awardees are requested to start their project within six months of the issue of that letter.

Under extenuating circumstances, we may be able to accommodate a start date up to 12 months after the award letter is issued. Applicants experiencing circumstances that will affect their ability to begin their project on time should contact our team on cross-sectorawards@acmedsci.ac.uk as soon as possible to discuss this before they submit their application.

Proposed project end date and award duration

Cross-Sector Experience Awards can last between 3 and 12 months. If you are applying with two partner organisations, the minimum award length increases to 6 months (a minimum of 3 months at each organisation).

Determining the appropriate duration for this award

Prospective applicants should consult both the employing organisation and the partner organisation(s) when agreeing the duration of their proposal, and all organisations must agree to the proposed duration.

The applicant should consider all of the experiences and tasks they want to achieve during their time at the partner organisation and plan the proposal to maximise the benefit and impact of the award on the applicant and their future work.

Applicants do not need to take up the maximum possible duration of the award, nor do they need to request the full £100,000 budget available. It is expected that shorter awards are unlikely to need the full award value – budget requests must be reasonable and realistic given the proposed duration of the award.

If applying with two partner organisations, whilst the applicant must spend a minimum of 3 months at each organisation, they can spend a different amount of time at each, e.g. 3 months at one partner organisation and 5 months at the other.

Working time at partner organisation(s)

Successful applicants are required to spend a minimum of 50% of their total working hours at the partner organisation throughout the award.

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.

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.

Applicants are not required to work consecutive months at their partner organisation, award, provided all employers are in agreement with the arrangement and the arrangement satisfies the point above. You may choose, for example, to work at the partner organisation full time during the award, with short periods interspersed where you return to your employing organisation full time, before returning to the partner organisation once more; this may aid with dissemination work for example or to check in on ongoing projects. Similarly, if you choose 2 partner organisations, you may choose to spend some time back in at the employing organisation before starting your second placement.

Where this type of working arrangement is in place the applicant must also ensure the award duration requested encompasses the time spent at the employing organisation as well as the partner organisation.

You are required to explain the details of any of these arrangements in this section.

Two partner organisation information

If you selected that you will be partnering with two partner organisations in Section 1 of the application form you must answer two additional questions regarding how long you will spend at each partner organisation and the benefits that each partner organisation bring to the project and why this would not be possible with a single partner (maximum 500 words).

Reapplication

If this is your second application to the scheme, and you were previously unsuccessful in securing this funding, this is your opportunity to respond to Panel discussion comments made in your previous application and explain what changes you have made to the application. If you have applied twice, and been unsuccessful, with the same partner organisation, any future applications must be with a new partner organisation.

If you are reapplying to the scheme, after being previously successful, please note that reapplications of this nature will only be considered if the applicant chooses a new

partner organisation in a different sector to that of the partner organisation of their original award, as well as being in a different sector to that of the employing organisation and any other employers. Should the applicant change employing organisation following their first award, the proposed partner organisation should be in a different sector to both their current and previous employing organisation.

Cross-Sector Experience Award holders should ensure their first award has fully come to a close before submitting their second application and must thoroughly justify how and why a second award will be beneficial to their ongoing work at the employing organisation.

Lay summary

Please provide a brief outline of your proposal suitable for a lay reader. See our ten tips on [how to write a lay summary](#) on our website.

Award proposal

This scheme is aimed at individuals from across sectors and career stages to fully experience another sector without committing to a permanent move. The goal is that they return to their original role with new expertise to apply and connections to facilitate further cross-sector work that drives health innovation. You will therefore be required to answer the questions below to aid the Selection Panel in assessing this:

(1) Outline of your proposal

We ask that you provide a brief description (maximum 800 words) of your proposal. You may wish to include:

- 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.

(2) What will be your key learnings from your time at the partner organisation?

We ask that you consider learnings about the organisation and the sector, beyond the activities listed in the workplan above (maximum 500 words). You may wish to include:

- *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.*

(3) What will be the benefit of this award on your work at the employing organisation when you return?

We ask that you consider (maximum 500 words):

- 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 ended, and what the outcomes of this partnership would be.

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.

(4) How would this proposal not be possible by any other means outside of the Cross-Sector Experience Award?

This award cannot be used to free up existing funds; if the applicant already has funding to work in another sector, they should not apply to this scheme in order to free up these existing funds to use on other activities. To demonstrate that this is not the case, we ask that you clearly justify how your proposal would only be possible through the Cross-Sector Experience Award (maximum 250 words).

Where the applicant or other employees at the employing organisation have collaborations ongoing with the chosen partner organisation(s), you must be able to demonstrate how this sort of experience is only possible through this award and justify how any collaborations that exist between the organisations do not provide you the opportunity to experience and learn from this new sector.

(5) How will this award benefit both the employing organisation and partner organisation in the long run?

The question aims to draw out your broader aims and objectives during the course of your Cross-Sector Experience Award and your ambitions for the future. We ask that you consider, amongst other things (maximum 500 words):

- 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.
- award has ended, and what the outcomes of this partnership would be.

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.

Please provide as much detail as possible within the word limits to help us assess the quality of your proposal. See our tips on [how to write a successful grant application](#) on our website.

Career stage

In this question, you will need to show why it is appropriate to strengthen your knowledge of, and connections with, another sector at this point in your career and how it will impact your work. You do not need to be at a specific career stage nor hold a PhD to apply, if all other criteria are met. However, if you are at a more senior career stage in particular, the Panel encourage you to consider submitting a more strategic proposal aligned with your senior responsibilities and employing organisation.

Current contract of employment

We welcome applications from individuals who are on a variety of contract types.

Permanent vs fixed-term contracts

We will not discriminate between those who hold a fixed-term contract and those who hold a permanent contract. If you hold a fixed-term contract you will need to do one of the following:

- Confirm that your current contract end date is, at least, no earlier than the end of your proposed Cross-Sector Experience Award period; or
- If your current fixed-term contract end date is sooner than the end of your proposed award period, you must provide a signed letter from the employing organisation confirming that the contract will be extended at least to the end of the award period, should the application be successful. This letter would ideally be provided upon application, but at the very latest must be provided at the point of award and will form part of the Award Conditions. Confirmation that the contract has been extended will be required.

Part-time vs full-time contracts

If you currently work part-time (less than 1.0 FTE) you are eligible to apply to this scheme. As a part-time applicant you would still be expected to complete your award within a timeframe of 3 to 12 months; we encourage those working part-time to consider requesting a longer award period within the range available if it will allow you to maximise the impact of the award on your future work. As with those working full-time, part-time applicants must also be able to spend a minimum of 50% of their total working hours at the partner organisation.

Section 4 – Budget proposal

In this section you will need to detail the budget for your proposal including clear justification for all the costs requested.

Budget

Cross-Sector Experience Awards offer flexible funding up to the value of £100,000.

Please note, successful applicants will receive the award funds in full at the start of the award in one payment. Funds will be sent from the Academy's finance team to the employing organisation's finance office. The Academy will not send any funds directly to the awardee or the partner organisation. As the official host of the award, the employing organisation will be responsible for disseminating funds to the awardee and/or the partner organisation, in accordance with the budget proposal laid out in the application form.

What can be included in the budget?

Salary:

- The salary costs to backfill the applicant's position at the employing organisation during the award.
- The applicant's stipend, **only** if they are a current PhD student and their PhD will be put on hold.
- The applicant's personal salary, **only** if the applicant has spoken with our team prior to applying. This is an eligible cost only for those who either cannot backfill their position or, in the case of self-employed applicants, for those who cannot cover their personal salary through their own business during the award period.

This award only covers **base salary, National Insurance and employer's contributions**; it does **not** cover indirect costs nor estate/facilities costs. National Insurance and employer's contributions must be factored into the total salary value requested in the application form. No further funding will be provided in addition to the award value so the total sum requested in the application form must include all of the costs required. The recruitment costs of the applicant's backfill are also eligible costs.

Activity costs at the partner organisation:

Any costs associated with activities carried out by the awardee at the partner organisation can also be covered by the award. However, these funds **cannot** be used to hire additional staff; the only salary costs eligible for this award are listed above.

If the applicant claims any equipment or assets as part of their activity costs (i.e. something that outlasts the award), the applicant must also justify the ownership of these items after the award.

If the applicant chooses to undertake research activities at the partner organisation, the funds of this award can also be used to cover research costs, including the costs of animals, human tissue, participants or data, if these are to be used in the proposed research activities.

Dissemination costs:

If the applicant wishes to attend a conference or meeting to disseminate their learnings or findings from their award, this is an eligible cost during and following the placement itself, however the funds must be spent during the award period.

No further funding will be provided in addition to the award value so the total sum requested in the application form must include all of the costs required. This includes any backfill and salary costings which cannot be claimed past the award end date.

Travel and subsistence:

The applicant, only, can also claim costs associated with their own travel and subsistence during the award when these are essential to meet the objectives of the application. This award cannot be used to cover those of any partner or dependants of the applicant. Visa costs and other international fees can also be covered.

Where travel costs are included, these must always be done in the most cost effective (standard/economy) class apart from journeys over 7 hours where premium economy (or equivalent) may be booked. Additionally, premium economy (or equivalent) may be booked for any journey if there is a relevant medical exception.

Whenever possible, applicants are encouraged to use the most environmentally sustainable form of travel, even if this would cost more money. Additionally, applicants should consider extending trips over longer periods rather than making multiple shorter trips where feasible.

Applicants are expected to use [HMRC guidance](#) for costing accommodation/subsistence for international travel. Food related costs can only be claimed on days where extended travel is required and you are outside of your place of work (this includes the partner organisation during your award); applicants cannot claim food costs for normal day-to-day activities working at the partner organisation.

Car travel, use of other forms of transportation (e.g. public transport, taxi's etc) and UK travel subsistence expenses should follow your employing organisation policy. However, we reserve the right to ask for amendments should the suggested plan not provide value for money. For instance, where your partner organisation and employing organisation are located in the same area or less than 2 hours away from your usual residence, you cannot claim travel and subsistence through this award.

Items must be listed separately and **not grouped** e.g. Conference fee 1 and Conference fee 2, **not** Conference fees.

Where you are asked to justify your budget request, please clearly outline:

- Any unusually high costs or unusual budgetary items, giving a breakdown of what this funding will be used to purchase.
- How the costs are proportional to the needs and duration of the award.

Please note that failure to sufficiently justify any of the listed costs may cause delays in the review process.

Section 5 – Use of animals

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 6 – Use of human tissues or subjects in research

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 7 – Management of outputs, intellectual property, subsidies and use of generative AI

On this page you will be asked to complete information about your outputs management plan, intellectual property agreement, subsidy control and your use of generative AI tools in this application.

Outputs management plan

To maintain research integrity, institutions and applicants must ensure award outputs are preserved so that results can be verified and data reused in the future. The Academy expects all Cross-Sector Experience Award holders to maximise the availability of award outputs. You should consider your approach for managing and sharing award outputs at the award proposal stage.

We do not have a set format for output management and sharing plans. You can structure your plan in a manner most appropriate to the proposed work. The information submitted in plans should focus specifically on how the outputs will be managed and shared, detailing the repositories where data will be deposited. However, in considering your approach for outputs management and sharing, you should consider the following questions as briefly and unambiguously as possible.

1. What outputs will your work generate and what outputs will have value to others in the field?
2. Where and when will you make the outputs available?
3. If the output is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?
4. Specify whether any limits will be placed on the outputs to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.
5. How will data and metadata be stored, backed up and preserved, to ensure their long-term value?
6. What resources (to include financial and time) will you require to deliver your plan?
7. Does your organisation have a data repository that is available to you?

Please note, we expect you to complete this section regardless of the type of outputs of your proposed work, this includes non-research focused outputs.

Intellectual property

Intellectual property is defined as “something that you create using your mind”, which could include a story, an invention or a symbol. You own intellectual property if you:

- created it and it meets the requirements for a patent, copyright or a design

- bought the intellectual property rights from the creator or the previous owner
- have a brand that could be a trademark.

Intellectual property can have more than one owner and belong to people or businesses. The rights to intellectual property allow you to make money from the intellectual property you own.

As part of the application process, you will be asked to confirm that you understand that if intellectual property is likely to be created during the award, yourself and the employing and partner organisations are required to create an intellectual property agreement. This agreement should cover what rights to the intellectual property each party has.

We encourage applicants to start conversations about creating an intellectual property agreement with their organisations as part of the application process and as soon as possible. Please note, that you may be requested to provide a signed copy of this agreement as part of accepting your award.

The Academy has a generic set of award terms and conditions, together with the relevant award letter, award acceptance form, and grants policies and Concordats. These set out the terms and conditions on which an award is made by the Academy to the administering organisation. So, if you wish to read more about the Academy's expectation on intellectual property, please see [here](#).

Subsidy control

The UK subsidy control regime began on 4 January 2023. As part of this regime, the Academy is required to report to the UK Government on how award funding is being used when applications collaborating with commercial enterprises are awarded. The regime determines the lawfulness of monetary awards made using public sector resources when given to businesses and other organisations that are engaged in economic activity. Therefore, candidates are required to declare any collaborations involving commercial enterprises.

Use of generative AI

This is a monitoring question for us to understand how applicants are using AI tools to develop their applications. It will not be a part of the decision-making process or shared with the Selection Panel.

You can read our AI policy for applicants, reviewers and Panel members [here](#).

Sections 8-11 – Supporting statements and declaration

In these sections the applicant is required to invite representatives from both their employing and partner organisations to confirm their support of this application and potential award. The sections will be completed by these colleagues and Applicants should use the “participants” tab as described on page 16 to invite colleagues to contribute.

Declarations from the Employing Organisation

Contributing to the application form – employing organisation representative

One member of senior staff at the employing organisation, referred to as the employing organisation representative, is required to complete Section 8 of the application form on behalf of the employing organisation. To be eligible to take on the role of the employing organisation representative, the individual must hold a senior enough position at the organisation to act on behalf of the organisation and sign the Award Terms and Conditions, should the application be awarded.

Expectations for the support statement – employing organisation representative

The main role of the employing organisation representative is to sign the application declarations and provide a supporting statement expressing the employing organisation's enthusiasm for both the applicant and the proposal. The supporting statement will be assessed by the Cross-Sector Experience Awards Panel, alongside the applicant, the proposal and a supporting statement from the partner organisation, to make a judgement on the application. Within the employing organisation supporting statement, the Panel will be looking for:

- how the employing organisation will support the applicant, should they be awarded, and how they believe the award will benefit the applicant
- how the award would impact the employing organisation itself
- their commitment to cross-sector working and any next steps they hope to take following the potential award to continue the partnership

Contributing to the application form – employing organisation finance office representative

One member of the employing organisation finance office (or equivalent) staff, referred to as the employing organisation finance office representative, is required to formally sign off the application, by completing Section 10 of the application form. They will be expected to read and approve, on behalf of the employing organisation, the financial details of the application, including budget tables, and confirm the salary arrangements for the applicant during the award period. This individual will also be expected to acknowledge the responsibility of the employing organisation to distribute funding to the awardee and/or partner organisation where appropriate and in accordance with the award proposal.

Contributing to the application form – self-employed applicants

For self-employed individuals who operate alone the applicant themselves represents the employing organisation, and therefore the roles of the employing organisation representative and the employing organisation finance office representative are no longer needed. These applicants should select “not required” against these two roles in the “Participants” tab on the application form. This will mark the pages that these individuals are required to complete as not required. Those who operate with other individuals as part of their company can nominate someone else at the company to act as the employing organisation representative and finance office representative.

Applicants are encouraged to contact our team via email on cross-sectorawards@acmedsci.ac.uk if they are unsure on how to apply.

Declarations from the Partner Organisation(s)

Please note this section is repeated if the applicant is applying with two partner organisations. The subsequent sections would therefore be numbered +1.

Contributing to the application form – partner organisation representative

One member of senior staff at the partner organisation, referred to as the partner organisation representative, is required to complete Section 9 of the application form on behalf of the partner organisation. To be eligible to take on the role of the partner organisation representative, the individual must hold a senior enough position at the organisation to act on behalf of the organisation and sign the Award Conditions, should the application be awarded.

Expectations for the support statement- partner organisation representative

The main role of the partner organisation representative is to sign the application declarations and provide a supporting statement expressing the partner organisation's enthusiasm for both the applicant and the proposal. The supporting statement will be assessed by the Cross-Sector Experience Awards Panel, alongside the applicant, the proposal and a supporting statement from the employing organisation, to make a judgement on the application. Within the partner organisation supporting statement, the Panel, in particular, will be looking for:

- how the partner organisation will support the applicant should they be awarded, what resources and other forms of support they would provide whilst they are working at the organisation
- how the award would impact on the partner organisation itself
- their commitment to cross-sector working and any next steps they hope to take following the potential award to continue the partnership.

Contributing to the application form – partner organisation finance office representative

One member of the partner organisation finance office (or equivalent) staff, referred to as the partner organisation finance office representative, is required to formally sign off the application, by completing Section 11 of the application form. They will be expected to read and approve, on behalf of the partner organisation, the financial details of the application, including budget tables and associated activities to be undertaken by the applicant during the award period. This individual will also be expected to confirm acknowledgement on behalf of the partner organisation that the employing organisation, as the official host of the award, will receive the award funds from the Academy and disseminate these to the awardee and the partner organisation where appropriate and in accordance with the award proposal. The partner organisation will not receive any funds directly from the Academy.

Section 13 – Marketing feedback

On this page we request marketing information from the applicant. This helps us to monitor the effectiveness of our marketing activities. This information is not used in the application review process.

Section 14 – Applicant declaration

In order to submit your application, you must sign the declaration at the bottom of this page thereby confirming the validity of the application. Information that you have supplied within this form 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 agreeing to before signing the declaration.

Scheme enquiries

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

Supporters

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