

# **Pre-application support fellowship funding**

**Ref: ARC/PASF2024-5**

# **Application Form**

ARC/PASF2024-5

Version 1: 01/11/2024

Notes for guidance

1. Please read the guidance document before completing this application form.
2. This form should only be used if you wish to apply to undertake the advertised fellowships (ref: ARC/PASF2024-5), which should be hosted at a university, health/social care provider or local authority within the East Midlands region.
3. Please answer every section of this form.
4. In applying for the funding, applicants agree to meet the expectations of ARC EM in regards to:
   1. PPIE / public involvement in research development is mandatory, but should be in a manner appropriate to the activity you intend to do;
   2. Equality Diversity and Inclusion (EDI) assessment of work;
   3. Completion of quarterly progress reports and risk reporting;
   4. Plain English overview, summarising your fellowship included on the ARC EM webpage;
   5. NIHR disclaimer statement to be added to all publications and other outputs produced;
   6. Responding to information requests from the ARC EM team and the NIHR in a timely manner;
   7. Engaging with the wider ARC and NIHR;
   8. Participating in training / dissemination sessions as required (limited number);
   9. Continuing to keep ARC EM and NIHR colleagues updated about your research impact and career development post completion of award.
5. We expect host organisations to provide office space, library and IT facilities, including access to a computer throughout the fellowship period.
6. Please send your completed forms and a 5 minute recorded presentation to [ARC-EM-training@nottingham.ac.uk](mailto:ARC-EM-training@nottingham.ac.uk).
7. **Applications should be received by 23.59pm on 12th January 2025. Applications received after this date/time will not be accepted.**
8. Applicants who are successfully shortlisted will be invited to the next stage of the recruitment process, and should make themselves available to take part in an informal interview.
9. Interviews will take place online on 31st January 2025 (morning), via Microsoft Teams. We will send a list of areas to be discussed before the interview, to allow applicants to prepare.

If you have any questions about completing the application form, or would like to discuss the awards in more detail, please do not hesitate to contact the ARC’s Academic Career Development Lead, Dr Emma Rowley: [Emma.Rowley@nottingham.ac.uk](mailto:Emma.Rowley@nottingham.ac.uk)

Data protection statement

By submitting this form you are consenting to NIHR ARC East Midlands using the information provided from time to time for the purposes of exploring the capacity development programme operating across the East Midlands.

The information that you provide on your application form will be used for the following purposes:

* To enable your application for entry to be considered and allow our recruitment and award team, where applicable, to assist you through the application process;
* To enable us to compile statistics, or to assist other organisations to do so about academic research careers. No statistical information will be published that would identify you personally;
* To enable us to initiate your Award record should you be offered funding.

Essential recruitment criteria

AF = Application Form  
I = Interview

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| --- | --- | --- |
| CRITERIA | EVIDENCE | DEMONSTRATED |
| QUALIFICATION | The applicant evidences the award of a 2.1 or above at undergraduate degree level. | AF |
| PRIORITY AREA | The applicant falls within the groups / professions identified as under-represented within the NIHR, namely: nurses, midwives and allied healthcare professionals; social care, social work, public health, local authority researchers; research methodologists, other groups considered under-represented. | AF |
| FOCUS | The applicant has a vision / idea about the research they would like to pursue in the future, and is able to explain how this fellowship and future NIHR career development funding would help them achieve this.  The applicant demonstrates a strong desire to develop a research career.  The applicant is clear about which NIHR career development award they will apply for by February 2026.  The applicant includes PPIE within their work and outlines how this will continue.  The applicant considers EDI issues relating to their proposed work. | AF/I |
| SUPPORT | The applicant provides appropriate written testimonials regarding their suitability for this fellowship award from their prospective mentor / supervisor.  The applicant provides written evidence from their host organisation to support their pre-application support fellowship, and their release from existing role (if relevant) for the time requested. | AF |
| MOTIVATION | The applicant demonstrates motivation to improve health/social care practice through their future vision of research and leadership, and their application to their field. | I |
| FUTURE AMBITIONS | The applicant presents a strong case for their proposed future research direction, and demonstrates how undertaking and completing the fellowship will assist in their proposed career development. | AF/I |
| COMMITMENT | The applicant demonstrates the motivation to carry out a research that can make an impact in UK health/social care practice.  The applicant has explained how they will use the protected, funded time.  The support statements provide confidence and reassurance of release from existing role to complete the fellowship. | AF/I |

NIHR ARC EM Pre-Application Support Fund fellowship application form

**This form should be completed and returned (along with supporting documentation as required) to** [**ARC-EM-training@nottingham.ac.uk**](mailto:ARC-EM-training@nottingham.ac.uk) **by 23.59pm on 12th January 2025. Applications received after this time will not be accepted.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| About you: | | | | | | | |
| Name: | | | | | |  | |
| Title (Mr, Mrs, Ms, Dr.): | | | | | | | |
| Contact Address: | | | | | | | |
| Telephone number: | | | | | |  | |
| Email: | | | | | |  | |
| Do you live and work in the East Midlands? (Derbyshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire and Rutland)  This funding is only available to individuals based in the East Midlands region. | | | | | | | |
| Yes | | | | | No | | |
| What is your occupational role? | | | | | | | |
|  | | | | | | | |
| Are you: | | | | | | | |
| |  |  |  | | --- | --- | --- | | A methodologist? (medical statistics, health economics, clinical trial design, operational research, modelling, bioinformatics, qualitative research, mixed methods and epidemiology) | Do you work in social or domicillary care? | Do you work for a health/care provider that is not an acute NHS Trust? | | A nurse, midwife or allied healthcare professional? <https://www.nihr.ac.uk/career-development/support-by-profession/allied-health-professionals> | Do you work for a local authority? | Are you based in Lincolnshire, Derbyshire or Northampton? | | None of these |  |  | | | | | | | | |
| Give details of the three highest qualifications, further or higher education, since leaving school. | | | | | | | |
| Name of Institution | | Dates of attendance  (mm/yyyy) | | | | Qualification/Award (include class or grade) | Subject |
|  | | From: | | | |  |  |
| To: | | | |
|  | | From: | | | |  |  |
| To: | | | |
|  | | From: | | | |  |  |
| To: | | | |
| Employment details/other experience | | | | | | | |
| Give details of any professional or research experience relevant to your application.  Please add additional lines as necessary. | | | | | | | |
| Employer | | | Title and duties of post | | | | Dates  (From/To) |
|  | | |  | | | |  |
|  | | |  | | | |  |
| If successful, which NIHR career development award would you be preparing for? | | | | | | | |
| Predoctoral level: | | | | | | | |
| Pre-Doctoral Fellowship;  Pre-Doctoral Clinical and Practitioner Academic Fellowship;  Pre-Doctoral Local Authority Fellowship Scheme;  In-Practice Fellowship. | | | | | | | |
| Doctoral Level: | | | | | | | |
| Doctoral Fellowship;  Doctoral Clinical and Practitioner Academic Fellowship;  Doctoral Local Authority Fellowship. | | | | | | | |
| Postdoctoral Level: | | | | | | | |
| Development and Skills Enhancement (DSE) Award;  Advanced Fellowship;  Advanced Clinical and Practitioner Academic Fellowship;  Advanced Local Authority Fellowship;  Senior Clinical and Practitioner Research Award. | | | | | | | |
| Other career development awards: | | | | | | | |
| Clinical Academic Research Partnership. | | | | | | | |
| When do you intend to submit your NIHR application? | | | | | | | |
|  | | | | | | | |
| Do you currently hold a NIHR career development award (as listed above)?  The Pre-Application Support fellowship cannot be held alongside another NIHR career development award. If your answer is yes, unfortunately this means you are not eligible to apply for the funding. | | | | | | | |
| No | | | | Yes | | | |
| Have you previously been awarded a NIHR career development award (listed above)? If so, you will need to justify why further support from the Pre-Application Support fellowship is needed. | | | | | | | |
| No | | | | Yes | | | |
| If yes, please give details (including title of award, dates and grant award number) and explain why you should be considered for further funding: | | | | | | | |
|  | | | | | | | |
| Mentor / Supervisor details:  You must name at least one academic supervisor or mentor who will be able to support you throughout the fellowship and in completing your NIHR career development award application submission. | | | | | | | |
| Name: |  | | | | | | |
| Job Title: |  | | | | | | |
| Organisation: |  | | | | | | |
| Email address: |  | | | | | | |
| Why is this person suitable to act as your mentor/supervisor? For example: what skills do they have? What success have they had at being awarded external, competitive research funding? | | | | | | | |
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| How did you hear about this funding? | | | | | | | |
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| Funding breakdown.  A total of £30,000 is available for each fellowship. This should cover your pay and non-pay. Please outline your spending plans below. | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Pay** | | | | Annual salary (total cost) | £ | | | FTE % proposed for this fellowship |  | | | Start / End dates |  | | | Pay compensation requested | £ | | | **Non-pay** | | | | PPIE | @£25 per hour / per person | £ | | Mentorship / supervision | £1000 | | | *Add other lines as needed…..*  If you are costing in training courses, please provide full details: title, provider, dates, cost. |  | | | **Total funding requested** | **£** | | | | | | | | | |
| Recorded presentation | | | | | | | |
| Our main assessment method is a 5-minute recorded PowerPoint presentation that tells us about you and your proposed research idea or vision. This needs to clearly tell us:   * What NIHR career development award you will apply for; * Why what you want to research is important (the problem); * What you will do (the research); * What difference (and when) it will make to patient’s lives (directly or indirectly).   Tell us about why we should invest in you!  How to record a powerpoint presentation: <https://support.microsoft.com/en-gb/office/record-a-presentation-2570dff5-f81c-40bc-b404-e04e95ffab33> | | | | | | | |
| Supporting letters should be sent as PDFs and use institutional letter headed paper, which is then attached to the submission email. Text in the body of an email will not be accepted. Video presentations are likely to be too large to send as an email attachment. Instead, please send them as a sharable OneDrive link. Applications without these will not be shortlisted. | | | | | | | |
| Please confirm that you have attached the following requested documents: | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Letter(s) of support from academic supervisors / mentors attached? | Yes | No | | | Evidence from host organisation to agree to host the fellowship? | Yes | No | | | Confirmation of release from existing role for hours requested? | Yes | No | | | Downloadable link to your recorded presentation? | Yes | No | | | | | | | | |

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| Declarations | | |
| Please re-confirm the total amount of funding requested. | | £ |
| I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. | | |
| I can confirm that if successfully funded, I will:   |  |  | | --- | --- | |  | Continue PPIE involvement. | |  | Conduct a formal review and assessment of EDI issues in my work. | |  | Complete quarterly progress reports and risk reporting. | |  | Provide a lay study summary for the ARC EM webpage. | |  | Ensure the NIHR disclaimer statement is added to all publications and outputs produced. | |  | Engage with and respond to ad hoc information requests from the ARC EM team and the NIHR in a timely manner. | |  | Participate in training / dissemination sessions as required (limited number). | |  | Continue to keep ARC EM and NIHR colleagues updated about your research impact and career development post completion of award. | | | |
| Signed: | Date: | |

**Please send your completed forms to** [**ARC-EM-training@nottingham.ac.uk**](mailto:ARC-EM-training@nottingham.ac.uk)**. Applications should be received by 23.59pm on 12th January 2025. Applications received after this date/time will not be accepted.**

Applicants shortlisted for interview will be notified by the 20th January 2025. Interviews will take place on the morning of the 31st January 2025 and will be conducted online using MS Teams.

# Separate page

# The following pages will be removed from your application prior to shortlisting.

Equality Monitoring Form

We recognise that the population of the East Midlands is diverse and changing. Completing this form will help us to ensure that our work is fair. It will also help us meet the requirements of the Equality Act 2010.

While providing answers is voluntary, the more open and comprehensive you can be, the fuller the picture we create, thus benefiting the work we do in providing training opportunities across the region.

Your information will be anonymous, and kept confidential and private, though we may use the data from this form for producing statistics, monitoring our work and planning our training plans. **This section of your application will be removed prior to shortlisting.**

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| --- | --- | --- | --- | --- |
| Age | | | | |
| 20-29 | 30-39 | 40-49 | 50-59 | 60 and over |

|  |  |  |
| --- | --- | --- |
| Disability  A disability is a physical or mental impairment which impacts on your ability to do day-to-day activities and, which has lasted, or is expected to last for at least 12 months. Do you have a disability? | | |
| Yes | No | Prefer not to say |
| If yes, how would you describe your disability? | | |
|  | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Gender | | | | | | |
| Male | Female | | Intersex | Non-binary | | Prefer not to say |
| If you prefer to use your own term, please describe below | | | | | | |
|  | | | | | | |
| Do you identify as the same identity you were assigned to at birth? | | | | | | |
| Yes | | No | | | Prefer not to say | |

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| --- | --- | --- | --- | --- | --- | --- |
| Ethnic Group  What is your ethnic group? Please tick all that apply. | | | | | | |
| White | | | | | | |
| English / Welsh / Scottish / Northern Irish / British | Irish | | Gypsy or Irish Traveller | | European | Any other white background (please describe below) |
|  | | | | | | |
| Mixed / Multiple Ethnic Groups | | | | | | |
| White & Black Caribbean | White & Black African | | White and Asian | | Any other mixed / multiple ethnic background (please describe below) | |
|  | | | | | | |
| Asian or Asian British | | | | | | |
| Indian | Pakistani | | Bangladeshi | | Chinese | Any other Asian background (please describe below) |
|  | | | | | | |
| African / Caribbean / Black/ Black British | | | | | | |
| Caribbean | | African | | Any other African / Caribbean / Black background (please describe below) | | |
|  | | | | | | |
| Other Ethnic Group | | | | | | |
| Arab | | | Any other Ethnic group (please describe below) | | | |
|  | | | | | | |

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| Pregnancy and Maternity  Are you currently pregnant or have you been pregnant in the last year? | | |
| Yes | No | Prefer not to say |

|  |  |  |  |
| --- | --- | --- | --- |
| Marriage and Civil Partnership  Are you currently? | | | |
| Cohabiting | In a civil partnership | Married | Single (never married or in a civil partnership) |
| Separated (but still legally married or in a civil partnership) | Divorced or civil partnership disolved | Widowed or a surviving partner from a civil partnership | Prefer not to say |

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| --- | --- | --- | --- |
| Religion and Belief  Do you have a religion or belief? | | | |
| No religion | No belief | Christian | Jewish |
| Sikh | Buddhist | Hindu | Muslim |
| Spiritual | Pagan | Prefer not to say | Other religion or belief (please describe below) |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Sexual Orientation  What is your sexual orientation? | | | |
| Asexual | Gay man | Heterosexual / straight | Bi / Bisexual |
| Gay woman / lesbian | Prefer to self-describe (please describe below) | Prefer not to say |  |
|  | | | |

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| Caring responsibilities  A carer is anyone who cares, unpaid, for a friend or family member who due to illness, disability, age or other reasons cannot cope without their support. Do you have any caring responsibilities? (This includes parental responsibilities. Please tick all that apply). | | | |
| None | Primary carer of a child / children under 18 | Primary carer of a disabled child / children | Primary carer or assistant of a disabled adult (over 18) |
| Primary carer or assistant for an older person / people (over 65) | Secondary carer (another person carries out main caring role) | Prefer not to say |  |

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| --- | --- |
| Refugees and Asylum Seekers  A refugee is someone who has been forced to flee his or her country because of persecution, war or violence and who has a well-founded fear of persecution for reasons of race, religion, nationality, political opinion or membership of a particular social group. For the purposes of this form, we are restricting the time period during which the person has arrived in the UK to the last five years. An Asylum seeker is someone who is applying to achieve refugee status.  Are You? | |
| A refugee (within the last 5 years) | An asylum seeker |
| If you are happy to answer, which country or region are you a refugee/asylum seeker from? | |
|  | |

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| --- | --- | --- | --- |
| Language  What is your first language? | | | |
| English | Polish | Gujarati | Punjabi |
| Urdu | Somali | Arabic | Bengali |
| British Sign Language | | Other | |
| If you ticked other, please provide details below | | | |
|  | | | |

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| --- |
| Geographical location  Please provide your home postcode |
|  |

# END -