

# **Pre-application support fellowship funding**

**Ref: ARC/PSFR1**

# **Application Form**

 ARC/PSFR1

Version 1: 04/12/2024

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/PSFR1), which should be hosted at a university, health/social care provider or local authority within the ARC North West Coast region.
3. Please answer every section of this form.
4. In applying for the funding, applicants agree to meet the expectations of ARC NWC 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 NWC webpage;
	5. NIHR disclaimer statement to be added to all publications and other outputs produced;
	6. Responding to information requests from the ARC NWC 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 NWC 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 to ARCNWC@UCLan.ac.uk.
7. **Applications should be received by 5pm (17:00 hours) on 13th 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 the 28th January and the mornings of Thursday 30th and Friday 31st January 2025. Interviews will be held online, using Teams.

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 Dr Julie Cook: ARCNWC@UCLan.ac.uk

Data protection statement

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

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 relevant qualifications at undergraduate degree level (or equivalent).  | 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 (if applicable).The applicant provides written evidence from their host organisation to support their pre-application support fellowship, and their release from existing role 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 NWC Pre-Application Support Fund fellowship application form

**This form should be completed and returned (along with supporting documentation as required) to** **ARCNWC@UCLan.ac.uk** **by 5pm (17:00 hours) on 13th January 2025. Applications received after this time will not be accepted.**

|  |
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| About you: |
| Name:  |  |
| Title (Mr, Mrs, Ms, Dr.): |
| Contact Address:  |
| Telephone number: |  |
| Email: |  |
| Do you live and work in the North West Coast?This funding is only available to individuals based in the North West Coast region. |
| [ ]  Yes | [ ]  No |
| What is your occupational role? |
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| Are you: |
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| [ ]  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 domiciliary 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? |  |
| [ ]  None of these  |  |  |

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| 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: |

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| 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) |
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| 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. [ ]  Research Professorship  |
| Other career development awards: |
| [ ] Clinical Academic Research Partnership. |
| When do you intend to submit your NIHR application? |
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| 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 (if applicable):*You may suggest one academic potential supervisor or mentor who will be able to support you throughout the fellowship and in completing your NIHR career development award application submission. If you have not yet identified support, suitable supervisor(s) will be identified – in this instance, please move to the next question.* |
| 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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| Applicant’s personal statement (Max 500 words)*Include a brief description of your experience of research and your research area of interest, and the reasons why you wish to apply for the pre-application support fund.* |
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| Proposed project details (Max 500 words)*Please outline the original research and the activities you will engage in via this award. (e.g., project proposal development; research skills training; networking with relevant stakeholders; identification of organisational and academic support for the application).**Why is the research important from an organisational and patient / service user perspective?* *How would you involve patients and the public in the project?* *What is the potential impact?* |
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| Please indicate which ARC NWC theme(s) you think the project best aligns with*Information about the themes can be found on the ARC NWC website (*[*https://arc-nwc.nihr.ac.uk/*](https://arc-nwc.nihr.ac.uk/)*).* |
| Improving Population Health (IPH) [ ] Equitable Place-based Health and Care (EPHC) [ ] Person-Centred Complex Care (PCCC) [ ] Health and Care Across the Life Course (HACAL) [ ] Care and Health Informatics (CHI) [ ] Methodological Innovation, Development, Adaptation, and Support (MIDAS) [ ]  |
| How will the project address health inequalities? (Max 300 words)*Please state how your proposed project will aim to address health inequalities. Refer to the Health Inequalities Assessment Tool (HIAT) on the Focus On Research and Equity (FOR-EQUITY) website (*[*https://forequity.uk/hiat/*](https://forequity.uk/hiat/)*).* |
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| Funding breakdown. *A total of £12,500 is available for each fellowship. This should cover your pay (≤£10,000) and non-pay (≤£2,500). Please outline your spending plans below.* |
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| **Pay** |
| Annual salary (total cost) | £ |
| FTE % proposed for this fellowship |  |
| Start / End dates |  |
| Pay compensation requested | £ |
| **Non-pay** |
| PPIE | @£25 per hour / per person | £ |
| *Add other lines as needed…..*If you are costing in training courses, please provide full details: title, provider, dates, cost. |  |
| **Total funding requested** | **£** |

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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:

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| [ ]  | Continue PPIE involvement. |
| [ ]  | Conduct a ForEquity assessment of any health inequalities issues in my work. |
| [ ]  | Complete quarterly progress reports and risk reporting. |
| [ ]  | Provide a lay study summary for the ARC NWC 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 NWC team and the NIHR in a timely manner. |
| [ ]  | Participate in training / dissemination sessions as required (limited number). |
| [ ]  | Continue to keep ARC NWC and NIHR colleagues updated about your research impact and career development post completion of award. |

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| Signed: | Date:  |

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| Line manager to complete |
| *Please provide a statement on the applicant’s suitability for this internship programme, their research career to date, and how the proposed research project idea aligns with your organisational priorities (max 300 words):* |
|  |
| I have discussed this with the applicant, and I am aware that should the applicant be successful there will be a maximum of £10,000 funding available for salary backfill |[ ]
| I support this ARC NWC internship application  |[ ]
| Line Manager name |  |
| Line Manager email |  |
| Date |  |
| When the Line Manager has completed this section, send it as an email attachment to a Senior Manager (e.g., Trust R&D Manager for NHS employees) with a copy to the applicant. |

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| SENIOR MANAGER / TRUST R&D MANAGER (FOR NHS) TO COMPLETE |
| I am aware that should the applicant be successful there will be a maximum of £10,000 funding available for salary backfill |[ ]
| I support this ARC NWC internship application  |[ ]
| Senior Manager name |  |
| Senior Manager email |  |
| Date |  |
| Senior Manager / Trust R&D Manager to save as pdf and send a copy of the final form as email attachment to arcnwc@uclan.ac.uk , the applicant, and their Line Manager. |

**Please send your completed forms to** **ARCNWC@UCLan.ac.uk****. Applications should be received by 5pm on 13th January 2025. Applications received after this date/time will not be accepted.**

Interviews will take place on the 28th January and the mornings of the 30th and 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 North West Coast 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 |

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| 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 |

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| Marriage and Civil PartnershipAre 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 dissolved | [ ]  Widowed or a surviving partner from a civil partnership | [ ]  Prefer not to say |

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| Religion and BeliefDo 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) |
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| Sexual OrientationWhat 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 responsibilitiesA 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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| LanguageWhat 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 locationPlease provide your home postcode |
|  |

# END -