**Pre-Doctoral Fellowship Programme 2022**

**Application Form**

1. **Candidate details**

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| Applicant name:  *Title, Forename, Surname* |  |
| Address for correspondence: |  |
| E-mail address: |  |
| Telephone Number (s) |  |
| Current Job Title: |  |
| Gross Salary (per annum): |  |
| Band/Grade: |  |
| Work address  (if different from above) |  |
| What service and department do you work in? |  |
| Please provide a brief summary of your role (200 words maximum) |  |

1. **Applicant’s CV**

Please provide details of any current registration(s) where applicable to enable confirmation of eligibility.

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| --- | --- |
| **Registration with Professional Bodies** | |
| Membership Reference | Institution |
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| --- | --- | --- | --- | --- |
| **Professional and Higher Education Qualifications** | | | | |
| Qualification obtained | Institution *(name, city, country)* | Date commenced | Major field of study | Year completed |
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**Publications** (if relevant) indicate whether published, in press, under review or in preparation presented in order: authors, article title, publication name, publication year, volume and pages

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**Conference presentations and posters** (if relevant) include name of presentation/poster, conference title and date

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**Prizes, awards or other relevant esteem indicators:**

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| Date | Title | Awarding Body |
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**Research Grants: (only include grants for which you are a lead or co-applicant)**

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| --- | --- | --- | --- | --- |
| Title of grant and awarding body | Role in Research Grant | Total value £ | Start date | End date |
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**Please describe your research experience to date (max 500 words)**

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1. **Details of proposed research**

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| Title of proposed PhD idea |
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| Please give an outline of your proposed research that you intend to develop into a PhD application. Introduce your proposed topic, include your central aims, the questions that will guide you, proposed methods and outcomes. It is not essential that your research question is fully formed at this stage or that the methods and design are detailed (max 750 words). |
|  |
| How do you propose to use the time funded by your Fellowship to develop your application for a doctoral submission? Please provide a timeline and key milestones to show how you intend to manage the available time. A Gantt chart can be submitted as an attachment if you wish (max 500 words). |
|  |
| How will patient/client care be improved through your research interest? What difference might it make to current or future practice? (max 500 words) |
|  |
| **For applicants from Nursing, Midwifery and Allied Health Professional NMAHP) backgrounds employed by Manchester University NHS Foundation Trust only:**  Manchester Foundation Trust Charity provides extra funding for staff employed by **Manchester University NHS Foundation Trust** to support Pre-doctoral Fellowships for Nurses Midwives and Allied Health Professionals (NMAHPs) in addition to Fellowships funded by ARC-GM. For more information see here: <https://mft.nhs.uk/the-trust/other-departments/nmahp-research-unit/>.   * Please confirm if you are employed by Manchester University NHS Foundation Trust? * Please specify your NMAHP background:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Please outline how your proposed research links with MFT priorities in terms of your hospital site’s strategic plan (max 500 words) |
|  |
| **All applicants should ensure they answer this question.**  Please outline how your proposed research links with the ARC-GM research theme(s) – for information on ARC-GM themes see here: <https://arc-gm.nihr.ac.uk/our-research> (max 500 words) |
|  |
| Please outline where you propose to submit your doctoral fellowship application and the deadline date (e.g. NIHR or similar doctoral fellowship opportunity with submission dates) (max 150 – 200 words) |
|  |
| Please provide any other relevant information in support of your application (e.g. this is part of a larger research project) (100 to 200 words) |
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1. **Training and Support**

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| **What training and support will you need in** **preparation of your application for a competitive, peer-reviewed doctoral level research training fellowship?**  For example, support with formal research training courses (including a Masters module in research); training in specialist skills and research methodologies; placements with other research groups or centres; leadership training; conference attendance; public involvement and engagement; dissemination of relevant research; research experience; professional development. |
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1. **Supervisory Team**

**Primary Academic Supervisor** (note that this should be someone with a substantive contract with a Higher Education Institution or a clinical academic with a dual role; this could be someone from ARC-GM)

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| Name: |  |
| Institution: |  |
| Position: |  |
| Description of support provided |  |
| Email: |  |

**Statement of support from Primary Academic Supervisor**

*Attests to the suitability of you undertaking the Pre-Doctoral Fellowship and agrees to provide primary academic supervision.*

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| --- | --- |
|  | |
| Signature: |  |

**Co-supervisor**

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| --- | --- |
| Name: |  |
| Institution: |  |
| Position: |  |
| Description of support provided: |  |
| Email: |  |
| Signature: |  |

**Co-supervisor**

|  |  |
| --- | --- |
| Name: |  |
| Institution: |  |
| Position: |  |
| Description of support provided: |  |
| Email: |  |
| Signature: |  |

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| Please provide a full justification for your choice of each of your supervisors below. |
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1. **Costings and approval by Finance**

The Pre-doctoral Fellowship award will pay your employing organisation backfill for one of two options (see below). Please liaise with the relevant person in your finance department and your Research and Development Manager to provide you with the appropriate backfill costings for the option you have chosen and enter them in the appropriate table below. Please ensure this includes any salary increments you are due during the award period.

Option 1) 50% of the FTE salary costs for 12 months

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| --- | --- | --- |
| 50% FTE salary from  01/09/2022 to 31/08/2023 | 50% FTE on costs from 01/09/2022 to 31/08/2023 | Total salary cost |
|  |  |  |

Option 2) 25% FTE salary costs for 24 months.

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| --- | --- | --- |
| 25% FTE salary from  01/09/2022 to 31/08/2024 | 25% FTE on costs from 01/09/2022 to 31/08/2024 | Total salary cost |
|  |  |  |

We will need to liaise with the relevant person in your organisation to organise the payments for your salary costs therefore, please enter the details of the relevant person in your finance department below and ask them to sign off on the costings they have provided below.

**Finance Approval**

|  |  |
| --- | --- |
| I confirm that the applicant has discussed this application with me and the costings I have provided in this application form are accurate. | |
| Name |  |
| Organisation |  |
| Job title |  |
| Email |  |
| Signature |  |

1. **Agreement from employer**

Your line manager and the manager for your department or service must sign this form to approve of your application and the secondment arrangements. Alternatively, they may provide a separate letter of support to be submitted **with this application form**.

**Line Manager Approval:**

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| Applicant Name: | |
| I can confirm that the applicant has discussed this application with me. I am in support of their application and arrangements are in place to release them for the %FTE detailed within the costings section above so they can undertake this award. | |
| Line Manager Signature: | Date: |
| Line Manager Name: | Position: |
| Address: | |
|  | |
| Post code: | |
| Telephone number: | Email: |

**Service/Department Manager Approval:**

|  |  |
| --- | --- |
| Applicant Name: | |
| I can confirm that the applicant has discussed this application with me. I am in support of their application and arrangements are in place to release them for the %FTE detailed within the costings section above so they can undertake this award. | |
| Service/Department Manager Signature: | Date: |
| Service/Department Manager Name: | Position: |
| Address: | |
|  | |
| Post code: | |
| Telephone number: | Email: |

1. **Commitment**

Declaration and signature by applicant:

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| I confirm that the details and information given on this application form are correct and accurate and no information requested, or other material information has been omitted. |
| Signed by applicant: please add a scanned signature |
| Date: |
| The Pre-Doctoral Fellowship requires the following commitment from successful candidates:   * To submit a Doctoral application for funding to the NIHR or other appropriate funding body. * All papers or publications must acknowledge ARC-GM and the candidate’s employing organisation. |

Completed applications must be submitted by email to [arc-gm@nihr.ac.uk](mailto:arc-gm@nihr.ac.uk) before **5 pm on 23rd May 2022**. Relevant costings and all signatures (or letters of support) from your primary supervisor, line manager, service/department manager and finance contact must be submitted along with your application form.

If you require additional support, please contact [ross.atkinson@manchester.ac.uk](mailto:ross.atkinson@manchester.ac.uk)