

Health and Care Research Wales

Advanced Fellowship Award

Application Form

EXAMPLE

Please read the Scheme Guidance document before completing this form.
Advanced Fellowship
application form

August 2024

The application form should be submitted electronically to the Health and Care Research Wales Faculty Awards Management System.

If you would like to discuss your application prior to submission, please contact Research-Faculty@wales.nhs.uk.

We take seriously our duty under the Equality Act (2010) to offer and make reasonable adjustments for people with disabilities applying to our research funding schemes, and to ensure that our Panel members are aware of our responsibilities in relation to equality, diversity, and inclusion and thus the need to treat all applications fairly.

If you would like to discuss reasonable adjustments to the application process, please contact Research-Faculty@wales.nhs.uk before the application deadline.

We are committed to improving the data and monitoring around researcher equality, diversity, and inclusion to enable us to develop action plans to help facilitate the equal representation of all groups across career stages and professions in the Welsh researcher population. We therefore ask all applicants to complete **Equality, Diversity and Inclusion information** as part of their online application.

Section A: Applicant and Employer Details

A1	Title:	
A2	First Name:	
A3	Last Name:	
A4	Preferred pronouns:	
A5	Contact telephone number:	
A6	Contact email address:	
A7	Current employing organisation:	
A8	Current department:	
A9	Work contact address:	
A10	Current position (job title):	
A11	Profession (please select from list):	
A12	Specialty area (please select from list):	
A13	Highest academic qualification (please select from list):	
A14	Contracting organisation:	
A15	Contracting department:	
A16	Contract Type (fixed term or permanent):	

A17	Name and job title of Line Manager or appropriate equivalent:	
A18	Line Manager contact email Address:	

Section B: Project Summary

B1 Research title Your full project title (Limit 200 characters)	
B2 Research area	
B3 Project start date	
B4 Project end date	
B5 Total award costs requested (maximum £600,000)	£
B6 Whole time equivalent (WTE) requested	
B7 Scientific abstract (Limit 3500 characters)	
B8 Summary (in plain English) (Limit 3500 characters)	

Section C: Project details

C1 Reasons for applying (Limit 2000 characters)

Please indicate why you wish to apply for the Fellowship Award.

C2 Contribution of academic mentor (Limit 2000 characters)

Please describe how your academic mentor will support your overall development through the course of the project. Your academic mentor should be familiar with the research topic and methodology.

C3 Training and development programme (Limit 2000 characters)

Please give details of the training and development programme that the Host Institution will provide over the Fellowship period. Please also include any training and development that will be externally accessed.

C4 Application type (Limit 50 characters)

Please state the type of application you are submitting; primary or secondary. You should also state if your application is for a pilot or feasibility study.

C5 History of application (Limit 2000 characters)

Has this application, or a similar application, previously been submitted to Health and Care Research Wales and/or is it currently under review with another funding body? If yes, please give details.

C6 Research plan (Limit 25000 characters)

Research Plan.

C7 Need and importance (Limit 3500 characters)

Please explain how your proposed research is within the remit of the Fellowship Award, and how it will support policy development or decision making.

C8 Research environment (Limit 2000 characters)

Please describe the HEI Host Department research environment in terms of track record, critical mass and capacity.

C9 Equality and diversity and inclusion (Limit 2000 characters)

Please confirm that your organisation operates a policy of equal opportunities and indicate the relevance of your research proposal to groups with protected characteristics and the consideration you have given to equality and diversity and inclusion within your proposal and specific detail on consideration of inclusion regarding participant recruitment.

C10 Public involvement - Active involvement and engagement plan and approach (Limit 2000 characters)

If members of the public were actively involved in identifying the research topic and preparing this application or if active involvement is planned, please give more details.

C11 Expected outputs and dissemination plans (Limit 4000 characters)

What are the expected outputs of research/impact and please describe your plans for disseminating the findings of this research?

C12 Intellectual Property – Background (Limit 4000 characters)

What background intellectual property will your research use? How will you ensure the correct permissions/licences are obtained?

C13 Intellectual Property - Production and management (Limit 4000 characters)

What intellectual property will be produced or improved during the proposed research and how will this be managed?

C14 Conflicts (Limit 2000 characters)

Please declare any conflicts or potential conflicts of interest that you or your supervisor/academic mentor may have in undertaking this research.

C15 Management and governance - Research timetable (Limit 2000 characters)

Please provide a concise summary of the project plan of investigation, in the form of a monthly project timetable showing the scheduling of all key stages in the project, their expected durations, and the timing of key milestones throughout the project including the production of outputs.

C16 Management and governance - Research management and governance arrangements (Limit 2000 characters)

Please explain how the project will be managed.

C17 Management and governance - Ethical issues (Limit 3000 characters)

Does the proposed research raise any ethical issues? If yes, discuss how the issues will be addressed and please detail how and when you intend to get ethical review completed. If no, please justify.

C18 Wider context - CTU involvement (Limit 1500 characters)

Is a Clinical Trials Unit involved with this research proposal? If yes, please provide the Unit name, registration number and description of involvement. If no, please explain why not.

C19 Is the research multi-centred?

If yes, please list suggested sites and outline discussions / agreements held at site level to date

C20 Wider context - Links to other organisations (Limit 5000 characters)

In your proposed research, have you linked to any Health and Care Research Wales funded infrastructure groups or support?

Section D: PhD and Career History

D1 Date PhD awarded

Please provide the date on which you were awarded your PhD. If not yet awarded, please indicate the expected date (which must be at latest by point of interview).

D2 Long term career development (Limit 2000 characters)

Please indicate how this award will contribute towards your **long-term** career development and the work of your departmental research group, and any other research groups, in which you may be involved.

Section E: Employment history (relevant to this application)

Employer	Position	Responsibilities	Start date	End date

Section F: Research Team

F1 Academic mentor

Name	Email address	Role	Organisation

Your academic mentor will be asked to outline:

- The support they will provide to you during the period of the award.
- How they will continue to support your research ambitions beyond the term of this award.

F2 Nominated Head of Department or Senior Manager

Name	Email address	Role	Organisation	Address

F3 Sponsor

Name	Email address	Role	Organisation	Address

F4 Nominated Administrative Authority or Finance Officer

Name	Email address	Role	Organisation	Address

F5 NHS Costs Nominated Signatory (only mandatory if NHS costs are added)

Name	Email address	Role	Organisation	Address

F6 Other Supporting Roles

Name	Email address	Role	Organisation	Address

F7 Other involved organisations

Role	Organisation

Section G: Research achievements, skills and interests

Please provide an overview of your achievements, skills and experiences within your current clinical or practice role and in relation to four domains relevant to developing a research career, namely contributions to (1) knowledge generation; (2) development of individuals and teams; (3) research community and (4) broader society. You may decide how to distribute these across the modules. You should also include a brief personal statement.

(Max 1,000 words)

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Section H: References

List all references cited in the application, using either the Vancouver or Harvard referencing conventions.

Section I: Suggested reviewers

Applicants may suggest up to three reviewers (referees) that could review the application form.

Reason for suggesting this person (Limit 500 characters)	Person details Name Post held Speciality	Contact details Department Organisation Address Email address Phone number

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Section J: Acknowledgement

Agreement to the Terms and Conditions

Acceptance statement is:

In confirming your role as Applicant in this application you confirm that the information given in this form is complete and correct and that you take full responsibility for the accuracy of this submission. You confirm that your Supervisor/Academic Mentor and Research Team mentioned on this application have been given access to the application and accepted their role in this submission. You shall be actively engaged in, and in day-to-day control of, the project. You confirm that you understand that progress reports will be required by the funding programme and that no substantive variation in the scheme as outlined in the application will be permitted without prior reference to the funding programme.

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If you would like to discuss reasonable adjustments to the application process, please contact Research-Faculty@wales.nhs.uk before the application deadline.

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Privacy Notice

We have an obligation to keep data secure and to use it appropriately. To fulfil our obligations under law and as a result of our partnership with the Welsh Government, Health and Care Research Wales adopts various procedures to use and protect data. This will impact on how we deal with you as an applicant and your Co-applicants.

The Welsh Government Grant Privacy Notice states how the Welsh Government will use the information provided at application stage. It is available here:

<https://gov.wales/privacy-notice-welsh-government-grants>

Data Security – Data About You

Personal information will be held by Health and Care Research Wales in a network that is available only to Health and Care Research Wales staff. Your details and those of your Co-applicants will be retained in order to facilitate the running of the Health and Care Research Wales funding schemes. If your application is successful at any stage of our process, your name and organisation details may appear on the Health and Care Research Wales website. In addition, once funding has been agreed and the contract signed, your details may appear in other Health and Care Research Wales literature as a grant holder and will be passed to Welsh Government for inclusion in any of their publicly available databases of research projects. If you have any questions, please contact us at: Research-Faculty@wales.nhs.uk

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the data protection legislation, please see contact details below:

Data Protection Officer:

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

Email Address: DataProtectionOfficer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.org.uk

How to find out more

The Privacy Notice will be effective from 4 January 2023 and you can view it at [Privacy notice: Welsh Government grants | GOV.WALES](#). The Grants Privacy Notice makes sure we continue to comply with privacy law and regulation.

If you have any question or require any further help please contact us at

DataProtectionOfficer@gov.wales