

Application requirements

Post-doctoral fellowships 2021 competition

Information required to complete the application form

- Applications **must** be submitted directly using the [fellowship management system](#). Applications are not accepted in any other format.
- This document provides an overview of information required to complete the application form.

1 Information required in section 1

University Details

- Name of institution
- Registered address
- Company/charity registration number (where appropriate)
- VAT number (where appropriate)
- Name of academic department proposing a candidate

2 Information required in section 2

Head of Department

- Contact details of nominated person responsible for providing support of the post-doctoral fellowship application. This will trigger an email invitation to the individual to confirm their participation.

3 Information required in section 3

Details of the individual fellowship candidate

- Name
- Current position
- Institution
- Date appointed
- Email address
- Date PhD completed. This must be between 2-6 years (at 100% FTE or the equivalent part-time FTE) from the date of this application.
- Title of PhD
- Discipline of PhD
- Awarding Institution
- Other relevant qualifications and class
- Previous posts held

4 Information required in section 4

Your university and academic department

- This section should be completed by Head of Department (or nominated deputy) as declared in section 2.

4.1 Candidate nomination

Set out why this candidate is being nominated in terms of:

- Scholarly credentials
- Leadership and personal qualities, with examples of these in practice
- The contribution you believe the candidate could make to the field of improving quality and safety in healthcare. (Word limit 500)

4.2 Academic department

- Outline the department's most significant current research studies (and other activities of the department (courses, seminar series etc.) of relevance to healthcare improvement studies, broadly conceived. Highlight relevant multidisciplinary activity. (Word limit 1200)

4.3 Department publications

- List the ten most significant publications by members of your department(s) which are relevant to healthcare improvement studies, broadly conceived. (No word limit)

4.4 Department environment

Describe how the department will ensure

- An appropriate environment, facilities, and collaborative networks (including with the NHS) to enable the successful delivery and completion of the post-doctoral research; and suitable supervision and mentoring to support the development of the fellow's skills, expertise and personal development through the fellowship. (Word limit 500)

5 Information required in section 5

Individual experience and aspirations. To be completed by applicant

5.1 Research history

- Outline your research to date and how it might have relevance to advancing the field of study of healthcare improvement. (Word limit 500)

5.2 Outputs

List your outputs to date in the following categories:

- Original research papers in peer-reviewed journals
- Books, book chapters or monographs
- Presentations (scientific conferences, invited lectures etc.)

5.3 Leadership development

- What current strengths make you well placed as a future leader in research and how do you propose to develop your leadership skills further? (Word limit 200)

5.4 Future ambitions

- What are your medium to long-term career aspirations? (Word limit 200)

6 Information required in section 6

Proposed Fellowship research

- Title of proposed research project
- Lay summary of research proposal (*Word limit 250*)
- Full research proposal (*Word limit 2,500 words, excluding references*)
- Research work plan (Gantt chart will suffice)
- References

7 Information required in section 7

Budget information

- The award has a maximum budget of £225,000 per fellow for the complete Fellowship, to cover the Fellow's salary, research costs, travel costs and research dissemination costs.
- Please budget for attendance to induction event in Cambridge and ten learning sets (in the UK). Please also budget for attendance at our annual event THIS Space, which in 2020 was a virtual event but may in future years be held in Cambridge/London (the Institute will fund accommodation and meals).

Budget Headings

- Fellows Salary
- Research costs
- Dissemination costs
- Consumables & other project costs

Justification of resources

- The Justification of Resources (JoR) should be used to justify the resources requested and should explain why the resources are appropriate for the proposed research, taking into account the nature and complexity of the research as well as value for money.
- All resources requested in the application must be fully justified in the JoR

8 Information required in section 8

Maximising funding

This information is welcomed but not obligatory

- Include here any plans to maximise the value of the award through matched funding, cross-funding, or highlight additional funds available. (Word count 300)

9 Information required in section 9:

Declaration and confirmation of authority to apply for funding

- The completed application should be: confirmed by applicant, head of department and head of finance before final submission.