

# Career Development Fellowship Application Guidance

## CONTENTS

I.	Introduction.....	2
II.	Eligibility .....	2
III.	Information on clinical trials within fellowships .....	3
IV.	Note on the language.....	3
V.	How to apply .....	3
VI.	Guidance for completion of the application form .....	3
	Project Summary.....	4
	Lay Case for Support .....	4
	Project details.....	5
	Additional project details .....	6
	Public and patient involvement.....	6
	Scientific Summary .....	6
	Scientific References .....	7
	Lead Applicant details and Lead Applicant CV .....	7
	Sponsor(s) and sponsor(s) CV .....	8
	Publications.....	8
	Grant information .....	8
	Pre-Award administrators.....	8
	Collaborators.....	9
	Signatories .....	9
	Finance and Costs .....	9
	Time allocation .....	10
	Ethics .....	11
	Animal ethics.....	11
	Attachments .....	12
	Disease category, Research focus, Research category and Methods used .....	12
	End – submitting your application .....	12

## I. Introduction

Versus Arthritis is the charity formed by Arthritis Research UK and Arthritis Care joining together. We work alongside volunteers, healthcare professionals, researchers and friends to do everything we can to push back against arthritis. Together, we develop breakthrough treatments, campaign for arthritis to be a priority and provide support. Our remit covers all musculoskeletal conditions which affect the joints, bones and muscles including osteoarthritis, rheumatoid arthritis, back pain and osteoporosis.

We're committed to building a world-class workforce to continue the fight against arthritis through supporting research careers and ensuring there's sufficient capacity within the UK to translate ideas into benefit for people with arthritis. We aim to encourage the brightest and most committed researchers, from all relevant disciplines based in the UK and beyond, to become involved in research into musculoskeletal diseases.

Career Development Fellowships aim to attract and retain talented postdoctoral basic scientists, vets, nurses and allied health professionals in research relevant to arthritis and related musculoskeletal conditions, and provide them with the opportunity to develop an independent research career and progress towards higher-level appointments. Fellowships are normally awarded for five years and aren't renewable.

## II. Eligibility

Versus Arthritis research awards may only be held in universities, hospitals or recognised academic research institutes in the UK. Any non-clinical post-doctoral researcher or allied health care professional at an eligible UK institution can apply. Please note, medically or surgically qualified individuals that are practising medicine, aren't eligible to apply for this scheme.

Applicants to our Career Development Fellowship scheme should not hold a permanent or tenured academic position. Applicants should normally have at least three years' postdoctoral research experience (although this is not a strict eligibility criterion, and you can apply with more or less experience). Applicants should be associated with an established sponsor, within a multidisciplinary research group in a UK university department, hospital or research institute. We welcome applications from international candidates intending to move to a UK institution.

Projects must demonstrate a clear relevance to the [ambitions of Versus Arthritis](#).

### Multiple applications

We will not accept overlapping applications of the same research proposal to more than one Versus Arthritis funding scheme. We will accept an application that has been submitted to another funding body, however, please check the eligibility criteria of the other funding body before making an application

### III. Information on clinical trials within fellowships

- Versus Arthritis do not support the funding of a major or substantial clinical trial as a fellowship, trials should be funded through the appropriate Versus Arthritis grant scheme which has a reviewing subcommittee with the right expertise to assess clinical trial application content. It is not considered that running a trial from within a fellowship in a trial manager role represents good training.
- Trials are supported within fellowships in a junior principal investigator role only to support learning of methodology and recruitment and assist protocol development; there should be sufficient fellowship content that is non-trial.
- It is considered suitable for a fellowship to contain methodological development work or supplementary analysis as bolt on activity to an established or proposed trial.
- It is considered suitable to conduct a feasibility/pilot clinical study within a fellowship where studies are expected to be recruiting in small numbers.
- Versus Arthritis are supportive of fellowship applications as an add on to a clinical trial that has been supported by Versus Arthritis, or elsewhere, where the fellowship component is contributing to scientific training.

Standardly we do not support fellowships within clinical study grants. If data collection or review can only be done by clinically qualified personnel and such activities are core to the study proposal, then support for such activity as a fellowship post may be considered within a trial.

### IV. Note on the language

The lay case for support should be written in appropriate non-technical language. For more information on how to write a clear and informative lay summary please use the following resources:

[INVOLVE plain English summaries](#)

[The Plain English Campaign](#)

If you have further enquiries on the use of appropriate language, please email the Patient Involvement Team at [patientinsight@versusarthritis.org](mailto:patientinsight@versusarthritis.org).

### V. How to apply

All applications for Versus Arthritis funding must be received through our online grant management system, [Grant Tracker](#). The deadline for submission of applications is 16:00 on the stated deadline, and no application will be accepted after this deadline. We strongly recommend that applicants allow sufficient time for submission before the deadline in order to obtain the necessary approvals from your research or finance office and head of department.

### VI. Guidance for completion of the application form

The sections to be completed in the online application form are presented below. Please ensure you reference each section before completing the application form.

## **Project Summary**

**Scientific title of research:** this should be descriptive. If relevant, please use PICO (Population, Intervention, Comparison, Outcome) principals and include a project acronym.

**Scientific abstract of research including key goals (max 300 words):** this should include the purpose, study design, the specific area of research interest for which this application is entered, and the potential application of results.

**Organisation:** this should be the host institution where the project will be carried out

**Proposed start date**

**Proposed duration (number of months)**

**Key Words that describe the application (max 6)**

## **Lay Case for Support**

This section may be reviewed by lay and scientific experts, please complete this section in a lay language. Further guidance on writing for a lay audience is provided in section IV.

**Lay Title:** The title should be descriptive and in a lay language.

**Lay Abstract:** This should outline: the background to the problem; the aims and purposes of your proposal and why they are important; a brief experimental plan; and the relevance to Versus Arthritis and potential patient benefit (max 300 words)

**Background:** Briefly and clearly explain the context of your research, the particular area(s) that your proposal seeks to address and the need for further understanding or treatment options. Please avoid going into great detail of the condition in question unless it is rare (max 400 words)

**Hypothesis and aims:** What are the questions you hope to answer and why? (max 300 words)

**Lay project plan:** Give a brief overview of how you intend to answer your research question(s), including details of what experimental models you will use (e.g. human cells, animal models, clinical samples, patient and/or education research studies) (max 400 words)

**If awarded, explain the novelty and relevance of the application to the Charity's ambitions: (max 300 words)** How is this research different to what has been done before by your research group and others? Explain the relevance of your proposal to Versus Arthritis's ambitions

**If awarded, what impact and potential benefit will this application have for those living with arthritis? (max 400 words)** How will the outcomes of your research lead to clinical, patient and/or societal benefits, and what are the likely timescales to benefit? We recognise that, depending on the nature of the research, the applications that we receive can have immediate patient benefit and others increase the knowledge basis for future interventions. In applications where the outcomes directly impact on the quality of life of people with arthritis, this should be clearly detailed in this section. Where benefit is less obvious, for example in basic laboratory research, explain:

- why this study is necessary to inform a gap in knowledge that will be useful for subsequent translational research?
- how future research can be built on the findings toward benefit?

- what are the potential next steps that would be required to get your research findings to clinical intervention?
- when the benefit might be achieved, with realistic justification of these timelines?

### **Project details**

Please provide details on the proposed project under the following headings. **Please note the word limits for each of these sections.**

**Background (max 1500 words):** Briefly and clearly explain the context of your research. This should include the disease/area and its clinical and/or patient impact, the particular area(s) that your research seeks to address, and the need for further understanding. Also include past and current research, including that funded by Versus Arthritis and include the applicant's own contribution to this.

**Aims and Purpose (max 250 words):** State the primary hypothesis and outline the aims and objectives of the research.

**Detailed plan of investigation and scientific procedures (max 2000 words):** Outline the proposed programme of work to include clear work packages, milestones and methodology. Please include a Gantt chart using the attachments section of the application form. Please include the following subheadings where applicable:

- **Research design:** Provide a detailed account of the research methodology. This should include a statistical plan, measures to reduce bias, justification for the proposed sampling strategies, sample size calculation, methods of data collection, analysis and outcome measures. The plan should be separated into work packages where appropriate
- **Data management:** Please describe the approach for data management to include making the data discoverable and the process for data sharing.

**Candidates statement as to how the training fits in with his/her future career plans (max 500 words):** Please detail why you would like to apply for a fellowship and how fellowship funding will help to further your research career.

**Sponsor(s) statement as to the nature of the scientific training to be provided (max 350 words):** We expect a strong commitment from the sponsor(s) to provide the necessary training and support required to complete the aims of the project proposed within the fellowship, and to the future career of the applicant. Any additional funding or resources to be provided by the institution during the fellowship should also be confirmed and detailed in this section.

**Justification for support requested and relevance to the aims of Versus Arthritis (max 400 words):** Explain the relevance of your proposal to Versus Arthritis purpose and strategic focus. Use this section to explain how this research will have an impact on and contribute to achieving the charity's mission and strategic focus. Please provide justification for the costs requested for the fellowship here.

Basic formatting can be applied to each section, but you cannot incorporate images or embed documents. Any additional documents or images can be attached in the Attachments section within this page. Please ensure any figure legends are included within the text.

### **Additional project details**

**Resources and Facilities:** Describe the resources and facilities available to support the proposed project (max 300 words)

**Previously submitted:** Please indicate if this or a related application has been submitted elsewhere, including Versus Arthritis. If a similar application has been submitted please provide details of the funder and name of scheme, as well as the outcome or expected date of outcome.

**Intellectual Property (IP):** If appropriate, please provide the following information:

- Whether the proposal is likely to produce new IP (max 500 words)
- How the new IP will be managed (max 500 words)
- Whether there is existing IP associated with the proposal (max 500 words)

IP means patents, copyright, trademarks, trade names, service marks, domain names copyrights, moral rights, rights in and to databases (including rights to prevent the extraction or reutilisation of information from a database), design rights, topography rights and all rights or forms of protection of a similar nature or having equivalent or the similar effect to any of them which may subsist anywhere in the world, whether or not any of them are registered and including applications for registration of any of them. Where appropriate explain how you will engage with your Technology Transfer/Enterprise Office. For further enquiries on any aspect of IP, please email the Research & Programmes Directorate at [research@versusarthritis.org](mailto:research@versusarthritis.org).

**Industrial Support:** Indicate if the application involves any external commercial organisation (including collaborations and donations). If indicated that industrial support is associated with the project, an additional page will appear in the side menu of the application form for completion. Use the additional page to provide further details of the commercial partner including contact details, details of the support/collaboration and any conflicts of interest. Please refer to our [industrial support policy](#).

### **Public and patient involvement**

We strongly advocate for the meaningful integration of the insights of people with arthritis into the applications we receive through our funding calls. As such, the questions outlined in the application form are for the applicant to detail their interaction with people with arthritis in developing their application and planning of future work. Please refer to our [Involving people with arthritis: A researchers guide booklet](#), which aims to support you to integrate public and patient involvement into your work so that it enhances your research.

**Explain how people with arthritis have inputted and informed this application:** Please explain (a) how you have involved patients in developing this application, and (b) how patients will be involved in steering and implementing the research should your application be successful (max 500 words).

### **Scientific Summary**

All fellowship applicants are required to provide a scientific summary as part of their full application to be used for the initial triage assessment. The format of the scientific summary is at the discretion of

the candidate and it is not essential to use the items in the list below as headers, as long as the required information is provided. You may supplement the scientific summary with one scientific summary supporting diagram.

1. Introduction – to include the background to the project, the candidate’s preliminary work in the area and the objectives of the current proposal
2. Methods - to include details of the techniques to be used, the candidate’s personal experience with these techniques and/or the institutional support available in these techniques
3. Predicted outcome/wider impact of research
4. Relevance to Versus Arthritis
5. Training/facilities

The scientific summary has a maximum word count of **600 words** with an additional **300 words** permitted for candidates to include selected publications (including published abstracts) which are relevant to the application.

### **Scientific References**

Please detail all references (citing all authors) that are referenced in the application. Please include full title and all authors.

### **Lead Applicant details and Lead Applicant CV**

For fellowship applications, the lead applicant is the researcher who is applying for the fellowship. They are the individual who will lead the work and must be based in a UK university, hospital or recognised academic research institute in the UK.

The Lead Applicant details in these sections of the application form will be populated automatically based on the information that is stored in GrantTracker. To amend these details, please save and close the application form and visit the ‘Manage My Details’ section on the GrantTracker Versus Arthritis homepage.

**Basic information:** Please ensure all fields marked with a red dot are completed (these are compulsory fields).

#### **Update CV:**

Degree/Qualification - please add any degrees or professional qualifications that you hold, and feel would aid your application.

Employment – Please list your present and last position held as a minimum. Please list any further positions that you feel would aid your application.

Research Grants – Please list all current grants you hold both from Versus Arthritis and from other funders.

#### **Update Research Outputs:**

Please add or import your most important research publications up to a maximum to 10 that you feel would aid your application. Full author citations are required. If you have more than 10 publications listed in your Research Outputs only the 10 most recently published will be added to the application form. For detailed instructions on how to do this in Grant tracker please refer to the following [‘How to’ document](#).

### **Sponsor(s) and sponsor(s) CV**

A Host Institution sponsor guarantees facilities and resources for the tenure of an award. The sponsor must have a contract of employment with the institution or, in the case of an NHS employee, an honorary academic appointment, with tenure beyond the duration of the proposed fellowship. Sponsors are encouraged to view their support and mentorship of you as part of a longer-term commitment to assist you to realise your future career aspirations in research.

You will be asked to provide the name of the sponsors(s) associated with the fellowship, if the sponsor is already on our GrantTracker system, their contact details will appear and an automatic message will be generated to allow you to notify them and provide a link to the application for them to confirm their role. If the sponsor does not have a GrantTracker account, you will be asked to enter their contact details so that this message can be sent. Sponsors will have to register for a GrantTracker account if they do not have one. The sponsor CV details will be populated automatically based on the information that is stored in their GrantTracker account. To amend these details, the sponsor will need to save and close the application form and visit the ‘Manage My Details’ section on the GrantTracker Versus Arthritis homepage following the same instructions highlighted in the lead applicant CV section.

### **Publications**

Please enter a complete list of the fellowship applicant’s research publications to-date (full citations including title and all authors). These should be separated into

- Original peer reviewed papers
- Reviews
- Books or book chapters
- Editorials, letters or case reports

### **Grant information**

The grant information details in this section of the application form will be populated automatically based on the information that is stored in GrantTracker. To amend these details, please save and close the application form and visit the ‘Manage My Details’ section on the GrantTracker Versus Arthritis homepage.

### **Pre-Award administrators**

Please add a pre-award administrator to your application in this section if required. Pre-award administrators can access and edit the application form however their details will not appear explicitly on the completed form.



## **Collaborators**

Enter details of any collaborators for the fellowship application. A collaborator is defined as an individual named in the body of the application who will supply research materials, specific expertise or access to patients, but will not be involved in the day-to-day execution of the project.

All collaborators associated with the application will be required to provide a letter of support. These should be attached where indicated.

## **Signatories**

Enter the details of the signatories required to sign-off the application. The head of department and finance office details should be completed. Before submitting your application to Versus Arthritis, you must obtain the necessary signatories prior to the deadline. A workflow diagram can be found [here](#).

## **Finance and Costs**

Further details on eligible and ineligible costs for fellowships can be found on our [fellowships webpages](#). The finances requested for the grant should be entered in this section under the following headings:

### ***Staff members (salaries)***

For a Career Development Fellowship application, the only staff member salary included should be that of the fellow themselves. No other salaries will be accepted in this section. Salaries should be costed on the appropriate academic scale and the starting salary should not be higher than spine point 43. Please provide the following information for your salary:

- Name
- Staff type (to select from a list)
- Salary scale
- Salary grade
- Increment Date
- Percentage inflation rate used
- Basic salary for each year of the fellowship,
- Employer contributions for each year of the fellowship
- London weighting (if applicable) for each year of the fellowship

The percentage of inflation used must be included in the application and be in line with the most recent pay award agreed by the Institution and no more than 2% (as at May 2015 and this will be periodically reviewed)

You should indicate the full time equivalent (FTE) percentage to show what your time commitment to the fellowship would be. Further information on carrying out fellowships part-time is available on the [fellowships pages](#) on our website.

## ***Animals***

We require the costs associated with animal use to be separated by species and strain. Please provide the following information (multiple can be added):

- Animal species
- Animal strain
- Whether they are genetically modified
- Source of supply
- Purchase price per animal
- Number of animals to be purchased for each year of the fellowship
- Weekly maintenance cost
- Number of animals to be maintained for each year of the fellowship
- Number of weeks maintenance required for each year of the fellowship

### ***Expenses/Consumables***

Reasonable research expenses directly related to your proposal can be applied for. Items and their cost should be listed. The justification box is not mandatory, but can be used if it is felt that additional justification for that item is required. A general justification for the finances requested should be provided as indicated in the Additional Project Details section (see page 6 of this document)

### ***Apparatus/Equipment***

Small item(s) of essential equipment (costing less than £30,000 in total) which are needed for the fellowship can be detailed here. Requests for individual items of equipment costing more than £5,000 must be supported by a quote. As with the expenses section, the justification is not mandatory.

### **Full economic costing**

In line with other UK medical charities, Versus Arthritis does not provide funds for administrative costs or overheads, and funds directly incurred costs only. Ineligible costs include directly allocated costs and indirect costs:

*Directly Allocated Costs* – shared costs, based on estimates and do not represent actual costs on a project-by-project basis, such as:

- estates
- the costs of shared resources, such as staff and equipment

*Indirect Costs* – necessary for underpinning research but cannot be allocated to individual projects, and cover computing and information support, central services, general maintenance and other infrastructure costs.

### **Time allocation**

Please provide information on

- How many hours per week the fellowship applicant spends on research
- How many hours per week the fellowship applicant will spend on this project
- How many hours per week the sponsor(s) spends on research
- How many hours per week the sponsor(s) will spend on this project

## **Ethics**

The Department of Health requires that research involving patients, service users, care professionals or volunteers, or their organs, tissue or data, is reviewed independently by a Research Ethics Committee (REC) to ensure it meets ethical standards (Favourable Ethical Opinion).

Please tick the box if Favourable Ethical Opinion is required for this research from an NHS Research Ethics Committee

If Favourable Ethical Opinion is not required, please enter justification for not needing it.

If Favourable Ethical Opinion is required, please tick the box if it is already in place for this research and attach the final letter from the REC in the attachments section.

If Favourable Ethical Opinion is required but not yet in place, please provide the approximate date this will be applied for.

## **Animal ethics**

Versus Arthritis is committed to the principles of reduction, refinement and replacement in animal studies. Before completing this section please read our policy on [animal research](#).

Versus Arthritis is a member of the Association of Medical Research Charities and signs up to their [position on animal research](#).

Please tick the box if the project involves the use of experimental animals or other organisms covered by the Animals (Scientific Procedures) Act

You will be required to indicate:

- The maximum severity of the procedures involved
- Whether the proposed research involved a protected species (non-human primates, cats, dogs or equidae)
- Whether the relevant Home Office project and personal licences been obtained

If you do not hold the relevant Home Office licence, please state when you expect to obtain them.

**Justification for the use of animals (max 500 words):** Please justify the use of animals, the species and techniques proposed and the number of animals to be used per experiment. Please include details of sample size calculations and statistical advice sought for the number of animals required to reach statistical significance.

There should be sufficient information to allow for a robust review of any applications involving animals. Further guidance is available from the [National Centre for Replacement, Refinement and Reduction of Animals in Research \(NC3Rs\)](#), including an online [experimental design assistant](#) to guide researcher through the design of animal experiments.

**Replacement, reduction and refinement (3Rs) of animal experiments (max 500 words):** Indicate whether the proposed research lead to the advancement of the 3Rs and how it will do this. Further information on the 3Rs is available from the [NC3Rs](#).

## **Attachments**

Only text can be added to the fields of the online application form. Where additional files (e.g. data figures) are required they can be uploaded in this section.

The maximum size per attachment is 10 MB.

The following documents should be included as attachments where relevant.

1. Letters of collaboration (combined PDF)
2. Letters of support (combined PDF)
3. Ethical approval
4. Animal licence(s)
5. Salary scales

If the application is a resubmission, a cover letter should be attached detailing how the application has been altered in response to the feedback received from the original submission.

## **Disease category, Research focus, Research category and Methods used**

In these sections, we ask you to provide some research classification information on your application. You will be asked to select a number of classifications from a standard list in each section.

## **End – submitting your application**

To complete the application process, the final steps are as follows:

1. Select Validate form

This will check that you have completed all of the sections within the application.

2. Click Save then close

After completing these steps, you will be taken to the details page of your application. The submit application button on the right-hand side of the page should be available.

3. Click Submit

Once you have submitted your application an automated email will be sent firstly to your finance officer, once they have approved the application a second email will be sent to your Head of Department. It is only upon your Head of Department's approval that the application is finally submitted to Versus Arthritis. This must be completed by 4pm on the deadline day.

You will receive an automated email containing an acknowledgement that we have received your application. If you are experiencing difficulties submitting your application, please contact us on 0300 7900 403, allowing for sufficient time prior to the deadline.

Finally, please email suggested names of potential reviewers of your application (not connected with you or your proposal) or the names of any reviewers that you do not wish to be approached to <mailto:research@versusarthritis.org>. Please note, these will be treated confidentially.

## **Contact**

For further enquiries on any aspect of your application, or any issues relating to the submission of your application, please email the Research & Programmes Directorate at [research@versusarthritis.org](mailto:research@versusarthritis.org) or phone us on 0300 7900 403.