

Versus Arthritis Career Development Fellowship 2023 Application Guidance

CONTENTS

I.	Introduction	2
II.	Eligibility	2
III.	Information on clinical trials within fellowships	3
IV.	Multiple applications	3
V.	How to apply	3
VI.	Note on the language	4
VII.	Guidance for completion of the application form.....	5
	Grant Tracker profile.....	5
	Involvement and engagement.....	5
	Lead applicant details.....	5
	Sponsor(s)	6
	Relevant Grants and Publications	7
	Other roles in the application.....	8
	PhD student	8
	PhD co-supervisors.....	8
	Collaborators	9
	Award administrators.....	9
	Finance and Costs	9
	Signatories.....	13
	Attachments	13
	Disease category.....	13
	Validation summary	14
	Contact.....	14

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.

The new enhanced Career Development Fellowship aims to attract and retain talented medical, veterinary, nurse and allied health professional or sciences graduates committed to a research career in any discipline 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.

II. Eligibility

Versus Arthritis research awards may only be held in universities, hospitals or recognised academic research institutes in the UK.

Applicants should:

- have a PhD (or equivalent)
- not hold an established academic post
- be based and associated with an established sponsor in a UK university, hospital, or research institute
- be able to demonstrate that their skills and experience match those of the transition to independence career stage by:
 - showing productivity across past appointments through a track record of challenging, original, and productive research in their area, as well as an upward trajectory
 - demonstrate clear plans to establish their own research niche
- be able to describe how a fellowship will help the applicant move to the next level in their career through a change in their current role
- be able to demonstrate a commitment from their host institution towards supporting their future trajectory.

Some of the types of host institution commitment that we will accept are the following:

- A financial contribution towards the fellow's salary costs, equipment, expenses or animal costs
- provide an additional member of staff or PhD studentship
- a commitment that the fellow will move into a tenure track post either during or at the conclusion of the fellowship.

Fellowships will normally be awarded for 5 years and are not renewable.

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

We want research to make arthritis preventable, manageable and treatable. While fellowship proposals do need to align with our [research principles](#), they do not need to align with the four priority areas set out in our 2022-2026 [Research Strategy](#) to be considered eligible for funding.

Please find a list of the [diseases and disorders that are eligible for research funding \(PDF 75.8 KB\)](#)

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. 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.

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 in the call document/webpage – this deadline relates to the time Versus Arthritis receives the application NOT to the time you press submit. When you press submit an automated email will be sent firstly to your finance officer for approval and 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 all be completed

by the 16:00 deadline so we strongly recommend that applicants allow sufficient time for submission before the deadline in order to obtain the necessary approvals. No applications received after the deadline will be accepted.

The fellowship application is a one-stage process – a full application should be submitted by the deadline. As part of the full application you will be asked to complete a short scientific summary which will be used by the awarding panel for the purposes of triage.

These fellowships are awarded by a panel consisting of members of the fellowship expert group alongside appropriate experts and Research Partners (people with lived experience of arthritis).

There are four stages to the assessment process:

1. Triage: at this initial stage the scientific summaries of each application are assessed by the fellowship funding panel. Applicants will be informed at an early stage if their proposal has been triaged and all other applications will undergo full peer review.
2. Peer review: the full applications of those successful at triage are sent for lay review and external peer review and by experts from the UK and abroad and of international standing in the field of the proposal.
3. Shortlisting: the full applications and reviews are assessed by the fellowship funding panel members. Shortlisted applicants are invited to attend interview.
4. Interview: the fellowship awarding panel interviews the shortlisted applicants and makes funding decisions.

Awards are typically made 5-6 months after the deadline date.

Further information and FAQs about applying for fellowships, are available here: [Applying for a fellowship | Versus Arthritis](#)

VI. Note on the language

We recognise that specialist language will be required to accurately convey the detail of your proposal and, as such, sections that require technical detail will be labelled accordingly.

In addition to scientific review, applications will also be reviewed by Research Partners (people with lived experience of arthritis). They assess the quality of the patient involvement, the relevance to the charity and potential for patient benefit. The application summary and involvement sections should be written in non-technical language, as well as specific sections of the scientific summary, these are important parts of the application and require careful consideration.

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.

VII. Guidance for completion of the application form


Grant Tracker profile

Before creating a new application, please ensure that your CV is up to date in your Grant Tracker profile. Lead and co applicants will need to do this.

Application form

Please complete all the sections in the application form.

Help icon

Additional information and guidance is also provided within the form for specific questions, this can be accessed by clicking on this button: 

Additional guidance for specific sections of the application form can be found below.

Involvement and engagement

This section will be reviewed by **Research Partners and scientific experts**, please complete this section in non-technical language. Further guidance on writing for a lay audience is provided above.

Meaningful engagement/involvement of people with arthritis could include activities such as:

- identifying and prioritising the research question
- helping design study protocols and patient information
- inputting into the application and/or ethics approval
- helping carry out elements of the study, rather than simply participating as a subject
- evaluating the research findings
- dissemination and implementation of outputs and outcomes.

To find out more on how to plan and carry out meaningful patient involvement please use the links below or contact patientinsight@versusarthritis.org

- <https://www.versusarthritis.org/media/21826/involving-people-with-arthritis.pdf>
- <http://www.invo.org.uk/find-out-more/how-to-involve-people/>
- <http://www.invo.org.uk/resource-centre/plain-english-summaries/>
- <http://www.invo.org.uk/posttyperesource/where-and-how-to-involve-in-the-research-cycle/>

Lead applicant details

The lead applicant is the individual who will lead the work on the award and be responsible to Versus Arthritis to ensure the conditions of award are met. They must be based in a UK university, hospital or recognised academic research institute in the UK.

The lead applicant must open the application form on Grant Tracker and add the other key personnel who can then add information.

The details displayed in the application form for the lead applicant are those that are stored on Grant Tracker. To amend them, please save and close the application form and visit the 'Manage My Details' section on the Grant Tracker 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 feel would aid your application. Awards – Please list all current grants held.

Publications: Please enter a complete list of the fellowship applicants 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

Other research outputs: Other than the publications and awards already listed in your application please list and briefly describe three to five of your key research outputs or achievements. These can cover any forms of output relevant to your research including but not limited to:

- Development and sharing of new datasets, software, research reagents, tools, methods, products or patents.
- Contributions to collaborations/consortia/team science
- Participation in PPI and engagement activities
- Influences on policy, practice, education or training
- Development of new preventative, diagnostic, treatment or management approaches and interventions
- Improvements to health or quality of life for patients and the public
- Additional relevant publications and pre-prints

Sponsor(s)

The Sponsor:

- Must hold a tenured position at the host institution, or in the case of an NHS employee, an honorary academic appointment, with tenure beyond the duration of the proposed fellowship
- should give an undertaking that if an award is made, they will negotiate with the host institution to ensure that the fellow is granted status and prerogatives of other academic staff of similar seniority
- are also encouraged to view their support and mentorship of the fellow as part of the longer-term committee to assist the fellow to realise their 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.

Please also answer yes or no here as to whether the sponsor will also be acting as a PhD co-supervisor, if you are applying for a PhD student as part of the application.

The sponsor(s) basic information, degrees and qualifications and employment record will be populated to their CV 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.

Grants and publications must be added to the CV by each individual sponsor via the Relevant Grants and Publications section later in the form.

Relevant Grants and Publications

Before adding relevant grants and publications to this application, the lead applicant, sponsors (and PhD co-supervisors if applicable) should ensure that all their profile is up to date in their Grant Tracker account as follows:

Research grant and fellowships

Go to 'Manage My Details' section followed by "Update CV" to check or amend the list of grants and fellowships held.

Publications

Go to "My Research Outputs" to check or amend the list of publications held.


Please refer to our [guidance document](#) for full instructions on how to use the Research Outputs section.

Once the sponsor and PhD co-supervisor profiles are up to date, each participant can then add their own relevant grants and publications in the Relevant grants and publications section of the application form.


This section allows the sponsor(s) and PhD co-supervisor(s) to choose which grants and publications to list as part of their CV. The sponsor(s) and PhD co-supervisor(s) can each choose to list up to a maximum of ten grants and ten publications that are most relevant to the application. This section will appear different to each individual filling it in and only the individual's own publications and awards as listed in Grant Tracker will be visible to that user.

The sponsor(s) and PhD co-supervisor(s) must individually complete this section before the form can be submitted.

To add a grant

Use the  button to add a new field then select a grant from the drop-down menu. If the grant you wish to add is not listed in the drop-down menu, you can add it to your CV in the Manage My Details section of Grant Tracker.

To add a publication

Use the  button to add a new field then select a publication from the drop-down menu. If the publication you wish to add is not listed in the drop-down menu, you can add it to the My Research Outputs section of Grant Tracker.

There is a link to additional online guidance within this section of the application form in Grant Tracker.

Other roles in the application

PhD student

If you are requesting a PhD student as part of the application form. Please select PhD student and a new section will appear underneath.

In this section you will be required to provide details for an independent PhD project proposal and training plan for the studentship which complements the fellowship project proposal. Please allow enough time for the preparation and completion of this section.

PhD co-supervisors

Please include the details of anyone who will be responsible for co-supervising the PhD student who is not already listed as a fellowship sponsor.

To enter a PhD co-supervisor, select add PhD co-supervisor and enter the name of the PhD co-supervisor. If the PhD co-supervisor 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 PhD co-supervisor does not have a GrantTracker account, you will be asked to enter their contact details so that this message can be sent. PhD co-supervisors will have to register for a GrantTracker account if they do not have one.

The PhD co-supervisor(s) basic information, degrees and qualifications and employment record will be populated to their CV automatically based on the information that is stored in their GrantTracker account. To amend these details, the PhD co-supervisor 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.

Grants and publications must be added to the CV by each individual PhD co-supervisor via the Relevant Grants and Publications section in the form, as detailed on page 7.

Collaborators

Please list any collaborations that are not listed as co-applicants. Collaborators are individuals who are named in the body of the application who supply research materials, specific expertise or access to patients, but will not be involved in the day-to-day execution of the research.

To enter a collaborator select add collaboration and enter the name of the collaborator, their institution and details of the collaboration into the box.

All collaborators associated with an application are required to provide a letter of support with the application.

Award administrators

Click the button below to add an award administrator. This page will display all of the award administrators added for this application.

Award administrators can access and edit the application form however their details will not appear explicitly on the completed form.

Finance and Costs

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.

Eligible costs within a career development fellowship application:

- London weighting applies to any applicant applying from an institution in London and will be payable at the rate appropriate to each host institution
- Any additional salaries/staff time (e.g. statistician/data manager/trial manager) should be costed as a consultancy under expenses and not as a salary. These costs will be considered by the panel
- Access charges for use of specialist equipment may be applied for within expenses
- Any requests for computers must be fully justified and integral to the success of the research proposal

- Costs to cover travel and accommodation (if required) to a collaborating institution can be requested
- Training courses for the professional development of the fellow can be applied for. These should be relevant to the aims of the fellowship and justified within the application
- Costs associated with patient and public involvement/engagement can be applied for. Please see our [Research Involvement Handbook](#) for guidance on how to cost these activities appropriately
- Reasonable costs associated with carrying out a pilot clinical or feasibility study can be applied for

Ineligible costs within a career development fellowship application:

- Relocation costs
- Home office license fees (personal and project)
- Good clinical practice (GCP) training
- Funding to provide maintenance of equipment
- Office stationery costs unless required for the project and justified accordingly
- Indemnity insurance
- Publication costs
- Travel support and open access are not to be included within standard grant applications, these are additional awards that can be applied for by a Versus Arthritis grant holder.

Further details on eligible and ineligible costs for fellowships can be found on our [fellowships webpages](#).

For applications requesting a PhD studentship. The studentship will be 4 years in duration and the following costs can be requested:

- UK Tuition fees
- Tax-free incremental stipend at Versus Arthritis rates

	Stipend	
	Within London	Outside London
Year 1	£23,860.00	£21,309.00
Year 2	£24,337.20	£21,735.18
Year 3	£24,823.94	£22,169.88
Year 4	£25,320.42	£22,613.28

- Running costs of £10,000 per year for the first 3 years and £7,500 in year 4

The overall total cost for the fellowship application must not exceed £750,000.

The finances requested for the grant should be entered in this section under the following headings:

Staff members (salaries)

For basic science graduates, veterinary, nurse and allied health professionals up to 100% of the applicant's salary costs can be requested according to experience on the appropriate scientific or clinical salary scale, including London weighting if relevant. However, we will only allow for up to 20% of the fellow's time to be spent on non-research activities such as teaching or clinical activities.

For medically or surgically qualified individuals that are practising medicine, two models of funding are available:

1. 60% of the applicant's salary costs can be requested according to experience on the appropriate clinical salary scale, including London weighting if relevant. The applicant would only be expected to work on the fellowship at 0.6FTE.

1. up to 100% of the applicant's salary costs can be requested according to experience on the appropriate clinical salary scale, including London weighting if relevant. However, the costs for a PhD student or research technician or assistant cannot be requested and we will only allow for up to 20% of the fellow's time to spent on non-research activities such as teaching or clinical activities.

Please provide the following information for your salary and that of a research technician or assistant, if being requested:

- Select the closest description for position from the dropdown list.
- Describe the role of the staff member. This section is a maximum of 100 words
- Indicate the % inflation applied to the costing
- Input the costs broken down by basic salary, employer contributions and London weighting if applicable.
- Input the full time equivalent (FTE) as a percentage (1-100), the total will auto-complete. Further information on carrying out fellowships part-time is available on the [fellowships pages](#) on our website.

(i) Requested salary costs should be based on a recognised pay model or the host institution's local salary scale, including London weighting if appropriate. We must be advised of the pay model used and, where a local pay model is to be applied, a copy of the appropriate scale must be attached.

(ii) Annual increments must be included which should be based on the host institution's own salary scale, including London weighting if appropriate.

(iii) London Weighting allowance will be payable at the rate appropriate to each host institution.

(vi) 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)

If the host institution is contributing towards salary expenses, please indicate this on the form.

If you are requesting a PhD studentship as part of the fellowship application. Please follow the following steps inputting stipend costs:

1. Go to the drop down menu for salaries and select staff position – PhD student
2. A table will appear outlining the annual stipend for a PhD student within and outside London, please enter the relevant stipend in the basic salary boxes for years 1-4 or years 2-5, and add £0 for years 1 or 5, as appropriate.
3. Please input the FTE% for the student as 100% for the relevant years and 0% for years 1 or 5, as appropriate. If you are requesting a part-time PhD student please discuss this with awards team at awards@versusarthritis.org
4. The total after FTE will be calculated automatically. Please save this information.

For fellowship project costs:

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):

- Input species, strain and price per animal
- Input the number of animals to be purchased for each year, the total purchase cost will auto-complete.
- Input the weekly maintenance cost. Please contact the office if the costs vary between years.
- Input the number of animals to be maintained and number of weeks required for each year, the total will auto-complete.

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.

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. Input a description of the equipment, its use and total cost.

For PhD finances:

Animals & expenses

The total project expenses including animal costs should equal the following values exactly for the 4-year studentship.

Yr 1 £10,000.00 Yr 2 £10,000.00 Yr 3 £10,000.00 Yr 4 £7,500.00

If you are planning to use animals during the PhD studentship project, please fill in that section first and then list the remaining available expenses for that year under expenses.

Tuition fees

Please provide the host institution's UK tuition fees (please note we will only fund UK rate tuition fees). If fee information is unavailable for all years, please obtain estimates from your finance office to enter in this form. We will not provide supplements at a later date to cover any change in fees.

Attributing the costs of health and social care Research and Development (AcoRD):

Applications that propose research conducted with human subjects within a health or social care setting should be formulated in line with Department of Health Guidance "[Attributing the costs of health and social care Research & Development \(AcoRD\)](#)". Versus Arthritis will only fund Directly Incurred Research Costs and applicants should ensure that they have consulted their local NIHR CRN, where appropriate, to discuss NHS Support Costs and NHS Trust Management to discuss Treatment Costs before submission.

Signatories

Enter the details of the signatories required to sign-off the application. The head of department and finance officer 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](#).

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

In this section, we ask you to provide some research classification information on your application. This will be used by Versus Arthritis to categorise the applications it receives and the work that it funds. Please select all relevant disease classification using the dropdown list.

Validation summary

Submitting your application. To complete the application process, the final steps are listed below.

1. Validate your form

Click the Revalidate button on the left. This will check that you have completed all of the sections within the application, and that your sponsors have confirmed and approved their role(s). Any incomplete sections will be listed with a description of the issue.

2. Click Save and close

This will return you to the details page of your application. The Submit button on the right hand side of the page should be available.

3. Click View/Print

Download a PDF version of your application and check that all the content appears as you expect.

4. DECLARATION

Please confirm that you have downloaded a PDF version of your application and checked that the sponsors (and co-supervisors, if applicable) on the application have each completed the Relevant grants and publications section. Acknowledging that failure to do so may cause your application to be rejected.

5. 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 16:00.**

6. Receipt of your application will be acknowledged by email

Contact

For further enquiries on any aspect of your application, or any issues relating to the submission of your application, please email the Research Directorate at awards@versusarthritis.org or phone us on 0300 7900 403.