

# Career Development Fellowship

## Application guidance

### Contents

1	Introduction .....	2
2	Eligibility criteria .....	2
3	Clinical trials within fellowships .....	3
4	Multiple and previous applications .....	3
5	How to apply .....	4
6	The assessment process .....	4
7	Scoring criteria .....	4
8	Note on language .....	5
9	Guidance for completion of the application form .....	5
	– Introduction .....	6
	– Scientific summary .....	6
	– Application summary .....	6
	– Involvement and engagement .....	7
	– Project details .....	8
	– Research types – Research involving humans .....	10
	– Research types – Research involving animals .....	10
	– Scientific references .....	12
	– Additional support .....	12
	– Intellectual property (IP) .....	12
	– Lead applicant details .....	13
	– Sponsor(s) .....	14
	– Relevant grants and publications .....	15
	– Candidate information .....	15
	– Support from host institution .....	16
	– Impact of COVID-19 and other breaks .....	16
	– Other roles in the application .....	18
	– Finance and costs .....	18
	– Signatories .....	22
	– Attachments .....	22
	– Disease category .....	23
	– UKCRC HRCS .....	23
	– Suggested reviewers .....	23
	– Validation summary .....	23

## 1 Introduction

Versus Arthritis is the charity formed by Arthritis Research UK and Arthritis Care joining together. Versus Arthritis is a community of and for every person in the UK living with arthritis and other musculoskeletal conditions, their carers, family and friends. 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.

Versus Arthritis is committed to building a world-class workforce by supporting research careers and building skills within the UK arthritis research community. As part of our [2022-2026 research strategy](#), we are aiming to facilitate the establishment of a cohort of highly skilled and established experts who lead talented, multidisciplinary teams who attract, train and help nurture the next generation of researchers in the UK

Our Career Development Fellowship aims to attract and retain talented medical, veterinary, nurse and allied health professionals or researchers and science graduates committed to a research career in any discipline relevant to arthritis and related musculoskeletal conditions. We aim to provide them with the opportunity to develop an independent research career and progress towards higher-level appointments.

## 2 Eligibility criteria

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

Applicants must meet the following eligibility criteria to apply for the Career Development Fellowship:

- have a PhD (or equivalent)
- not hold an established (tenured) 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 an independent 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.

There are no nationality or age restrictions for applicants.

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 \(PDF 75.8 KB\)](#)

### 3 Clinical trials within fellowships

Versus Arthritis does 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 review panel 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 is 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.

### 4 Multiple and previous 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.

Researchers can reapply for the Career Development Fellowship even if previous applications to the Career Development Fellowship were unsuccessful. It is expected that the new proposal will be significantly different from a previous proposal and any feedback from the Fellowship Funding Panel have been addressed. If an application is a resubmission, a letter (maximum 1 page of A4) should be attached detailing how the application has been altered in response to the feedback received from the original submission.

## 5 How to apply

All applications for Versus Arthritis funding must be received through our online grant management system Grant Tracker.

Further details on how to apply can be found on our [website](#).

The deadline for submission of applications is 16:00 on the stated deadline in the call document. No application will be accepted after this deadline. We strongly recommend that applicants allow sufficient time for submission before the deadline to obtain the necessary approvals, such as from your research or finance office and head of department.

For further enquiries on any aspect of your application, please email the Awards office at [awards@versusarthritis.org](mailto:awards@versusarthritis.org) or phone us on 0300 7900 403.

## 6 The assessment process

The fellowship application is a single submission 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 committee alongside appropriate experts and Research Partners (people with lived experience of arthritis).

There are four stages to the assessment process:

1. **Triage:** at this stage the scientific summaries, lead applicant details and sponsor details of each application are assessed by the fellowship funding panel. Applicants will be informed of the outcome of this meeting.
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 in the field of the proposal.
3. **Shortlisting:** the full applications and reviews are assessed by the fellowship funding panel members. At this stage, shortlisted applicants are invited to interview and unsuccessful applicants are informed.
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.

All unsuccessful applications receive written feedback outlining why they were not put through to the next stage or why they were not recommended for funding.

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

## 7 Scoring criteria

At all stages of the review process, the funding panel and external reviewers are asked to consider:

- Person: The candidate's track record and future potential.
- Project: The research design, scientific quality, and feasibility.

- Place: The suitability of the host organisation and the support provided to the candidate to conduct their research and to their personal development such as leadership training.
- Patient & Public Involvement: The quality of plans for involvement of patients & the public, and potential patient benefit.

The quality of the presentation is also assessed at the interview stage.

## 8 Note on 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 Versus Arthritis Research Partners (volunteers with lived experience). They assess the quality of the patient involvement plan, the project's relevance to the charity and its potential for patient benefit. The application summary and involvement sections should be written in non-technical language. 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 Involvement Team at [researchinvolvement@versusarthritis.org](mailto:researchinvolvement@versusarthritis.org).


## 9 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 applicants and Sponsors will need to do this.

Please ensure you reference each section below before completing the online form.

### Help icon

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

## Introduction

**Eligibility criteria:** Check that you meet the eligibility criteria and tick the box to confirm.

## Scientific summary

**Scientific summary:** The format of the scientific summary is outlined below. This will be used at the triage stage for the first assessment of the fellowship application. While the entire summary must be as accessible as possible to assist review, sections 3 and 4 must be in language accessible to a wide audience. This section has a limit of 800 words.

1. Introduction – to include the background to the project, your preliminary work in the area and the objectives of the current proposal (including those of the additional PhD studentship project, if applicable)
2. Methods – to include details of the techniques to be used, your 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

**Scientific summary supporting diagram (optional):** Only PDF, JPEG or GIF allowed. Maximum 1 page of A4.

**Candidate's own publications:** List up to 10 of your publications relevant to this application. This section has a limit of 300 words.

## Application summary

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

**Lead applicant:** Details will be populated from the CV of the person who has started the application.

**Organisation:** Insert the name of the lead applicant's host organisation.

**Profession:** This can be edited in the 'Manage my details: Basic information' section, accessed from the home page of Grant Tracker.

**Relevant professional body:** If you are registered with a regulatory body or council of your profession. This can be edited in the 'Manage my details: Basic Information' section, accessed from the home page of Grant Tracker.

**Proposed start date:** This should be no earlier than May 2025. Sufficient time should be allowed to gain NHS approval, if relevant, and all other necessary regulatory requirements such as Health Research Authority, if applicable. Also factor in the time to recruit relevant research staff. Please account for any capacity limitations in the clinical research environment and academic research offices.

**Proposed duration:** The overall duration should include the start-up time described above and a realistic estimate of how long the research will take, where appropriate considering realistic and feasible recruitment estimates based upon any capacity limitations within the clinical research

environment. It should also include sufficient time at the end of the study for full analysis and reporting of the data. The maximum duration is 5 years.

**Key words:** Please enter up to six key words that describe your application.

**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 further details about the application, where it has been submitted and the outcome or date of expected outcome.

**Abstract (written in non-technical language):** Provide a brief account of the proposed activity in non-technical language, including 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 its potential patient benefit. This information may be used in public summaries of our funded research and must be written in a language accessible to a wide audience. This section has a limit of 500 words.

**What impact and potential benefits will the research have on those living with arthritis?** 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, explain aspects that may include:

- why this study is necessary to inform a gap in knowledge that will be useful for subsequent translational research
- how the project might help design study protocols and patient information
- what the potential next steps that would be required to move your research findings to clinical intervention are
- when the benefit might be achieved, with realistic justification of these timelines.

This section has a limit of 300 words.

## Involvement and engagement

This section will be reviewed by Versus Arthritis Research Partners (volunteers with lived experience) **and scientific experts**. Please complete this section in non-technical language. Further guidance on writing for a lay audience is provided in the [Note on language](#) section.

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
- participating in oversight structures and 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 [researchinvolvement@versusarthritis.org](mailto:researchinvolvement@versusarthritis.org).

- [Patient and Public Involvement and Engagement \(PPIE\) | Versus Arthritis](#)
- [Involving people with arthritis \(versusarthritis.org\)](#)
- [How to involve people in research | INVOLVE](#)
- [Plain English summaries | NIHR](#)
- [Ways that people can be involved in the research cycle | INVOLVE](#)
- [Resources: Learning for Involvement](#)
- [NIHR Race Equality Framework](#)

**To best address the below questions, it would be strongly advisable to consult people affected by the disorder(s) you are researching to ensure the workplan is as meaningful and impactful as possible.**

### **How have people living with arthritis inputted into the design of the research?**

Explain how people with arthritis, especially from under-served groups, have taken part and informed this application: This could include: identifying and prioritising the research question, helping to design the study protocol and patient information, providing input into the application and ethics approvals. This section has a limit of 300 words.

### **Describe the plan to involve people with arthritis as partners throughout the various stages of your project**

Explain how people with arthritis, especially from under-served groups, will input into the conduct of the research. This could include helping to carry out elements of the research, participation in oversight structures, evaluation of research findings, disseminating and implementing outputs and outcomes. This section has a limit of 300 words.

### **Describe how the outcomes of the research are relevant for, or are meeting, an unmet need for people living with arthritis**

Explain how the chosen endpoints or outcomes of the work are relevant to or address unmet needs for people living with arthritis. This could include the design of the research responding to unmet needs or specific areas of importance for those living with arthritis. For earlier stage research, this could reflect how the outcomes of the proposal have current, or a future pathway to, importance for people living with arthritis. This section has a limit of 300 words.

### **How will results of the research be fed back to those participating and other people living with arthritis?**

Outline your plans to disseminate the results of the research to participants of the research and the wider population of people with the conditions being researched. This section has a limit of 300 words.

## **Project details**

**Background:** Provide a technical summary of the background information and research available in support of the application. It should outline past and current research, including that funded by Versus Arthritis, and should highlight the applicant's own contribution. If appropriate, where a systematic review has been carried out that summarises the available evidence, this should be referenced. If relevant, applicants should describe the policy relevance of the proposed research and the importance of its findings. This section has a maximum of 2000 words.



**Hypothesis:** The research should be hypothesis led and should seek to answer a specific question. Outline clearly the full and null hypotheses and specifically the questions to be addressed. This section has a maximum of 100 words.

**Objectives:** Describe up to 6 objectives/milestones for the delivery of the proposed research (up to 100 words each) Clearly explain the rationale for each objective/milestone.

**Outcome measures:** Describe up to 6 outcome measures for the proposed research (up to 100 words each). You must complete at least one outcome measure. Clearly explain the outcome measures including justification of the outcome measures used where a legitimate alternative exists. A decision not to use established validated outcome measures must be explained. For animal studies, further information can be found in the [ARRIVE Guidelines](#).

**Impacts:** Describe up to 6 anticipated impacts (up to 100 words each). You must describe at least one impact.

**Statistical analysis plan:** Detail the statistical analysis plan for the chosen design, highlighting statistical technique to be used, sub-group analysis if appropriate, proposed frequency of analysis and power assumptions. If possible, consult a research statistician at your institution to ensure this is thoroughly conducted. This section has a limit of 300 words.

**Will the research include a secondary economic evaluation?** Select yes or no. If it does include a secondary economic analysis provide details of the methodology for the economic evaluation. This should be arranged under the following headings: 1) how economic data will be collected; 2) economic evaluation methodology; 3) quality of life measurement. This section has a limit of 500 words.

**Project plan:** Outline the arrangements for the management of the research, paying attention to the study design principals outlined in the Call for Applications. This should include a project timeline including any individual workstreams, plus arrangement for the day-to-day management of the research including details of who will carry out specific duties such as co-ordination, randomisation, recruitment, data handling and statistical analyses. This section has a maximum of 2000 words.

**Please attach a Gantt chart to illustrate the work package and deliverables.**

**What facilities are available to support the application:** Describe the facilities available to support delivery of the research. This section has a maximum of 300 words.

**Discuss any potential risks to the award and highlight mitigation strategies:** Discuss any potential risks to the success of the research and highlight mitigation strategies. Please consider all types of risk – commercial, technical, financial, and organisational. This section has a maximum of 300 words.

For clinically related studies: With the current clinical research challenges in the NHS, please indicate how any clinical capacity and capability required for the project, will be monitored, and maintained, continuing in an attached document if needed.

Collaborators at NHS sites are asked to support proposals only if there is a certainty that they can meet recruitment targets and timelines indicated. It will be taken that host institution signatories are wholly satisfied and supportive of the assurances provided upon submission of the application.

## Research types – Research involving humans

**Please only complete this section if applicable to your application.**

### Regulatory Approval

On 16 April 2018, Health Research Authority (HRA) Approval became HRA and Health and Care Research Wales (HCRW) Approval and now applies to all project-based research taking place in the NHS in England and Wales. HCRW approval applies where the NHS organisation has a duty of care to participants, either as patients/service users or NHS staff/volunteers. References to participants include people whose data or tissue is involved in a research project.

If your project is led from Northern Ireland, Scotland or Wales and involves NHS/HSC sites then you will not apply to the HCRW. You should apply through the appropriate NHS/HSC permission process for that lead nation.

**Will your research require HRA or equivalent approval?** Check on the HRA website what approvals and decisions you will need. If answering no to this question, you will be asked to provide a justification for this i.e. prior approval in place.

**Method of allocating participants to groups:** Describe how participants will be allocated to groups. If this is by randomisation, give details of the randomisation technique. This section has a maximum of 300 words.

**Inclusion/exclusion criteria (including justification for exclusion):** Give a clear statement about the inclusion and exclusion criteria, including detailed justification for any exclusions. This section has a maximum of 300 words.

**Planned recruitment rate (including feasibility analysis):** describe how recruitment will be organised and over what time period. Include evidence that the planned recruitment rate is achievable and from where the potential pool of patients is to be taken. This section has a maximum of 300 words.

**Sample size calculation:** Please state the sample size for the study, providing a detailed description of how the sample size has been calculated, including details of which outcome measure this has been based and give the event rates, means and standard deviation, effect size, and power as appropriate. This section has a maximum of 150 words.

**What measures are being taken to ensure inclusion of diverse groups in the recruitment?** It is important to be as inclusive as is practical when designing and carrying out the research. Please describe the measures that will be taken to ensure as diverse a population as possible. This section has a maximum of 300 words.

## Research types – Research involving animals

**Please only complete this section if applicable to your application.**

Versus Arthritis is a signatory to the Concordat on Openness on Animal Research and supports the principle of the 3Rs. We are committed to the principles of reduction, replacement and refinement in animal studies.

Versus Arthritis is a member of the Association of Medical Research Charities and has signed up to their position on animal research ([Position statement on the use of animals in research](#) |

[Association of Medical Research Charities \(amrc.org.uk\)](http://amrc.org.uk). Before completing this section, please read the AMRC statement.

## Regulatory Approval

Have the following necessary approvals been given by:

- **The Home Office (in relation to personal, project and establishment licences)?** Select yes, no, or not required. If all licences are not in place, please select **No**.
- **Animal Welfare and Ethical Review Body?** Select yes, no, or not required. If all approvals are not in place, please select **No**.

**What is the maximum severity of the procedures involved?** Please select from mild, moderate, severe, non-recovery. Provide details of any procedures of moderate or substantial severity, as well as non-recovery. This section has a maximum of 300 words.

**Does your proposal involve the use of animals or animal tissue outside the UK?** Select yes or no.

If yes, **What steps have been taken to ensure standards are consistent with the UK?** This section has a maximum of 200 words.

**Animal species to be used:** Please select animal species to be used and provide the number of animals that will be used for each strain and species. Several lines can be added.

**Does the proposed research involve a protected species?** Select yes or no. If yes, please select which species: non-human primate, cats, dogs, equidae, other.

**Does the proposed research involve genetically modified animals?** Select yes or no.

**Justify the use of animals, species, techniques and number of animals used:** 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.

Use the [ARRIVE guidelines](#) when designing and describing your experiments.

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 the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) [http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research\\_including\\_an\\_online\\_experimental\\_design\\_assistant](http://www.nc3rs.org.uk/responsibility-use-animals-bioscience-research_including_an_online_experimental_design_assistant) to guide researchers through the design of animal experiments: <http://www.nc3rs.org.uk/experimental-design-assistant-eda>.

This section has a maximum of 500 words.

**Replacement, reduction and refinement (3Rs) of animal experiments:** Indicate how the proposed research will employ the 3Rs (replacement, refinement or reduction in the use of animals) and how it will do this.

- Replacement - methods which avoid or replace the use of animals.
- Reduction - methods which minimise the number of animals used per experiment.
- Refinement - methods which minimise animal suffering and improve welfare.

Further information on the 3Rs is available from the National Centre for the Replacement, Refinement and Reduction of Animals in Research (NC3Rs) <https://www.nc3rs.org.uk/the-3rs>.

These guidelines should be thoroughly consulted before developing the plan to ensure the 3Rs are employed to their fullest.

**Detail which of the Rs the proposed research will advance and how this will be achieved.** This section has a maximum of 200 words.

## Scientific references

Detail all references (citing all authors) that are of interest for this application. Please include the full title and all authors.

## Additional support

**Is there any additional financial support for this application?** Select yes or no. Additional support, including in-kind costs such as salary and provision of intervention. You will be asked to upload a letter of support from each provider.

Select yes for each type of support included – you will be prompted for the name, amount and description as well as a letter of support. Where support is in kind, enter 0 in the financial field and provide details in the description field.

- Institutional support – from either the lead or collaborating institutes
- Support from another funder
- Clinical Research Network Support
- Treatment Costs and excess treatment costs
- Industrial support (including collaborations and donations) - please refer to our [industrial support policy](#) and provide contact details, details of the support/collaboration and any conflicts of interest
- Other type of support.

## Intellectual property (IP)

Intellectual property (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.

**Is there new IP associated with the proposal?** Indicate whether the proposal is likely to produce new IP. Select yes or no.

- **If yes, provide information on the IP potential of your research.** This section is 500 words.
- **If yes, detail the IP management plan.** Detail how the new IP will be managed. Where appropriate explain how you will engage with your Technology Transfer/ Enterprise Office. This section is 500 words.

**Is there existing IP associated with the proposal?** Indicate whether there is existing IP associated with the proposal. Select yes or no.

- **If yes, please provide further information on the existing IP.** This section is a maximum of 500 words.

For further enquiries on any aspect of IP, please email the Awards Team at [awards@versusarthritis.org](mailto:awards@versusarthritis.org).

## Lead applicant details

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

The principal/lead applicant must open the application form on Grant Tracker first, and then 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 you feel would aid your application.
- Grants – Please list all current grants held. It is not mandatory to be a current or prior grant holder to be able to apply.

The application must include at least one tenured academic at the lead UK university, hospital or recognised research institute, this can be as the lead applicant or as a co-applicant.

**Other research outputs:** Other than the publications and awards already listed in this 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.

A sponsor is directly responsible for providing support for yourself and the project. They are likely to be involved in the project on a day to day basis and should hold an established post at the host institution. They are also responsible for guaranteeing facilities and resources for the tenure of an award. You do not need to include the head of your department as a sponsor (unless they have a significant involvement/role in day to day support of the fellowship). You can have multiple sponsors and they can be based in different institutions however you should have a main sponsor situated at your host institution. You cannot cost sponsor time into your fellowship.

You will be asked to provide the name of the sponsors(s) associated with the fellowship. If the sponsor is already on our Grant Tracker 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 Grant Tracker account, you will be asked to enter their contact details so that this message can be sent. Sponsors will have to register for a Grant Tracker 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 stored in their Grant Tracker 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 Grant Tracker 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.**

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.**

## Relevant grants and publications

Before adding relevant grants and publications to this application, the lead and co applicants should ensure that all their profile is up to date in their Grant Tracker account as follows:

### Research grants 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 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 participants to choose which grants and publications to list as part of their CV. The participants 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 participants 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.

## Candidate information

**Candidate's statement:** Outline how you are suitable for this Fellowship, including how this fits with your future career plans and reflecting on your overarching goals. This section has a limit of 600 words.

**Outline how much time the candidate will spend on the fellowship per week:** Give the percentage of your time to be spent on the fellowship, and details of other commitments you will continue to carry out. Confirm whether you will be undertaking the fellowship full or part time. This section has a limit of 250 words.

**Sponsor's statement:** Provide a sponsor's statement including how they intend to address the following needs of the fellow:

- Induction, orientation and administrative support
- Supervision (giving an indication of the frequency of meetings, setting of timelines, and provision of verbal and written feedback)
- Training opportunities (e.g., including both generic research, leadership skills, and transferable skills)
- Environment (e.g., group meetings, journal clubs, opportunities for ideas exchange)

This section has a limit of 400 words.

**To be completed by clinical candidates only**

**SpR training number:** Select yes or no.

If yes, provide **Date of obtaining MRCP or equivalent**

**What clinical commitments will you continue to carry out during the tenure of your fellowship?** This section has a limit of 1000 words.

**What grade of honorary clinical contract would you expect to be put on?** Select SP Registrar or Consultant.

Provide your **GMC reference number**.

## Support from host institution

**Head of department's statement:** The statement from your Head of Department should demonstrate a strong commitment from the institution to the fellowship and to the future career of the applicant. For example:

- A financial contribution towards the fellow's salary costs, equipment, expenses or animal costs
- provision of 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. Please provide details of the host institution's process for assessment and confirmation of appointment to a tenured track position.

This section has a limit of 400 words.

## Impact of COVID-19 and other breaks

**Delay statement:** This is an opportunity for you to inform reviewers and panel members of the impact of the COVID-19 pandemic, periods of parental or long-term sick leave, caring responsibilities, part-time work, secondments, volunteering or time spent in clinical training or different sectors to you:

- Research
- Publications
- Funding
- Research time



- Institutional support

In your statement please avoid:

1. naming any third-party individuals,
2. identifying the relationship with any third parties,
3. otherwise including anything which might identify the third party.

We encourage you to use phrases such as 'a close relative had COVID-19 and required significant support in order to recover' or 'I had to carry out caring responsibilities in addition to my research and admin workload, which had an impact on the amount of time I could dedicate to my research'.

This section has a limit of 500 words.

## Other roles in the application

### PhD student

If a PhD student is being requested as part of a Fellowship application, you are required to provide details for an independent PhD project proposal and training plan for the studentship which complements the fellowship project proposal.

### PhD co-supervisors

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

### Collaborators

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 a detailed description of the collaboration.

### Award administrators

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

### Mentors

It is not obligatory for a fellowship applicant to include mentors in their application; however, we strongly encourage our fellows to have mentors as we believe they are very beneficial for career development. Information on your proposed mentors should be uploaded as an attachment to your application in the attachments section of the online form.

## Finance and costs

[Click here for full details on costing your Fellowship](#)

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

### 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
  - Other Directly Allocated: 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:**

- The Fellow's salary plus a PhD student, research technician or assistant (further details below)
- Animals
- Other research expenses including equipment
- 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
- 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.

### **Ineligible costs within an application:**

- Costs relating to staff recruitment and relocation costs
- Personal licence fees and home office licence
- Good clinical practice (GCP) training
- Funding to provide maintenance of equipment
- Office stationery costs unless required for the project and justified accordingly
- Indemnity insurance
- Apprenticeship levy
- 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 award holder.

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

Applications that propose research conducted with human participants 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. Please see information below from the National Institute for Health Research regarding the online Schedule of Events Cost Attribution Template (SoECAT):

Please be aware that if your planned project includes the recruitment of participants, your application should be accompanied with the Funder Export from the online SoECAT, obtainable via the NIHR [Central Portfolio Management System \(CPMS\)](#).

To create a SoECAT, you will need to create an account in CPMS. After creating the account, you will need to login to CPMS to activate this account. If any assistance is required in creating the account, please refer to our [user guide](#). Once your account has been created and is active, you can proceed.

Guidance for the completion of the SoECAT by the applicant is present in the online tool to assist at each page and stage of the application process and further details can be found on the [Online SoECAT Guidance page](#).

There is also an [Online SoECAT Guidance Module](#) which includes video tutorials and linked resources (an NIHR Learn account is required to access and enrol onto the module) and a helpful [Study Representative - Online SoECAT Top Tips](#) infographic.

Please note that completion of the **SoECAT may not be necessary** when applying for funding to support: overarching programmes with no specific research study protocol; infrastructure; fellowships; anything where the grant is to be used for direct employment of a member of staff or purchase of an asset; and data or diagnostic reviews where recruitment data is not collected. Such applications should be submitted with supporting documentation to explain why a SoECAT was not submitted in this instance.

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

For scientists, 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.
2. 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 be 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.

(iv) 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% (last reviewed in 2023).

(v) If the Fellow is promoted to a higher pay scale/grade during the fellowship, it is the responsibility of the host institution to pay the difference. Versus Arthritis is unable to supplement salary increases or alter the project's equipment and consumable expenses to increase the Fellow's salary other than the salary agreed in the original application.

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

### For fellowship project costs:

**Animals:** Add an entry for each group of animals.

- 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:** Please do not include all running costs as one entry/item. Running costs should be broken down into suitable categories, providing full justification so that sufficient information is provided for review.

**Equipment:** Add an entry for each item of equipment. Fully justified items of equipment of up to £30,000 can be requested, requests for items of equipment included in applications with a cost greater than £5,000 must be supported by an estimate.

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

### For PhD finances:

PhD studentships can be up to 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	Stipend 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.

## To input 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. 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](mailto:awards@versusarthritis.org)
4. The total after FTE will be calculated automatically.

**Animals & expenses:** The total project expenses including animal costs should equal the following values exactly for the PhD 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:** You must 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, estimates from your finance office must be used. We will not provide supplements at a later date to cover any change in fees.

## 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.

## Attachments

Only text can be added to the fields of the online application form. Where additional files are required, they can be uploaded in this section.

The maximum size per attachment is 10MB.

The following documents should be included as attachments where relevant:

- Resubmission cover letter (maximum 1 page of A4)
- SoECAT Funder Export
- Letter from Mentor (maximum 1 page of A4).

You do not need to provide the following documents in your application but you may be asked by the Versus Arthritis office to provide them at the point of award:

- Ethical approval
- Animal licence(s)
- Salary scales
- Letters of support from collaborators
- Quotes for pieces of equipment over £5,000 in value.

## 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. Select up to 3 relevant disease classifications from the list.

## UKCRC HRCS

We subscribe to the use of the UK Clinical Research Collaboration's Health Research Classification System, more information and guidance can be found at [hrcsonline.net](http://hrcsonline.net)

- Please select up to 5 of the UKCRC Health category classifications that you feel best fits your proposal from the list.
- Please select up to 5 of the UKCRC Research activities classifications that you feel best fits your proposal from the list.

## Suggested reviewers

Here you may add names of potential reviewers (not connected with you or your proposal) or any reviewers that you do not wish to be approached. Please note, these will be treated confidentially.

## Validation summary

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.

**Please note:**

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. After submission**

Receipt of your application will be acknowledged by email.

If you are experiencing difficulties submitting your application, please contact us on [awards@versusarthritis.org](mailto:awards@versusarthritis.org) or 0300 7900 403. We advise you to submit your application well in time before the deadline so that we have sufficient time to help you.