

Cambridge Biomedical Research Centre

**Nursing Midwifery and Allied Professions Pre-Application Support Fund
Guidance Notes**

1. Who is the award for?

This NMAP pre-application support fund aims to provide extra support to those who need it to enhance their chances of making a successful application to an NIHR career development scheme in the future.

You will be required to explain why additional support is required to submit an application for NIHR career development funding and outline how the support requested will enable you to submit a competitive application.

The particular scheme is open to NMAP researchers who meet the eligibility criteria for the scheme, including all career stages supported by NIHR funding.

2. Award length

Funding can be requested until the 31st of March 2025 to develop an application for an NIHR career development scheme. Any support requested, including a contribution towards salary costs, should be completed during this time period. We would anticipate the average award to be between £10k-£20k.

3. Eligibility criteria

- You will need to explain what additional support you need to prepare an application for NIHR career development funding.
- Your proposed host must be an HEI or NHS body.
- Your proposed application for an eligible NIHR career development scheme should be within NIHR remit for Personal Awards. Eligible NIHR career development schemes are outlined below.
- You will need to meet, or expect to meet at the time of application, the eligibility criteria for the NIHR career development scheme you would use the fund to apply for. If applying for a post-doctoral level award, you must hold a relevant PhD or have submitted your thesis for examination before your Pre-Application Support Fund start date.
- The Pre-Application Support Fund may not be held alongside another NIHR career development award.

Eligible NIHR Career Development Schemes:

You can use the fund to prepare a future application for one of the following NIHR career development schemes. Please note, the Pre-Application Support Fund should not be used as bridging funding between the submission of your application and the start of an award for NIHR Career Development Funding.

The schemes that are highlighted with a * already include support to prepare a further application for funding, and therefore you will need to provide a clear justification to explain why you aren't applying directly to those schemes:

NIHR Fellowship Programme

- *Pre-Doctoral Fellowship
- Doctoral Fellowship
- *Development & Skills Enhancement (DSE) award
- Advanced Fellowship
- Efficacy and Mechanism Evaluation (EME) and Advanced Fellowship (EME-AF)
- Population Health Career Scientist Award (PHCSA)
- Research Professorship

NIHR Global Health

Global Research Professorship

NIHR Integrated Pathways Programmes

- *Pre-doctoral Clinical and Practitioner Academic Fellowship (PCAF)
- Doctoral Clinical and Practitioner Academic Fellowship (DCAF)
- Advanced Clinical and Practitioner Academic Fellowship (ACAF)
- *In-Practice Fellowship
- *Senior Clinical and Practitioner Research Award

If you are currently applying to another NIHR Career Development Scheme alongside the Pre-Application Support Fund, please state this within your application.

Host and Partner Organisations

All applications must propose a Host Organisation that will be the contractor if the award is funded.

Please note: If the proposed Host Organisation is not an HEI, a partner HEI must be named as a partner Organisation.

The decision on where to host a personal award and the subsequent employer for the duration of the award is down to the applicant in discussion with their supervisors, line managers and mentors. The decision should be made based on what is best for the applicant, their career development and the research and training they are proposing to undertake.

4. Scope of funding

We recognise the need to adopt a flexible approach to meet your requirements. Funding can be requested until March 31st 2025, with flexibility within that period for when funding is required. For example, you might want to protect one day every two weeks over the award period to prepare an application. It's up to you, your line manager and 'Host Organisation' (where you will be based) to agree the best fit for everyone and time required to prepare the application for NIHR career development funding.

All costs requested should be specific to preparing your future application for an NIHR career development scheme. A full justification for how requested costs will enable this should be provided.

Full Economic Costings (FEC) will not be covered by this award. Funding will be provided at 100%. Overheads are not an eligible cost for the Pre-Application Support Fund award.

Funding may be requested under the following headings for the scheme. This is expected to be targeted to the requirements of you as an individual applicant and the specific NIHR career development scheme you will be preparing an application to.

Salary costs

A contribution to the salary of the applicant to buy out the necessary time to prepare and submit a competitive application for an NIHR career development scheme. Please clearly state the length of time and whole time equivalent (WTE) that will be used to prepare an application.

Training and development

Training and development costs up to £1000 may be requested, providing access to necessary training resources that will benefit the planned application. This includes travel and subsistence related to training and development.

Mentorship/Supervisory or Patient and Public Involvement (PPI) costs to prepare an application can also be requested. For example, this could include contribution to supervisory support to provide expertise on the planned application or further costs associated with gaining necessary mentor/supervisory support.

Other costs

We understand there may be additional support required to submit an application that extends beyond the categories outlined in the cost headings above. Where this is the case, costs can be requested in this section.

As an example, this could include support towards additional care costs (for you or any direct dependents) to provide time and opportunity to submit an application for NIHR career development funding.

Support can be requested for caring responsibilities beyond your usual care costs normally incurred that arise as a result of activities undertaken during the award. This may include for attendance at conferences or training courses that are directly related to the project. You cannot claim childcare costs associated with your normal working patterns.

You might also document in this section costs relating to additional support required to remove barriers you would otherwise face as the result of a disability or health condition, in your preparation of an application for NIHR career development funding.

A full justification will be required for requested costs. Please see the Detailed Budget section of the guidance notes for further information.

Previous examples of other costs that have been requested include:

- Additional support for applicants with a disability to enable attendance at training courses or events related to their planned application.
- Assistive software packages for applicants who are neurodivergent.
- Costs relating to caring responsibilities beyond usual care costs for activities undertaken through the award.

Please note, overheads and publication costs are not eligible costs for the Pre-Application Support Fund award.

5. Assessment criteria

Applications to the Cambridge BRC NIHR Pre-Application Support Fund scheme will be assessed on the following criteria:

- A clear explanation as to why additional support is required to submit an application and why now is the right time for this support.
- A clearly articulated plan for how the funds will be used to enhance an application for an NIHR career development scheme.
- The likelihood that the requested support will enable the applicant to prepare a competitive application for NIHR career development funding and that this will further develop their career in research within the NIHR's remit.

- Appropriateness of the proposed support and mentorship and the provision of a strong research environment (and a strong practitioner academic environment).

Following this, applications are reviewed by the Selection Committee in advance of a funding recommendation meeting at which the committee discuss the applications and recommend funding to the Cambridge BRC Capacity team.

9. Application deadlines and competition timetable

Your application must have been submitted by the 20th of November, to the following address: patojomcpeake@thisinstitute.cam.ac.uk

Timetable

Competition opens for applications: 5th of November 2024.

Closing date for submission of online applications: 20th of November 2024 by midnight.

Selection Committee Funding Recommendation Meeting: November 2024.

Awards start on 1st of month: 1 December 2024 – 31st of March 2025

Completing and submitting the form

The applicant will need to complete all of the sections of the form and enter under the 'Participants and Signatories' section the names and contact details of participants and signatories (see below). Please note that you will need to read and be aware of the roles of participants and signatories as described in these guidance notes.

Required Participants (if applicable)

- Research Support: Individual(s) providing research support (e.g. mentorship or supervisory support) must confirm that they have read the application and the guidance notes and are willing to support your application for NIHR career development funding and agree to abide by the conditions under which an award may be granted.
- Host Organisation Administrative Authority or Finance Officer: The Administrative Authority or Finance Officer for the employing host must confirm that they will ensure the accuracy of the financial details of the application and that the host organisation is prepared to host and administer the award, at the stated costs, if made.
- Head of Department or Senior Manager: You will be required to include the Head of Department from your host organisation. The Head of Department from the host organisation (in which this award will be based) must confirm that they support this application and that, if funded, the research and training

will be supported and administered in the named organisation and that the applicant for whom they are responsible will undertake this work.

CV and letter of support

As well as the application, a letter of support from the individual providing research support should be included, alongside a 2-page CV of the candidate applying for the award.

Submission

Please submit the 3 documents required for submission (application form, CV and letter of support) to the following address: patojomcpeake@thisinstitute.cam.ac.uk