**NIHR Imperial Biomedical Research Centre Pre-application Funding Application form 2024/25**

**Guidelines**

**Please email this submission as an attachment to Mekala Gunaratnam by emailing m.gunaratnam@imperial.ac.uk by 12.00 (midday) on Monday 30th June 2025. You can apply for a maximum of 3 months 1WTE salary and if sufficiently justified, costs related to patient and public involvement and engagement (PPIE).**

The key aim of the scheme is to provide support to staff employed by Imperial College Healthcare NHS Trust or Imperial College to enable them to prepare an application for National Institute for Health and Care Research (NIHR) career development funding. This NIHR Imperial BRC scheme is specifically for nurses, midwives, allied health professionals, healthcare scientists, pharmacists and registered pharmacy technicians, psychologists or clinical research practitioners who are accredited by the AHCS. Successful awardees will be seconded from their job role to undertake the award, which can be taken full time or part time. Funds should be spent before the new financial year commences (1st April 2026) and so secondments/backfill need to be arranged as quickly as possible, with a preferred start date of October 1st. This therefore requires the support of the manager who holds the budget for your post. If you are successful, they will receive funds to cover your salary in full for the period you hold the award, to enable backfill. Please talk to your clinical academic lead (see below) if you or your manager need to discuss timescales.

The aim of this application process is to award BRC funding to staff who need focussed time to write a successful application for NIHR career development funding. Therefore, the expected outcome of this award is that you will apply for an NIHR fellowship within the next 12 months. Priority will be given to those planning to apply for a fellowship at Doctoral (PhD) level or above, but you can apply for funding to prepare a pre-doctoral application provided you give sufficient justification and already show commitment to a clinical academic research career. You can only apply for this support fund award if you are eligible for the proposed NIHR fellowship, so please check that this is the case before you apply.

If you have any questions about your eligibility or anything else about this pre application award, please email Gemma Clunie (for AHPs, healthcare scientists and psychologists), Mary Wells (for nurses, midwives, CRPs) and Bryony Dean Franklin (for pharmacy staff) – [gemmaclunie@nhs.net](mailto:gemmaclunie@nhs.net) or [mary.wells5@nhs.net](mailto:mary.wells5@nhs.net) or [bryony.franklin@nhs.net](mailto:bryony.franklin@nhs.net)

**Am I eligible?**

Before beginning an application, please make sure you have read and understood the eligibility requirements below.

We understand that you may have complicated contractual arrangements, and we won’t have covered all  
scenarios below. If in doubt, please [email Mekala Gunaratnam](mailto:cato@imperial.ac.uk) (m.gunaratnam@imperial.ac.uk) describing your circumstances and we can assess your eligibility before you complete the application form.

1. You must hold an NHS employment contract with Imperial College Healthcare NHS Trust (ICHT) or Imperial College London (ICL), noting that you currently deliver services to, and plan to undertake your proposed research project for the benefit of ICHT patients and/or its surrounding communities. You must be employed by ICHT or ICL at the point of applying and throughout the fellowship’s duration.

If you’re employed by another NHS Trust but your Trust has a Service Level Agreement with ICHT, and you spend at least 80% of your work time at one of the ICHT hospitals and/or directly care for ICHT patients, [please contact us](mailto:cato@imperial.ac.uk) before you apply, describing your current employment situation.

1. You must be resident and have a legal right to work in the UK for the duration of this award, and for the duration of the award you are seeking. Therefore, if this award is to support you to write an application for an NIHR PhD fellowship, this award is only for applicants who are eligible to pay home PhD fees at the time of application for the fellowship.
2. If you do not take up this award, it is important that you tell us in a timely way so we can re-advertise the funding quickly. This is because the award must be completed within the timeframe of the BRC’s funding window.

If you are applying for this funding to write an application for a PhD fellowship, you must fulfil the requirements to undertake the PhD from the institution to which you will register. For example, see [Accepted qualifications | Study | Imperial College London](https://www.imperial.ac.uk/study/apply/postgraduate-doctoral/entry-requirements/accepted-qualifications/); generally the requirement is a degree in a related subject area (2:1 or above).

The funding will not be released until your manager can guarantee that your research time will be protected and/or appropriate arrangements to backfill your post have been made.

**Costs**

The following NIHR restrictions will apply to the use of these funds:

No equipment

No expenditure related to animal research or other work which is not patient- or people-focused translational clinical research in the NHS.

No work requiring HRA/ethical review, or the relevant internal capacity and capability assessment.

No expenditure on University infrastructure, estates, or indirect costs.

No expenditure on activities outside the NIHR Imperial BRC (which could otherwise be provided by the NIHR Imperial BRC), including infrastructure and support costs of related research supported by other funding bodies.

No training costs will be awarded – please note that you may be able to apply for training funds through a CATO bursary if you need them.

Dissemination costs which will support your future application maybe supported

Pay and PPIE costs will be funded.

**Application timeline**

* Applications open on **Monday 19th May 2025**
* Applications close **at noon on Monday 30th June 2025**
* Notification of funding outcome will have occurred as soon as possible after the submission deadline. The applicant will not be interviewed; therefore, the application will be assessed from the application form alone.

**Together with this completed form, please also attach:**

1. A short CV which provides a list of qualifications, research skills and experience, any publications and funding.
2. Email from manager agreeing to support release from post for the duration of the fellowship.
3. Costings table from the finance team providing details of your relevant salary costs and PPIE activities – please contact Shantao McQueen-Ryan [shantao.mcqueen-ryan@nhs.net](mailto:shantao.mcqueen-ryan@nhs.net) for this information. Please note that you need to calculate your PPIE costs yourself based on NIHR guidance <https://www.nihr.ac.uk/payment-guidance-researchers-and-professionals>

Please keep to the word count but you can expand sections of this form as needed to accommodate your text.

Good luck and we look forward to receiving your application.

**Section 1 - Your details**

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**1. Applicant details:** (name, address, telephone number and email)

Name:

Address:

Mobile:

Email:

Staff ID number:

*NB We are collecting your staff ID number to monitor EDI across the NIHR Imperial BRC.  The data collected will be anonymised and will conform to GDPR guidance.*

**2a. Do you currently hold a NHS employment contract? Yes / No** (please delete as applicable)

**2b. What is the nature of your NHS contract?**

(e.g. permanent, fixed term; full-time, part-time [please state your current WTE], honorary)

**2c**. **If you are not employed by Imperial College Healthcare NHS Trust, please state your employer and explain why you are eligible to apply.**

**3a. Are you a UK resident, and do you have the legal right to work in the UK?**

**3b. If you have a work visa that can support this seconded activity; when does it expire?**

**3c. If you are applying for this funding to write an application for a PhD fellowship, please confirm you are eligible to pay home PhD fees at Imperial College London or whichever University you plan to undertake your higher degree in:**

**4. What is your full job title AND band?**

**5. What is your professional background? Please underline as appropriate.**

Nurse

Midwife

AHP (please describe)

Healthcare Scientist (please describe)

Pharmacist

Psychologist

Clinical Research Practitioner accredited with AHCS

**6. Please provide your directorate and division below**

|  |  |
| --- | --- |
| Directorate | Division |
|  |  |

# **Section 2 – Planned application for an NIHR fellowship or grant**

This section asks for more details about your planned application for NIHR funding after this support award. It should outline your planned project proposal for the future award and show how well prepared you are to apply for this.

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**7. To which fellowship scheme will you be applying for after this pre-application support award? (i.e. name of scheme)**

**8. When will you apply for the fellowship (i.e. which deadline)?**

**9. Additional support provided by the Pre-application support fund (max 800 words)**

Please outline how this pre-application support time will be used to prepare your NIHR career development award application.

Please provide a clear plan and trajectory from the start of this award through to the submission of your application for the NIHR fellowship. This will enable the committee to determine if the application for your future award is feasible to deliver, and whether the application can be written during this award period.

Use this section to outline the following points:

- where you are now in terms of readiness to apply for a career development scheme award

- how the support requested will enable you to submit a competitive application for an NIHR scheme, including any PPI if required

- outline of your proposed project for the next award

**10. Provide details of your research supervisor(s) and or collaborator(s)**

Include name, title, organisation and email address with brief description of their suitability /relevance to your proposed research.

**11. If you are planning to apply for a pre-doctoral or doctoral award, please confirm that you have spoken with the above proposed supervisor about this application**

Yes / No / N/A

# **Section 3 - Fit with NIHR Imperial BRC research themes**

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**12. Which BRC theme will this project best fit? Please underline as appropriate:**

* Bioengineering
* Brain Sciences
* Cardiovascular
* Digestive Diseases
* Digital Health
* Immunology
* Infection & AMR
* Metabolic and Endocrine
* Molecular Phenomics
* Multiple Long-Term Conditions
* Pregnancy and Prematurity
* Respiratory
* Social Genetic & Environmental Determinants of Health
* Surgery and Cancer

# **Section 4 - Fellowship costs and justification**

**It is important that you cost your Fellowship properly.**

**Please follow the ICHT Standard Operating Procedure for Non-commercial Grants and Fellowships, available on the** [Intranet](https://intranet.imperial.nhs.uk/Interact/Pages/Content/Document.aspx?id=7849&SearchId=18554459&utm_source=interact&utm_medium=quick_search&utm_term=SOP+for+non-commercial)

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**13. What are your pre application award costs? Please provide salary table for dates as provided by R&D costings, plus any PPI costs explained.**

**14. Please state whether you will take this award full time or part time and what whole time equivalent you propose.**

**15. What is the total cost of this award?**

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# **Section 5 - Application support and declarations**

It's important that you allow sufficient time to secure signatures for the Signatures of approval form.

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1. **Signatures of Approval**

## Signatures can be wet or electronic

* Signatures are required from:
  + you
  + your ICHT manager who has responsibility for the salary budget – the manager must read the full application and have agreed to support the secondment of the applicant to complete the award within the timeframe stated. The manager concerned must have authority over the salary budget of the applicant.

**Applicant**

**Name:**

**Date:**

**Signature:**

**Manager with authority over salary budget for applicant**

**Please explain briefly how the funding will be used to ensure that the applicant is released from their usual duties for the duration of the fellowship? (max 100 words):**

**Name:**

**Date:**

**Signature:**

1. **Online declaration**

By checking this box, you confirm that you have taken all reasonable steps to ensure that all details provided are correct.

Confirmation