

Joint British Geriatrics Society / Dunhill Medical Trust Doctoral Training Fellowship

Guidelines for applicants 2022



BGS

British Geriatrics Society
Improving healthcare
for older people

TABLE OF CONTENTS

1. The opportunity 3

2. Eligibility criteria 4

 2.1 Who can apply? 4

 2.2 Research topics 4

 2.3 Period of support 4

 2.4 Eligible costs 4

3. Application process and timeline..... 7

4. Online applications 8

 4.1 Overview 8

 4.2 The Panel..... 9

 4.3 Assessment criteria 9

 4.4 Checklist 10

5. Support and further information 11

 5.1 Support documents..... 11

 5.2 External guidance..... 11

 5.3 Contact information 11

1. THE OPPORTUNITY

The Dunhill Medical Trust (DMT) has partnered with the [British Geriatrics Society](#) (BGS) to co-fund one Doctoral Training Fellowship to support front-line healthcare professionals with an interest in developing a research career.

Applicants can apply for up to £300,000. We acknowledge that this amount of funding may not be sufficient for some applicants, and therefore welcome applications that can be part funded by the host institution either financially¹ or in-kind through the provision of services, facilities and/or tuition fee waiver. The award will be expected to cover:

- an individual's salary (at the appropriate grade on the relevant pay scale), plus on-costs
- tuition fees for a PhD
- an additional amount to cover consumables, travel costs to present their work etc.

Full details on eligible costs are included in [Section 2.4](#).

¹ This may be from internal university funds and/or funding from industry, other trusts, foundations and/or charities etc.

2. ELIGIBILITY CRITERIA

2.1 WHO CAN APPLY?

The scheme is open to front-line healthcare professionals working with older people – including doctors, nurses and allied health professionals.

You must be a member of the British Geriatrics Society² for the lifetime of the grant and meet the requirements for a programme of PhD study at a UK-based University.

In addition, you are required to have at least one prospective supervisor who will need to be invited to contribute to your application (more details on this are provided in [Section 4.1](#)).

2.2 RESEARCH TOPICS

The focus of your proposed research must be aligned to understanding and treating age-related diseases and frailty, with an emphasis on projects that address one or more of the following priority research themes in the [Dunhill Medical Trust's 2020-25 strategic framework](#). We will also accept projects related to COVID-19. **We are particularly interested in research with the potential to improve the health and social care of older people within 5 years of the end of the grant.**

Please note that projects with a specific focus on cancer will not be eligible for funding.

2.3 PERIOD OF SUPPORT

The Fellowship is intended to be flexible and may be undertaken on either a full-time or part-time basis. Full-time Fellowships will be awarded for a maximum period of 3 years, whereas part-time Fellowships can be awarded for a maximum of up to 6 years.

If you are applying for a part-time Fellowship, you will need to include your salary costs on a pro-rata basis accordingly (more details on completing your budget are provided in [Section 2.4](#) below).

2.4 ELIGIBLE COSTS

In your application, you will be expected to provide detailed budgetary information on the costs you are requesting, phased quarterly (i.e. every three months).

The budget table within your application should be completed by the relevant Administrative/Finance Manager from your host institution (this individual can be invited to contribute to your application in the Grants Management Portal, and more information on this is provided in [Section 4.1](#) and in [our "how to" guide](#)). Please do not include any part or in-kind contributions from other sources in this budget table (you will be given the opportunity to detail these, if applicable, in a separate question).

Please note that host universities receive a contribution to overheads via the [Charities Research Support Fund](#). More information regarding the [Charities element of the Quality-Related \("QR"\) funding](#) can be found in the 'What costs will you cover?' question in our Funding FAQs on the ['Apply for funding' page](#) on our website. Apart from any specific cases listed, we will not meet overhead costs (typically those identified by Research Councils as Directly Allocated Costs, Indirect Costs and Estates Costs) for research institutions.

² For membership queries please contact the British Geriatrics Society at membership@bgs.org.uk

The following information outlines the budget table headings and what you can and cannot apply for. For further information on completing your budget within the application form, please read our [“how to” guide for using the Grants Management Portal](#).

STAFF COSTS

- **Basic salary**
Please include your basic salary costs / stipend (at the appropriate grade on the relevant pay scale) under this budget heading.
- **National insurance and pension**
- **Local allowance**
This includes London weighting, or other location allowances.
- **Career development / support costs**
Career development / support costs will be met when there is clearly defined explanation of how they will contribute to your career development in age-related fields during and beyond the lifetime of the proposed research. Examples of career development costs include mentoring and training (so costs related to your training programme should be included under this heading). We would also expect these costs to relate to the answers provided in the relevant sections of the application form.
- Please note that we will **not** contribute towards the Apprenticeship levy.

PATIENT, CARER AND PUBLIC INVOLVEMENT

We will meet justified payments for patient, carer and public involvement (PPI). Please ensure that you have read the NIHR guidance resources on the [“Payment guidance for researchers and professionals”](#) page. In addition, ensure that you have considered the [“UK Standards for Public Involvement in Research”](#). We would also expect these costs to relate to the answers provided in the relevant parts of the application form.

RUNNING EXPENSES

- **Animal costs** (if any)
This can include the costs of attaining appropriate licences.
- **Clinical trials**
A detailed justification for each cost will need to be provided. With regards to Clinical Trial Unit (CTU) staff, we may provide a reasonable contribution towards CTU staff participating in the research, providing appropriate justification is given when requested. Please read our funding FAQs on the [“Apply for funding”](#) page on our website for more information on research involving a Clinical Trials Unit.
- **Consumables and other project specific running costs**
The cost of materials and consumables required to carry out the proposed research will be met but should be justified, with special regard to those categories of overhead costs which the Trust will not meet. Estimated figures for consumables / materials are not acceptable and must be itemised.
- **Data storage / archive**
Data storage, archiving and management costs may be met, on condition that they are reasonable and proportionate in the context of the study.
- **Participant costs / expenses / incentives**
- **Steering group / meeting costs**
- **Transcription costs**
- **Travel and subsistence**
Travel and subsistence costs for yourself, supervisors and other members of the team assigned to the study, where required by the nature of the work, will normally be met and should be based on the most suitable and economical form of travel.

EQUIPMENT (INCLUDING COMPUTER COSTS)

Requests for study-specific items of equipment costing up to £10k may be met but should be fully justified. For requests between £10k and £100k, we will expect a detailed case to be provided and at least a 50% contribution towards the total cost of the equipment from the host institution and/or other funders. Suppliers' quotations will also be required.

We would normally expect the involved organisations to provide access to major equipment, but where specific circumstances require either substantial usage or the purchase of a major item of equipment specifically for the study, a detailed case should be provided, with the University contributing at least 50% of the costs.

Computers and other IT equipment dedicated to the study may be met, on condition that full justification is provided and items are under £1,000.

OUTPUTS, OUTCOMES AND IMPACT

- **Impact-related costs**

We will meet costs for yourself and, if applicable, other team members to attend conferences as a speaker and/or to present posters etc. to disseminate the findings of the grant. Costs for other dissemination and impact-related activities related to the research may be applied for, provided that full justification is given. We would also expect these costs to relate to the answers provided in the relevant sections of the application form. We will not meet costs for attending an academic conference as a delegate only.

- **Monitoring & evaluation costs**

- **Open access / open data costs**

These may be included in applications but should be fully justified and comply with the Dunhill Medical Trust's [open access policy](#).

OTHER COSTS

Please include the costs of your PhD tuition fees under this budget heading. Please note that the Trust will only pay tuition fees at the same rate as home students, meaning your host organisation will be required to waive the higher international fee rate, if applicable.

3. APPLICATION PROCESS AND TIMELINE

The application process will consist of three stages:

1. An online application
2. Peer review and panel review and, if shortlisted
3. An interview

The application process for this call will follow the timetable below:

Activity	Date
Call for applications open	4 th February 2022
Deadline for applications	8 th April 2022 (5pm)
Peer review and Panel review / shortlisting of applications	April – September 2022
Notification of outcome of your application and, if shortlisted, invitation to attend an interview	16 th September 2022 (at the latest)
Deadline for interview presentation to be emailed to the Trust, if shortlisted	26 th September 2022 (5pm)
Interviews held by our Panel <ul style="list-style-type: none"> • Please do ensure that you are available on this day, as unfortunately there will be little flexibility with this date and time. • Given the current circumstances, this interview will either take place in London or via Zoom. 	27 th September 2022 (12 – 5pm)
Ratification of the Panel's recommendation as to which applicant should be funded	11 th October 2022
Shortlisted applicants notified of the outcome of their interview	Mid-November 2022 (at the latest)
Formal announcement of the Fellowship at the BGS Autumn or Spring Meeting, depending on any award conditions that need to be met prior <ul style="list-style-type: none"> • Please note that the successful Fellow is expected to attend the relevant meeting and present a short summary of their planned research. • Specific dates for the presentation will be confirmed in due course. 	16-18 th November 2022 or 17-19 th May 2023

Every effort has been made to provide enough time for the various stages of the process while avoiding public/school holidays, but some clashes will unfortunately be unavoidable, particularly during these uncertain times.

4. ONLINE APPLICATIONS

4.1 OVERVIEW

Online applications will open on Friday 4th February 2022 and close at 5pm on Friday 8th April 2022.

BEFORE STARTING AN APPLICATION

Please ensure that you have completed our eligibility questionnaire and read our funding FAQs, both of which can be found on the “[Apply for funding](#)” page of our website. You should also read our [Terms and Conditions](#).

You should also be aware that we will ask you to provide an ORCID iD when completing your application form. Any prospective applicants without an ORCID iD can [register for one](#). We use the information included in your ORCID profile to help auto-populate the “About you” section of the application form. [ORCID has published a range of help and support](#) for researchers on registering for their iD and managing their ORCID profile.

THE APPLICATION FORM

Applications need to be submitted via our [online Grants Management Portal](#). Please follow [this link for a separate “how to” document](#) with details on registering for an account and using the portal.

You can download [a blank PDF version of the application form](#) from our website. Please note, however, that this is only provided to help you plan your application – only submissions made via the Grants Management Portal before the deadline will be accepted.

Whilst you, as the lead applicant, are responsible for submitting the application form, other people (referred to on the portal as “Participants”) can also be invited to contribute to the form. Please see the table below for more information on who can/needs to be involved at this stage of the application process:

Required	Optional
<p>Principal Supervisor:</p> <p>You must invite your Principal Supervisor to contribute to the “Your Principal Supervisor” section of the application form.</p> <p>Administrative / Finance Manager:</p> <p>An appropriate Administrative / Finance Manager must be invited to complete a declaration on behalf of your host institution (the lead institution). This individual may also contribute to the financial details section of the form, if required.</p> <p>Head of Department:</p> <p>You must invite your Head of Department to complete a declaration on behalf of your host department.</p> <p>Please note:</p> <p>The application cannot be submitted until all required external participants have completed their contributions.</p>	<p>Additional supervisors:</p> <p>You may, if you wish, invite up to two additional supervisors to contribute to the “Your Co-Supervisor” sections of the application form.</p> <p>Please note:</p> <p>Once any optional participants have been invited, it will not be possible to submit the form until they have completed their contribution or you have indicated on the portal that they are no longer required to contribute.</p>

Detailed information on inviting external participants, and contributing to an application as an external participant, is provided in our [“how to” guide for using the Grants Management Portal](#).

4.2 THE PANEL

The shortlisting and interview Panel will consist of the following members:

- Adeela Usman (University of Nottingham and Joint BGS / DMT Doctoral Training Fellow)
- Professor Andrew Clegg (University of Leeds and DMT Research Grants Committee member)
- Professor Carmel Hughes (Queen’s University Belfast and DMT Trustee and Research Grants Committee member)
- Dr Emily Henderson (University of Bristol, Vice President for Academic Affairs at the BGS and DMT grant holder)

The shortlisting meeting and interviews will be chaired by Sarah Mistry (Chief Executive of the BGS) and observed by staff from the DMT.

Peer review, Panel review / shortlisting and Panel interviews will take place on the dates specified in [Section 3](#).

4.3 ASSESSMENT CRITERIA

Once submitted, application forms will be reviewed by peer reviewers, and reviewed / shortlisted by the Panel based on the following criteria:

- The applicant is eminently qualified, has clearly demonstrated how this Fellowship contributes to their future aspirations, and has played a key role in the development of the proposed work.
- The proposed work is novel and addresses important scientific questions.
- The proposed work is of high academic quality and will make a significant contribution to knowledge in the field.
- The proposed methodology is sound, potential risks/dependencies have been addressed, and the project sets out clear and achievable objectives. There is also due consideration of patient, carer and public involvement (where appropriate).
- There is a credible, feasible and specific plan to achieve benefit beyond the academic community and improve the health and social care of older people within 5 years of the end of the grant.
- The proposal demonstrates a clear and genuine focus on career development and provides evidence of the quality and suitability of institutional support.

Shortlisted applicants will be invited to interview on the date specified in [Section 3](#) at the very latest. You will be required to give a 5–10-minute timed presentation on your project and future aspirations, as well as addressing any Panel feedback received from the shortlisting meeting. The presentation must be emailed to grants@dunhillmedical.org.uk no later than 5pm on 26th September 2022. After the presentation, there will then be questions from the Panel. In total, it is anticipated that the interview will be no longer than 1 hour.

FEEDBACK ON YOUR FULL APPLICATION

All applicants, whether successful at interview or unsuccessful at either the shortlisting or interview stage, will receive full peer reviewer and Panel feedback. We will also be providing information on the eventual success rate for the call at a later date.

4.4 CHECKLIST

Make sure you have completed all the relevant tasks on this list before submitting your application:

- Have you provided detailed and relevant answers to all of the questions in the application form?
- Has/have your Supervisor(s) read and understood the various guidelines to ensure that the application can be submitted by the deadline on the Grants Management Portal?
- Has an Administrative/Finance Manager from the lead organisation read the application and completed their declaration to ensure that the application can be submitted before the deadline on the Grants Management Portal?
- Has your Head of Department read the application and completed their declaration to ensure that the application can be submitted by the deadline on the Grants Management Portal?
- If you are not currently a member of the BGS, have you applied for membership and/or contacted membership@bgs.org.uk?

5. SUPPORT AND FURTHER INFORMATION

5.1 SUPPORT DOCUMENTS

- Visit our [“Apply for funding”](#) page to see our general funding FAQs, including what our Research Grants Committee would say a good application looks like.
- Read our [Terms and conditions for research grants](#).
- Read our [Open Access Policy](#).
- Read our [Intellectual property policy \(if relevant\)](#).
- Read our [Funders Action Plan](#) for the Concordat to Support the Career Development of Researchers.
- For guidance on navigating and using the Grants Management Portal, please see our [“how to” guide](#).
- For the template application form please [follow this link](#).

5.2 EXTERNAL GUIDANCE

- For information regarding Patient, Carer and Public Involvement (PPI) in research, please do visit the [National Institute for Health Research website for various PPI resources](#).
- For more information on including underserved groups in research, you might be interested in a website hosted by the [INCLUDE initiative from the National Institute for Health Research](#), which provides guidance for ensuring health research is inclusive, as well as instructions on how to register for a free online course run by INCLUDE.
- Applications that include NHS resources will need to adhere to the [Department of Health AcoRD guidance](#). Follow this [link](#) to view the AcoRD FAQs.
- For applications that include clinical research, you might consider visiting the [Clinical Research Network portfolio](#) for help and support.
- Feel free to read about [“Secrets on writing a winning grant”](#) in the academic journal Nature

5.3 CONTACT INFORMATION

If you have any queries regarding the call, including if you need any alternative accessible formats at any stage of the application process, please contact grants@dunhillmedical.org.uk. We will do our very best to assist you.

If you have any queries regarding becoming a member of the British Geriatrics Society, please contact membership@bgs.org.uk