The Dunhill Medical Trust Proleptic Post-doctoral Fellowship Scheme

Guidelines for Heads of Department/Centre or Institute Directors and applicants 2024

TABLE OF CONTENTS

If you require this document in any alternative accessible formats, please contact us at grants@dunhillmedical.org.uk. We will do our very best to assist you.

1. INTRODUCTION

1.1 OVERVIEW

As part of our 2020-25 strategic framework, we are committed to providing targeted support both to institutions which have demonstrated a long-term commitment to ageing-related research, but also to early career researchers, to ensure we continue to build and maintain research capacity in this important area. We are also signatories of the Concordat to Support the Career Development of Researchers, and following publication of our Concordat action plan, piloted a scheme of Proleptic Fellowships for post-doctoral researchers in a small group of institutions which had previously been recipients of our Multiple PhD Studentship awards. Following the success of the pilot in 2022/23, we are delighted to be opening the scheme up to all eligible research institutions nationally.

1.2 THE OPPORTUNITY

This scheme is targeted towards experienced post-doctoral researchers who are considered to be future leaders in ageing-related research. Funding has been made available to support at least two awards (of three to five years in duration full-time, and up to six to ten years part-time) **on a co-funded basis with the respective host institution(s)[1].** It is expected that funding from the Trust will taper over time so that, by the end of the Fellowship, host Departments/Centres/Institutes are fully funding the Fellow and have committed to providing them with a permanent academic position[1], subject to satisfactory performance.

Submitted proposals **must** fit our basic eligibility criteria (as outlined in our eligibility Q&A), and the work being undertaken **must** address one or more of our key strategic themes highlighted in Section 2.2. Full details of our eligibility criteria can be found in Section 2, including those related to eligible costs.

Please note that only one candidate per Department/Centre/Institute may be nominated to apply. Heads of Department/Centre or Institute Directors must contact the Trust's Grants Team to arrange an informal conversation before nominating a candidate.

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[1] For example, for a three-year Fellowship: Year 1: Trust funds 100%, Year 2: Trust funds 67%, Year 3: Trust funds 33%, Year 4: Institution funds 100%. For a five-year Fellowship: Year 1: Trust funds 100%, Year 2: Trust funds 80%, Year 3: Trust Funds 60%, Year 4: Trust funds 40%, Year 5: Trust funds 20%, Year 6: Institution funds 100%. It is expected that the tapering will apply to the Fellow's gross salary, and that the Departments/Centres/Institutes will also contribute to other aspects of the budget, such as running expenses, equipment and other costs.

2. ELIGIBILITY CRITERIA

2.1 WHO CAN APPLY?

This scheme is for post-doctoral researchers with three to ten years' post-doctoral research experience, who are currently without a permanent position, but have demonstrated excellence and a capacity for independent work and are considered future leaders in ageing-related research. When considering research experience and eligibility, we will take into account any career breaks, parental leave and/or the impacts of COVID-19.

Heads of Department/Centre or Institute Directors **must** contact the Grants Team to arrange an informal conversation to discuss this Fellowship opportunity. Following this conversation, it is expected that the Department/Centre/Institute will run an inclusive selection process and provide the Grants Team with the following information by way of email by **31st May 2024 (5pm) at the latest**:

- Name and contact details of the nominated candidate.
- Details of their post-doctoral research experience and current contract.
- Project abstract.

If eligible, the nominated candidate will be invited to apply for a Fellowship on our Grants Management Portal week commencing 3rd June 2024 (following the timeline outlined in Section 3).

Please note that only one candidate per Department/Centre/Institute may be nominated to apply and that Departments/Centres/Institutes that currently host a Dunhill Medical Trust Proleptic Post-doctoral Fellow are not eligible to nominate a further candidate.

The nominated candidate shall be the Principal Investigator/lead applicant and they **must** be based at a UK university or other eligible research organisation. However, the Head of Department/Centre or Institute Director, as well as an additional supporter, will be required to contribute to the writing of the application form (more details on this are provided in Section 4.1).

The nominated candidate is not required to have been previously funded by the Trust. Heads of Department/Centre or Institute Directors may also nominate a candidate who is currently based at another institution, however, if the application is successful, they will be required to relocate to the host Department/Centre/Institute. In addition, the nominated candidate should not have previously held or currently hold a permanent academic appointment at a UK university or eligible research organisation. Once awarded, Fellowships are not transferrable between institutions and cannot be transferred to another individual.

We welcome proposals with additional co-applicants, supporters and collaborators from within and beyond academia, including people with lived experience of issues relevant to the proposal. In addition, we encourage multidisciplinary research and, whilst studies should primarily focus on issues relevant to UK-based organisations and citizens, contributions from international collaborators are permitted where clearly justified.

Holders of this award are not precluded from applying for research funding from other sources during the course of their Fellowship, and indeed are encouraged to do so, where feasible, relevant and non-duplicative.

There are no nationality and age restrictions, but nominated candidates must have (or plan to obtain) permission to live and work in the UK. **The host institution is responsible for securing all necessary work permits for the Fellow**. If applicable, the Dunhill Medical Trust is an endorsed funder approved by UK Research and Innovation (UKRI) for the Global Talent visa (GTV) programme. For more information about applying to work in the UK as a researcher or academic leader under the GTV programme, please visit https://www.gov.uk/global-talent. We have also published a news item on our website highlighting the experience of one of our post-doctoral Fellows applying for a visa through this route.

2.2 RESEARCH TOPICS

The focus of the proposed research **must** address one or more of the following priority research themes outlined in our 2020-25 strategic framework:

- improve our understanding of the underlying mechanisms of ageing and age-related disease;
- target the social determinants of healthy life expectancy;
- improve quality of life for older people, in particular:
  - in developing and delivering suitable living environments;
  - addressing the issues of age-related vision, hearing and oral health;
- have the potential to prevent, delay or reduce future health and social care requirements, in particular, improve the ability to maintain functional independence for older adults.

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

All proposals, regardless of topic, should be aligned with the Trust's key principles for research as detailed on page nine of our 2020-25 strategic framework. In particular:

- Patient, carer and/or public involvement (PPI) should be considered in all aspects of the proposed study and its development.
- Equity, diversity and inclusion (EDI) should be considered in all aspects of the proposed study and its development.
- A commitment to capacity-building and researcher career-development in ageing-related research during and beyond the lifetime of the proposed Fellowship – in line with our action plan in support of the Concordat to Support the Career Development of Researchers – should be demonstrated, with practical examples.
- Where appropriate, proposals should demonstrate a multidisciplinary approach to the proposed research.

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 three to five years, whereas part-time Fellowships can be awarded for a maximum of up to six to ten years.

Typically, for full-time Fellowships we expect that any non-research activities be linked to the research and limited to 0.2 full-time equivalent (FTE) per year for the duration of the Fellowship. For part-time Fellowships, time allocated to non-research activities will be limited accordingly on a pro-rata basis. However, if there are any questions regarding this, please get in touch.

If the nominated candidate is applying for a part-time Fellowship, they will need to include their salary costs on a pro-rata basis accordingly (more details on completing the budget table are provided in Section 2.4 below).

2.4 ELIGIBLE COSTS

When applying, the nominated candidate will be expected to provide detailed budgetary information on the costs they are requesting specifically from the Trust, and those which are being provided by the host institution, phased annually in the first instance.

The budget table within the application should be completed by the relevant Administrative/Finance Manager from the host institution (this individual must be invited to contribute to the 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 (the nominated candidate will be given the opportunity to detail these, in a separate question).

The following information outlines the budget table headings and what **can and cannot** be applied for. For further information on completing the budget table within the application form, please read our "how to" guide for using the Grants Management Portal.

When completing the budget table, please ensure that realistic assumptions are made regarding inflation when applying a cost uplift for future years.

STAFF COSTS

- **Basic salary**
  Please only include basic salary costs (at the appropriate grade on the relevant pay scale) under this budget heading[2]. All amounts should include provision for relevant increases in pay grade/scale/spine point and inflation if necessary. For this scheme, costs may be requested

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[2] The Trust is a Living Wage Funder and we require all posts which are wholly or partially funded by us to be paid at least the real Living Wage, unless there are particular reasons for this not to happen. Please cost up any application for salaries at at least the real Living Wage. More information can be found on the Living Wage website. Please note that organisations do not need to be accredited Living Wage Employers to apply to us, but we do encourage organisations to consider whether this is a possibility for them.

for additional members of staff, however these must be appropriately justified, and detail provided regarding the additional staff member's role, supervision and career development/support.

- **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 a clearly defined explanation of how they will contribute above that which is provided by host institutions to the career development of the Fellow and any additional staff members. Examples of career development costs include mentoring and training. We would also expect these costs to relate to the answers provided in the relevant sections of the application form**.**

RUNNING EXPENSES

- **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 costs must be itemised.
- **Travel and subsistence**

  Travel and subsistence costs for the Fellow 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.
- **Other eligible costs**
    - Animal costs (if any) and this can include the costs of attaining appropriate licences.
    - Costs related to embedding Equity, Diversity and Inclusion (EDI) in the proposed work and approach.
    - Participant costs/expenses/incentives (if any).
    - Steering group/meeting costs.
    - Transcription costs (if any).
- **Clinical trials**

  A detailed justification for each cost will need to be provided. We may provide a reasonable contribution towards Clinical Trials Unit (CTU) staff participating in the research, providing appropriate justification is given when requested. Please read our Funding FAQs on our website for more information on research involving a Clinical Trials Unit.
- **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.

PATIENT, CARER AND PUBLIC INVOLVEMENT

- We will meet justified payments for patient, carer and public involvement (PPI). Please ensure that the nominated candidate has read the NIHR's "Payment guidance for researchers and professionals" page.
- In addition, please ensure that the nominated candidate has 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.

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 over £10k, 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 institutions involved to provide access to major equipment, but where specific circumstances require substantial usage and/or the purchase of a major item of equipment specifically for the research, a detailed case should be provided, with the host institution 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.

OUTPUTS, OUTCOMES AND IMPACT

- **Impact-related costs**
  We will meet costs for the Fellow and, if applicable/justified, other team members to attend conferences as a speaker and/or to present posters etc. to disseminate the findings from the research conducted during the Fellowship. 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.
- **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

- If applicable, overhead costs for any involved community partner organisation(s)' contribution to the research can be included under this budget heading.
- Non-UK costs (e.g. specialist tests or assays) may be met, on condition that full justification is provided. It will, however, be the responsibility of the host institution to reimburse the non-UK institution for carrying out such tests.

GUIDANCE ON OVERHEAD COSTS

- Apart from any specific cases listed above, we will **not** meet overhead costs (typically those identified as Directly Allocated Costs, Indirect Costs and Estates Costs) for research institutions. In particular, we will **not** contribute towards the Apprenticeship Levy as this forms part of central overhead.
- Please note that this is because 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.

3. APPLICATION PROCESS AND TIMELINE

The application process will consist of four stages:

1. The Head of Department/Centre or Institute Director **must** arrange an informal conversation with the Trust's Grants Team before running an inclusive selection process and nominating a candidate. **Only one candidate per Department/Centre/Institute may be nominated to apply.**
2. An online application for the nominated candidate to complete.
3. Peer review and Panel review.
4. An interview for the nominated candidate, if shortlisted.

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

Activity	Date
Call opens: • Heads of Department/Centre or Institute Directors **must** contact the Trust's Grants Team to arrange an informal conversation to discuss the Fellowship opportunity • Following this conversation, it is expected that the Department/Centre/Institute will run an inclusive candidate selection process	Friday 5th April 2024
Deadline for Heads of Department/Centre or Institute Directors to inform the Trust's Grants Team of the: • Name and contact details of the nominated candidate • Details of their post-doctoral research experience and current contract • Project abstract	Friday 31st May 2024 (5pm)
Eligible candidates invited to online application stage	w/c 3rd June 2024
Deadline for submission of online applications	Friday 2nd August 2024 (5pm)
Peer review and Panel review/shortlisting of applications	August – December 2024
Candidates notified of the outcome of their application and, if shortlisted, invitation to attend an interview	w/c 6th January 2025
Interviews held by our Panel, either at our offices in London or via Zoom	w/c 20th January 2025
Ratification of the Panel's recommendation as to which applicants should be funded	4th February 2025

Shortlisted applicants notified of the outcome of their interview	Mid-March 2025

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.

Based on this timetable, any awarded Fellowship would not be able to start until Spring/Summer 2025 at the earliest. However, please note that any successful Fellowship will not be able to commence until any pre- and post-award conditions have been met.

4. APPLICATIONS

4.1 OVERVIEW

As previously outlined, Heads of Department/Centre or Institute Directors must arrange an informal conversation with the Trust's Grants Team to discuss the Fellowship opportunity. Following this conversation, it is expected that the Department/Centre/Institute will run an inclusive selection process and email the Grants Team by 5pm on 31st May 2024 with the details requested for the nominated candidate.

If eligible, the nominated candidate will be invited to apply for a Proleptic Post-doctoral Fellowship on our Grants Management Portal the week commencing 3rd June 2024. Once invited to apply, nominated candidates will have until 5pm on Friday 2nd August 2024 to submit their online application.

When submitting the online application, candidates will be required to include a letter of support from the host Department/Centre/Institute confirming:

- That they commit to making the agreed financial contribution for the period of the Fellowship, should the application be successful;
- That, subject to meeting the objectives and requirements of the host Department/Centre/Institute, to which the host institution, Fellow and the Dunhill Medical Trust must agree, the Fellow will be appointed to a permanent academic position on completion of the Fellowship;
- That any non-research activities required of the Fellow will be linked to their research and limited to 0.2 FTE per year for the duration of the Fellowship;
- That the Fellow will be provided with access to facilities and support equivalent to that of a permanent member of staff, including career development programmes.

Heads of Department/Centre or Institute Directors must also contribute to the application form and will be asked to outline the Department/Centre/Institute's strategic commitment to ageing-related research, give details of the candidate nomination process (including how underrepresented groups have been actively encouraged to apply during the selection process), and explain how the nominated candidate might be considered a future leader in ageing-related research.

BEFORE STARTING AN APPLICATION

Please ensure that the nominated candidate has completed our general eligibility O&A and read our Funding FAOs on our website. They should also read our Terms and Conditions for Research Grants.

Nominated candidates should also be aware that we will ask them to provide an ORCID iD when completing their application form. Any prospective candidates without an ORCID iD can register for one. We use the information included in their 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.

Candidates can access a draft version of the application form (which is subject to change) ahead of the scheme opening on our system. Please note, however, that this is only provided to help them plan their proposals – only submissions made before the deadline by nominated candidates using the finalised application form on the Grants Management Portal will be accepted.

Whilst the nominated candidate (as the Principal Investigator/lead applicant) is 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 and needs to be involved at this stage of the application process**:

Required	Optional
Head of Department/Centre or Institute Director: The nominated candidate **must** invite their Head of Department/Centre or Institute Director to complete a section of the application form related to the organisational strategic commitment to ageing-related research, the candidate and the selection process, as well as complete a declaration on behalf of their Department/Centre/Institute. **Additional supporter:** The nominated candidate **must** invite an additional supporter to complete the necessary section(s) of the application. This individual must hold an established post in the host Department/Centre/Institute that will extend over the duration of the award. **Administrative/Finance Manager:** An appropriate Administrative/Finance Manager **must** be invited to complete a declaration on behalf of the host institution (the lead institution). This individual should also contribute to and check the financial details section of the form, if required. **Please note:** The application cannot be submitted until all required external participants have completed their contributions.	**Co-applicant(s):** The nominated candidate may, if they wish, invite co-applicants to review and contribute to the form. These may be a mentor and/or others who will support the proposed work. **Please note:** Once any optional participants have been invited, it will not be possible to submit the form until they have completed their contribution **or** the nominated candidate has indicated on the portal that they are no longer required to contribute.

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 ASSESSMENT CRITERIA

Once submitted, the Trust will conduct an initial review of the application to confirm:

- Satisfactory completion of the form (e.g. that answers have been tailored to the scheme and have given sufficient detail to enable assessment etc.).
- That it meets the eligibility criteria for the scheme, as outlined in Section 2.
- That the proposal is not duplicative when checked against other grants previously/currently funded. Candidates can find details of research grants that have been previously funded on Europe PubMed Central.

Any applications that do not meet the above criteria will not proceed to further assessment and applicants will be informed at this point if this is the case.

Eligible applications will then go through external peer review, following which they will be assessed by a Panel comprising independent experts alongside members of our Research Grants Committee.

Recognising the impacts of COVID-19 on research activity: We are aware that COVID-19 has resulted in disruptions to research activities for the majority of researchers. As a result, the impacts of COVID-19 will be taken into account when assessing applicants' record of outputs and career progression and we will be providing guidance on this matter to peer reviewers and panellists.

EXTERNAL PEER REVIEW CRITERIA

Applications will be assessed by peer reviewers using the following criteria:

> Quality of the proposed work, for example:
>
> - Has the candidate provided clear, detailed and well-referenced background information?
> - Have they provided a clear and compelling justification of its need and/or novelty?
> - Is the research question(s) and/or proposal clear, credible and detailed?
> - Will the work make a significant contribution to knowledge and understanding in the field?
> - Is the work ageing-related?
>
> Methodology and feasibility, for example:
>
> - What are the strengths and weaknesses of the proposed methodological approach(es)?

- Is the proposed methodology robust/appropriate and will it answer the research question(s)?

- Is the overall approach convincing, coherent and effective?

- Is the project achievable in the timeline proposed?

- Does the candidate acknowledge potential problem areas and consider alternative tactics?

➢ Research team and environment, for example:

- Is the candidate and the wider team well suited to carry out this work?

- Does the candidate and the wider team have a track record in the work that is proposed, commensurate with experience and taking into account the impacts of COVID-19 on research activity?

- Is there appropriate support/expertise available within the wider team and/or the collaborative arrangements?

- Does the candidate and the wider team have appropriate access to facilities, equipment, samples and/or resources?

PANEL REVIEW CRITERIA

Ahead of the Panel shortlisting meeting, members will have access to the external peer reviewers' assessments. They will then assess applications on the same criteria as the peer reviewers, as well as the additional criteria outlined below:

➢ Dissemination and impact, for example:

- Are there detailed plans for dissemination beyond the academic community with a clear demonstration of the knowledge and connections that will enable the work to change practice and/or policy?

- Is there a credible, feasible and specific plan to achieve benefit beyond the academic community and improve the health and social care of older people, where appropriate?

➢ Equity, diversity and inclusion (EDI), for example:

- In relation to i) the people involved, ii) the proposed research and its development and iii) the protected characteristics that the Equality Act 2010 protects, as well as other characteristics, is there a well-considered and compelling approach to EDI (e.g. in the use of samples, in recruiting participants, developing research materials etc.)?

> ➤ Patient, carer and public involvement (PPI), for example:
>
>   - If appropriate, has the candidate considered PPI principles and processes in all stages of the research and its development, which takes into account the "UK Standards for Public Involvement in Research"?
>
> ➤ Capacity building, career development and support, for example:
>
>   - Does the proposal demonstrate a clear and genuine focus on capacity building/career development and provide evidence of the quality and suitability of institutional support?
>
> ➤ Funds requested, for example:
>
>   - Is the financial support requested necessary and sufficient?
>
>   - Do the funds requested take into account all aims and activities (e.g. training, PPI, dissemination activities etc.)?
>
>   - Are the funds requested well-justified? Is the level of institutional financial support proposed appropriate?

Shortlisted candidates will be notified and invited to interview according to the timeline outlined in Section 3. Shortlisted candidates will be required to give a 5–10-minute timed presentation on their project and future aspirations, as well as addressing Panel feedback received from the shortlisting meeting. After the presentation, there will be questions from the Panel which will examine a variety of topics, including but not limited to, their leadership, independence, vision and long-term direction in ageing-related research, and how they plan to engage with the wider research community, including the Trust. In total, it is anticipated that the interview will be no longer than 1 hour.

FEEDBACK ON YOUR ONLINE APPLICATION

All candidates, whether successful at interview or unsuccessful at either the shortlisting or interview stage, will re. We will also be providing information on the eventual success rate for the call at a later date.

4.3 CHECKLIST

All the relevant tasks on this list must be completed before submitting an application:

☐ The nominated candidate has read these guidelines, our general funding FAQs and Terms and Conditions for Research Grants?

☐ The nominated candidate has provided detailed and relevant answers to all mandatory questions in the application form?

☐ The additional supporter has read the application and completed the relevant section(s) to ensure that the application can be submitted before the deadline on the Grants Management Portal?

☐ Have all other invited participants 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 financial details section of the application and completed their declaration to ensure that the application can be submitted before the deadline on the Grants Management Portal?

☐ Has the Head of Department/Centre or Institute Director read the application and completed their contribution to ensure that the application can be submitted by the deadline on the Grants Management Portal?

5. SUPPORT AND FURTHER INFORMATION

5.1 SUPPORT DOCUMENTS

- Download a draft application form template. Please note, however, that this is subject to change and only provided to help candidates plan their applications – only submissions made before the deadline by nominated candidates using the finalised application form on the Grants Management Portal will be accepted.

- Although not specifically focussed on this Fellowship opportunity, do visit the news section of our website for guidance on what made a good application for our other funding calls, some of which will be relevant to this scheme.

- Read 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.

- If relevant, read our sample Intellectual Property Agreement.

- Read our Funders Action Plan for the Concordat to Support the Career Development of Researchers.

- As stated earlier, the Dunhill Medical Trust is an endorsed funder approved by UKRI for the GTV programme. For more information about applying to work in the UK as a researcher or academic leader under the GTV programme, please visit the UK government website. We have also published a news item on our website highlighting the experience of one of our post-doctoral Fellows applying for a visa through this route.

- For guidance on navigating and using the Grants Management Portal, please see our "how to" guide.

- Join the DMT Academy, which aims to:
  - Facilitate better understanding and foster relationships between academic and clinical researchers, as well as community organisations, working with older people.
  - Act as a supportive place to find new collaborators, mentors and advisors and to sustain nascent networks for the longer term.

5.2 EXTERNAL GUIDANCE

- 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 consist of clinical research, you might consider approaching the Research Delivery Network for help and support.

- For information regarding Patient, Carer and Public Involvement (PPI) in research, please do visit the National Institute for Health and Care 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 and Care 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.

- NHS England has also published [practical guidance on engaging more diverse participants in health research](#).
- Feel free to read about "[A funding adviser's guide to writing a great grant application](#)" in the academic journal Nature.

5.3 CONTACT INFOMATION

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.