*Leeds, Manchester, Newcastle, Sheffield*

**4Ward North PhD Academy for Health Professionals**

**http://www.4Wardnorth.org.uk**

**4Ward North Clinical PhD Programme for Health Professionals**

**Guidance for Stage 2 Applications**

**What is the process?** Individuals who have been shortlisted for Stage 2 application are required to complete a Stage 2 application form (available on the 4Ward North [website](https://www.4wardnorth.org.uk/application-stage-2/)). Stage 2 applicants will be invited to join one of our virtual advice panels being held on the week of **4th December 2023** where 4Ward North experts will be available to discuss applicants’ research projects and advise on building a supervisory team. The submitted Stage 2 application will be assessed by a panel of experts including the 4Ward North directors and external peers; approximately 10 candidates will be shortlisted for interview which will be held on or around **Friday 26th April 2024**. It is anticipated that up to 5 fellowships on the 4Ward North PhD programme will be awarded to start 1st August - 1st October 2024.

Can I select my own supervisors from outside the 4Ward North Clinical PhD Academy? We will require supervision from across our four centres, and/or including our two main partners (the Alan Turing Institute and Francis Crick Institute). Supervision from other centres may also be included. The key aspect that will be judged is whether you have built the best possible supervisory team to address your research question. We champion inter-disciplinary science.The primary supervisor must be based in one of our four universities. We will not accept applications where academic supervision is located solely in one university. The supervisors listed on our website are those who were part of our successful bid to Wellcome, and thus meet the highest standards. We are aware that many applicants have developed productive research links with additional high quality supervisors. We encourage you to take advantage of all collaborative opportunities to develop your supervisory team. It is also advisable to have both relevant clinical and academic supervisors on your supervisory team recognising that some supervisors will cover both these areas.

Who should apply? The Academy will support doctoral fellowships for health professionals from all disciplines who balance clinical work with an aspiration for developing a research career. This includes nurses, midwives and all categories of registered health professionals, those in veterinary medicine, dentistry and all sub-specialties within medicine and surgery. We are particularly keen to ensure that everyone has an equal opportunity to succeed independent of personal circumstances and background.

**What do we require now for your Stage 2 application?**

* Applicants should submit **a PDF formatted** Stage 2 application form (available on our [website](https://www.4wardnorth.org.uk/application-stage-2/)) to N4@manchester.ac.uk
* Complete the Stage 2 [EDI Monitoring Survey](https://www.qualtrics.manchester.ac.uk/jfe/form/SV_8zVJr7JmHno8qbk)
* The deadline for Stage 2 applications is **Monday 26th February 2024 (9am)**
* Interviews are anticipated to be held on or around **Friday 26th April 2024**
* Contact your current NHS employer, clinical practice or clinical training programme director to discuss the arrangements you would need to make if you were successfully awarded a PhD fellowship commencing in autumn 2024.

**Completing your Stage 2 application form.** We have included information for the Stage 2 application within each section of the application form to help you and there are more details below but you may still have queries, if you do please contact N4@manchester.ac.uk

**For Q15 Research Proposal:**

You should include: (a) title (max. 200 characters); (b) one-paragraph executive summary; (c) brief background, including pilot data and hypothesis; (d) aims and objectives; (e) plan of investigation (design, methods, analysis and anticipated outcomes); and (f) summary (what the data will mean). *Good applications answer an important problem, why the applicant and supervisors are the right team to address the problem, how the research outcome will be achieved and what success will look like.*

Parts (a) to (f) must not exceed 2,500 words in addition to which you may include up to one page of pilot data (figures/tables) and one page of references. **Text and figures exceeding these limits will be removed from the application.** Part (e) is expected to form the majority of the text.

All text must be no smaller than 11-point Arial, including figures and references and no margin less than 2cm. **Applications not meeting these size criteria will not be considered.**

**Costing:**

* Please ensure the costing is carried out by the appropriate financial authority at the institution who will **host** the award.
* The costing should include reasonable research costs to undertake the research work and include the applicant’s salary
* Please cost basic salary with employer’s national insurance and pension contributions at the appropriate point on the NHS Agenda for Change, Junior doctors and dentists contract (including standard flexible pay premia) or consultant payscales. Do not include any on call or out of hours pay, or other discretionary payments.
* Fellowships are available for a maximum of 36 months at 100% FTE and part-time fellowships will be pro-rated. Wellcome is supportive of fellows undertaking their fellowships part-time as part of their usual working pattern and with the support of the host organisation. Part time working is not permitted for the purposes of continuing clinical training or to maintain another salaried position.

Fellows are permitted to undertake up to 0.2 FTE clinical work within the fellowship to maintain their clinical skills. We recognise the particular challenge for craft specialists (e.g. surgeons or midwives), so the policy increases this to 0.4 FTE subject to a convincing rationale. A craft specialty is defined as a specialty or profession where manual skill and dexterity is central to the delivery of care, and individuals require dedicated time to maintain these skills. Fellows will be allowed to undertake the fellowship part-time but not in order to continue formal clinical training or other roles. The fellow’s salary must be 100% attributed to the fellowship.

* Your costs should include inflation at host institution’s standard rate.
* Research costs should include items specific to the research project. Please itemise the requirements.

*Access charges and any essential small equipment* should be included in the research costs.

*Computing equipment* usually of no more than £1500 per desktop/laptop per fellow is allowable. Replacement computers cannot usually be purchased part way through a fellowship, but a maintenance contract to extend the life of the computer can be claimed if it is purchased at the same time as the computer.

*Travel* including for collaborative working. Fellows must follow the Wellcome [carbon offset policy](https://wellcome.org/grant-funding/guidance/carbon-offset-policy-travel) with regards to travel costs. Travel and subsistence must also be in line with the host institution’s claims limits and financial regulations.

* Remember to include the host institution’s home PhD registration fees (international fees are not permitted).
* Costs **cannot** include the salary costs for any staff other than the fellow or charges for open access publishing in subscription journals, page charges or colour prints.
* If you are uncertain whether you should include certain costs please contact your local 4Ward North administrator

**Equality, Diversity and Inclusion Monitoring:**

All applicants are asked to complete our anonymous Equality, Diversity and Inclusion (EDI) survey. You can access it through this link:

<https://www.qualtrics.manchester.ac.uk/jfe/form/SV_8zVJr7JmHno8qbk>

Monitoring ensures that all applications to the 4Ward North PhD programme are treated equally in terms of gender, ethnicity and/or disability.

The information you share through the EDI Survey:

* will be stored separately from your application
* only be used for the purpose of monitoring equal opportunities
* be kept securely and in confidence

**What will happen next?** Your submitted Stage 2 application will be reviewed by the 4Ward North Directors’ panel and we hope to let you know the outcome in the week of 25th March 2024. Feedback will be given on unsuccessful applications.

**What if you are not awarded a fellowship?** This is an advantage of the 4Ward North programme. If you were not successful at Stage 2 we still want to help you build your project, and guide, advise and mentor you through the application process for an equivalent research training award from other funders. Remember, being part of the 4Ward North academy brings you into contact with excellent supervisors at the leading edge of their specialties and disciplines and our approach provides a springboard for applications to other doctoral fellowship funding calls.

Best wishes,

Professor Anne Barton

on behalf of the 4Ward North Academy Directors