

# Fellowships and First Grants

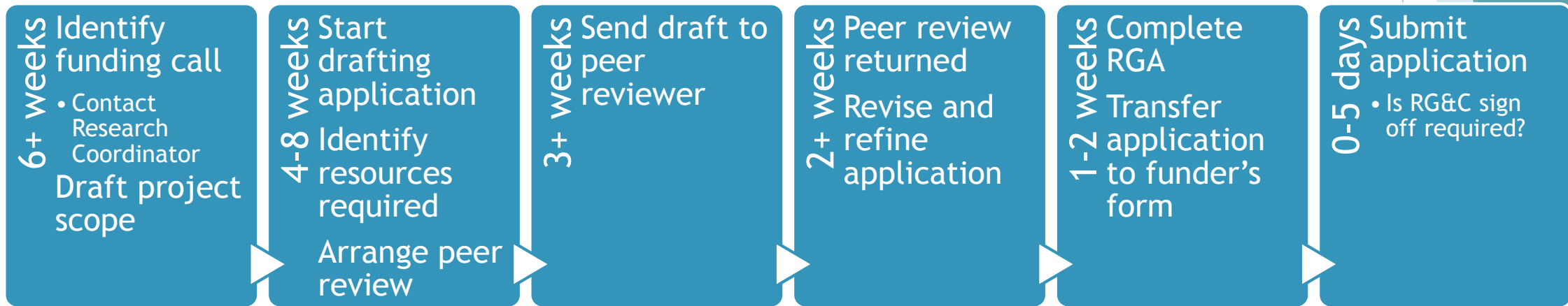
The KCL/Division of Imaging Sciences funding application the process

# Introduction

- ▶ When to apply?
  - ▶ Career stage
  - ▶ Project readiness
  - ▶ Speak to your supervisor
- ▶ Divisional support
  - ▶ Research Coordinator: Pamela Mellen ([pamela.mellen@kcl.ac.uk](mailto:pamela.mellen@kcl.ac.uk))
  - ▶ Guidance on process
  - ▶ Costings

More information: <http://info.isd.kcl.ac.uk/index.php/research/>

# Applying for a research grant - process



# Where to find a funding scheme

- ▶ Speak to your supervisor
- ▶ Investigate relevant funders
- ▶ Grant update email: <http://info.isd.kcl.ac.uk/index.php/research/>
- ▶ Search on [www.researchprofessional.com](http://www.researchprofessional.com)

More information on fellowships:

<http://info.isd.kcl.ac.uk/index.php/research/fellowships/>

## Major funders

MRC

- Medical Research Council with primarily early and mid-career fellowships, including clinical fellowships

EPSRC

- Engineering and Physical Sciences

NIHR

- Health research - focus on clinical studies

Marie Skłodowska-Curie

- EU funding based on working in foreign countries

Wellcome Trust

- Biomedical research charity with a range of fellowships at all levels

BHF

- Heart research charity with a range of fellowships at all levels

CRUK

- Cancer research charity with 3 fellowships, for 3 career stages



# Selecting the funding scheme

- ▶ Check eligibility and match to funder and scheme
  - ▶ Career stage
  - ▶ Funder's remit
  - ▶ Specific call remit - for the project and the candidate
- ▶ When to apply
  - ▶ Which deadline?
  - ▶ Plan long-term

If you've chosen a scheme and deadline, contact the Research Coordinator.

# Project scope



- ▶ Fellowships focus on the candidate
- ▶ Sometimes the call comes first, sometimes the project
- ▶ Emphasise the ways your research fits the funder and scheme remit
- ▶ Consider the restrictions and requirements, such as:
  - ▶ Overall funding available
  - ▶ Minimum time commitment by the fellow/PI
  - ▶ Restrictions and guidelines on types of resources to be funded

# Peer review process

- ▶ Goal: to submit the best possible applications
- ▶ Required for ALL grants on which KCL is the lead investigator



4+ weeks

Identify a peer reviewer

- Speak to your supervisor or Head of Department
- Consider experience with the funder or type of call, not just scientific expertise



3+ weeks

Send a draft to your peer reviewer

- Earlier is good - early feedback can save time and effort



2+ weeks

Peer reviewer should return feedback within 1 week

- Send copy to the Research Coordinator



# Resources

- ▶ Be realistic
  - ▶ Avoid asking for too much OR too little
- ▶ Remember:
  - ▶ Staff costs - including all investigators
  - ▶ Non-staff costs
    - ▶ Animal costs - BSU approval:  
<https://internal.kcl.ac.uk/health/research/corfu/bsu/costing.aspx>
    - ▶ Imaging costs - depend on type of funder
  - ▶ Collaborators' costs



<http://info.isd.kcl.ac.uk/index.php/research/funding-application-process/>

# Staff and GSTT costs

- ▶ Research Coordinator will liaise with KCL Research Grants & Contracts and with GSTT
- ▶ To cost KCL and NHS staff - key information:
  - ▶ Start date and duration
  - ▶ % time
  - ▶ New staff - grade and spine point
- ▶ GSTT involvement
  - ▶ Consent costs
  - ▶ R&D approval

**STAFF COSTS REQUEST FORM FOR RESEARCH PROJECTS**

Please send this form to the Pre Award team at least 4 weeks before you intend to submit your proposal to a funder. Figures will be provided at the earliest opportunity, but please allow 5 working days. For monitoring purposes, include all staff named in the proposal, regardless of whether the funder provides funding for them. For short term posts (<6 months) check with your HR Advisor first that it's possible to recruit staff (as opposed to using Direct Temping). If your proposal involves external parties (unions, consultants, service providers) please contact them to obtain their costs.

<b>KCL lead investigator and Dept / Div</b>	<b>Imaging Sciences and Biomedical Engineering</b>			
<b>Contact details for the costing (if request not from lead)</b>	<a href="mailto:pamela.mellen@kcl.ac.uk">pamela.mellen@kcl.ac.uk</a>			
<b>Funding body</b>				
<b>Enter web address for funding body's terms and conditions or</b>				
<b>Intended submission date of application to funding body</b>				
<b>Is this an outline-stage proposal, i.e. there is a full-proposal stage</b>	<b>NO</b>	<b>YES</b>	<b>Does the project involve a King's research facility (e.g. Trust patients, patient tissue,</b>	<b>NO</b>
<b>Does the project involve NHS</b>	<b>NO</b>	<b>YES</b>	<b>Does the project involve a King's research facility (e.g. Trust patients, patient tissue,</b>	<b>NO</b>
			<b>what type of study is the</b>	

**Directly Injured Staff** *i.e. staff to be paid from the award*

Name ('New' if post to be recruited)	Salary grade and spine	% time on the	Start date on the	End date on the

**Directly Allocated Staff** *i.e. staff funded from elsewhere (e.g. HEFCE-funded), typically investigators and pooled resources*

Name ('New' if post to be recruited)	Salary grade and spine	% time on the	Start date on the	End date on the

otherwise,  
**Please send the completed form to your Pre Award Team contact. If you are unsure who this is -**  
 For Denmark Hill staff [dh.grants@kcl.ac.uk](mailto:dh.grants@kcl.ac.uk)  
 For Health Schools (Guy's, St Thomas' & Waterloo) [guys.grants@kcl.ac.uk](mailto:guys.grants@kcl.ac.uk)  
 For Arts and Sciences Schools, Global Institutes and Central C [strand.grants@kcl.ac.uk](mailto:strand.grants@kcl.ac.uk)

# Impact and Patient & Public Involvement

- ▶ Pathways to Impact are increasingly important
  - ▶ Publication & conferences
  - ▶ Patient involvement
- ▶ Communications & Engagement Manager: Alice Taylor-Gee ([alice.taylor-gee@kcl.ac.uk](mailto:alice.taylor-gee@kcl.ac.uk))



# Other considerations

- ▶ Letter of support
  - ▶ Draft with your supervisor
  - ▶ Usually signed by the Head of Division (Reza Razavi)
- ▶ External partners
- ▶ EU grants - receive additional RG&C support
- ▶ Internal deadlines
  - ▶ Limited applications per institution
  - ▶ NIHR fellowships



# Research Grants Authorisation

2 forms to confirm KCL support for the application

▶ RGA

- ▶ Internal approval form
- ▶ Submit 1 week before the deadline
- ▶ Research Coordinator will input budget
- ▶ Include Data Management Plan

▶ RGA+

- ▶ Additional form if grant is successful

**Research Grants & Contracts Authorisation Form for Research Projects (RGA Form)**

- This form is for internal use only
- To be completed when an application form is to be submitted to a funding body
- For health research projects involving human participants (e.g. patients in NHS Trusts/GP practices), where King's or a KHP NHS Trust is the lead institution, please append a PARTICIPANT INFO sheet.
- If you receive an award, an activation form (RGA+ Form) will need to be completed

**Application overview**

1. King's lead Investigator (P)

2. King's PI Dept / Division

3. Funding body

4. Funding body scheme

5. Name of RG&C contact

6. Will the project create new knowledge (i.e. meet the definition of research)? Yes

7. The project is: a) New  b) An extension  c) A revised proposal large  d) A grant   
to an existing project based on a prior rejected one; transferring to King's or a full application

If b) give existing grant code

8. Project title

9. Start date / transfer date  End date

10. Does the project involve King's accessing any of the following NHS Trust resources: Yes  No   
NHS staff, clinics, services, facilities, equipment, patients, patient Print name and sign

If yes, attach evidence of NHS Trust costs and approval, or lead NHS Trust may approve here:

**Strategic fit, King's reputation and risk**

11. Does your research project involve any element that might have implications for the reputation of King's, or which would be a conflict of interest? For example, a member of the project team having a relationship with the funder or collaborators, e.g. a shareholding, directorship or consultancy; research with or in a country that might be challenging, challenging subject matter, or a potentially

12. How does this proposal fit into your personal research strategy? How will it create impact (academic or non-academic)?

**Institutional commitment and budget**

13. Investigators are encouraged to apply to schemes that cover the majority of research costs, not just the 'direct costs'. If your proposed funding source covers less than 80% of the Full Economic Costs (i.e. the level often awarded by Research Councils, UK Gov & NIHR schemes), please provide justification.

<https://internal.kcl.ac.uk/innovation/support/grants/rgforms.aspx>

# Submission

- ▶ Support completing application - especially the finances
  - ▶ Delegate user or supply password
- ▶ Major funders need RG&C approval
  - ▶ Aim to submit 5 working days before deadline
  - ▶ Update about delays

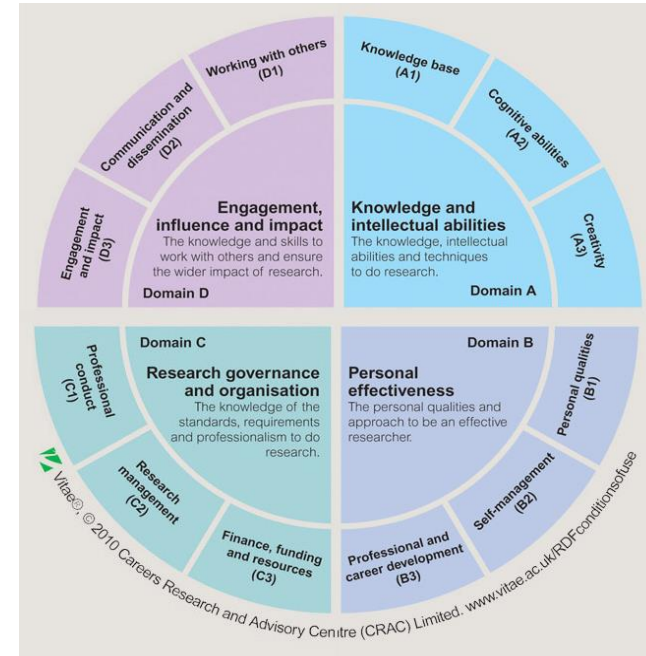
# Outcome

- ▶ Let the Research Coordinator and your Department Manager know the outcome
- ▶ If successful, your Department Manager is the main contact
  - ▶ Recruitment
  - ▶ Project card
  - ▶ Contracts



# Training and support

- ▶ KCL Research Development Unit
  - ▶ <http://www.kcl.ac.uk/study/pg/school/RDP/index.aspx>
  - ▶ Courses - e.g. Writing Research Proposals and Managing Your Research Data
  - ▶ 1 to 1 writing support
  - ▶ Online talks by funders on KEATS
- ▶ Research Coordinator
- ▶ Previous applicants






# Further resources

- ▶ Previous applications (KCL)
- ▶ Reviewer feedback (Divisional)
- ▶ Contacting the funder

ISBE Internal [Home](#) [Research](#) [People](#) [Travel](#) [Policies](#) [Health & Safety](#) [Admin](#) [Events](#) [Parenting](#)



Further Resources

Researcher Development Unit

The KCL [Research Development Unit](#) offers a number of resources for grant applications, including:

- [Courses](#) - the RDU offers a large range of courses. Some which may be of particular interest to grant applicants are [Writing Research Proposals](#) and [Managing your research data](#)
- [1 to 1 writing support](#) - this can be especially useful when you start writing your first grant proposals.
- [Talks by funders](#) - the NS Researcher Development course on Keats has videos of a number of talks by different Research Councils under the section 'Obtaining Grant Funding', which highlight what funders look for in a grant application.

Data Management

Data management is becoming an increasingly important part of funding applications. You may find these templates of data management plans to be useful resources:

- [DMP-Kings-template.docx](#)
- [MRC\\_Data\\_Management\\_Plan\\_DMP\\_Template.doc](#)

King's also provides information on it's website - please look at the [Data Management Guidance](#) on the intranet.

Application Bank

A bank of previous successful grant applications through KCL [can be found here](#). Please note - these are for internal use only and may not be shared outside KCL for any reason.

Reviewer Feedback Bank

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<http://info.isd.kcl.ac.uk/index.php/research/further-resources/>

Questions?