WELLCOME TRUST

Institutional Strategic Support Fund

Supported by the SFI-HRB-Wellcome Trust Biomedical Research Partnership

Clinical Primer Scheme

Call Document

Introduction to Institutional Strategic Support Fund (ISSF)

The Wellcome Trust ISSF scheme (supported under the SFI-HRB-Wellcome Trust Biomedical Research Partnership, with matched funding from UCD) aims to help UCD's researchers overcome systemic barriers to career and network development, ultimately unlocking future research potential within the University and beyond. The fund will support high-quality health research in the biomedical and clinical sciences, as well as allied healthcare professionals. It is also available to directly support research or collaborations within the medical humanities field. This award will enable UCD to strategically advance research in these areas and to leverage further external funding from agencies such as the EU and the Wellcome Trust, amongst other sources.

In particular, the fund will be used to support initiatives in the *Personalised & Translational Medicine* and *One Health** arenas, enablers for which include 1) facilitating the early stage research careers of clinicians, health practitioners or other individuals in allied health professions within the medical and veterinary medical field, 2) support for excellent mid-career academics who have suffered a loss of track record due to external circumstances such as changes in the national funding landscape and/or career break, and 3) the development of internal teams of critical mass and external stakeholder networks through project management supports, patient and public involvement (PPI) and dissemination activities. Particular emphasis will be placed on interdisciplinary research and on research that translates into real benefit for human or animal patients and society. To enable inter-institutional activity, academics will be encouraged to seek collaboration with other Wellcome Trust funded institutions.

Three cross-cutting initiatives will be funded for support as follows:

a. Clinical Primer scheme

b. Mid-Career Stimulus and Diversification scheme

c. Networks of Excellence scheme

*One Health integrates human medicine, veterinary medicine, and environmental science, and is ultimately aimed at preventing disease and improving the health of all species – animal and human.**

Introduction to Clinical Primer Scheme

Nationally and within UCD, there is an urgent need for more medical scientists to enable research translation. This deficiency is even more acute in veterinary medicine, for which UCD has the only school on the island of Ireland. The Wellcome Trust ISSF Clinical Primer Scheme within UCD will incentivise and support early careers of medical and veterinary clinicians, practitioners, and individuals within the allied health services e.g. dentists, nurses, physiotherapists etc. and is ultimately aimed at unlocking a new clinical talent pool. This new talent pool will be essential for underpinning the university's future success in the priority areas of *Personalised & Translational Medicine* and *One Health*.

The purpose of the Clinical Primer Scheme is to allow successful candidates an opportunity to work in a research environment, generating significant research outcomes that can be leveraged to pursue extramural funding. Thus, only candidates whose research clearly has the potential to provide a launch-pad for larger-scale continuation projects, either by the incoming researcher or the wider host laboratory/team, will be considered.

This scheme will operate as a competitive funding programme intended to facilitate career development and growth, with mentorship and staff development being key features of the programme. Up to 3 fellows will be funded per call, with funding up to €55,000 per award being made available to buy-out clinical time and cover research costs.

Award features include:

- Successful candidates will undertake an interdisciplinary research project of up to 12 months duration supervised by a pre-identified mentor.
- Dedicated project management and grant writing support will be available to all fellows, linking in with the project management team within the ISSF Network of Excellence Scheme. This support will enable fellows bid for future external funding and generate high impact outputs.
- Successful candidates will be trained to disseminate their research in multiple formats and media achieved through programmes and workshops on advanced communications skills. This will be complemented by support from communications staff in the UCD Research Institutes.
- Successful candidates will participate in established weekly seminar series which currently operate across the UCD Research Institutes which gives students, research staff and invited guests an opportunity to meet each other, learn about current research and have topical discussions. This is an excellent forum for emerging investigators to present their original research findings to their peers and to get feedback on their research progress.
- Recipients will present their research at the UCD Conway Festival of Research and Innovation, a 2--day festival showcasing the research achievements of early career researchers that features oral/poster presentations in addition to plenary lectures by eminent international biomedical researchers.
- Where possible, successful candidates will have access to career development opportunities available within the university.

Award Aims:
- Facilitate ideation and incubate interdisciplinary research at its earliest stage with a view to sustaining long-term research careers within the medical and veterinary medical community.
- Support the transformation of new ideas from early concepts through to clinical translation
- Encourage engagement with stakeholders to include patients and/or end-users of veterinary medicine.

- Support the development of nascent research projects, to a point where they are considered ready for competitive submission to an external national/international funding agency.
- Enhance UCD's research portfolio, profile and impact nationally and internationally.

Eligibility Criteria

In order to be eligible for the Clinical Primer Scheme, applicants must:

- Be a certified healthcare professional; practitioner; or a member of the allied health services within the medical or veterinary medical field (see Terms and Conditions for further details).
- Be employed either by UCD; hospitals within the Ireland East Hospital Group; or medical and veterinary medical centres affiliated with/linked in to UCD. For those who are not currently employed directly by the University, secondments will be considered (pending agreement between UCD and respective Employer) with regards to the clinical buy out time.
- Be early stage researchers only; therefore, any individual who has previously held or currently holds a large project grant is not deemed eligible for this award (see Terms and Conditions for further details).
- Provide written permission from their Head of School and/or clinical supervisor regarding clinical buy-out time.
- Demonstrate a successful track record as evidenced by academic achievements.
- Identify an appropriate UCD mentor, who should be a member of academic staff in the University, who agrees to provide supervision during the project. The UCD mentor will also hold the research account and be ultimately responsible for the financial management of same.

Eligibility checks on submitted proposals will only be carried out after the call has closed.

The maximum funding available under this programme is €55,000 for a maximum duration of 12 months. The key desired outcome is sufficient preliminary research findings to enable extramural funding. Within 12 months of receipt of award, applicants will be expected to be competitive for Wellcome Trust, HRB, Department of Agriculture Food and the Marine (DAFM), SFI and Irish Research Council awards.

Details of Programme

The purpose of the Clinical Primer Scheme is to embed cultural change in the university, whereby UCD actively attracts medical and veterinary medical professionals at early career stages with a view to sustaining long-term research careers.

The scheme is co-funded by UCD and the SFI-HRB-Wellcome Trust Biomedical Research Partnership, the latter under the auspices of the Wellcome Trust Institutional Strategic Support Fund.

This funding can be directed toward clinical buy-out time (in consultation with the Head of School and/or clinical supervisor), consumables, small equipment items, travel, and subsistence.

Assessors will be looking for submissions that have a clear plan regarding research project development, and potential future proposal development.

Funding available: The maximum value of award under this programme is €55,000.

Time-lines:
Deadlines for applications will be announced on the opening of each round. The deadline for this current round is: *Friday, 24th March 2017 at 5pm.*

Evaluation:
Applications will be evaluated by a central multidisciplinary evaluation committee consisting of clinical and academic experts within the medical and veterinary medical field with the following profile:
- Track record of excellence.
- Track record of mentorship and development of early career researchers.
- Significant experience of and success in leading large interdisciplinary programmes or groups.
- Diversity in discipline, gender and background will be a key feature.

Each review panel will be chaired by a member of the SFI-HRB-Wellcome ISSF Steering Committee.

Evaluation Criteria:
Submitted projects will be assessed, scored and awarded based on the following criteria. With the exception of 1), all other criteria will be scored between 0 and 5.

1. Relevance to the scope of the scheme (Answer *yes* or *no* for this question only).
2. Activity within a strategic priority area for UCD, SFI, HRB, DAFM and the Wellcome Trust.
3. Clear demonstration of the applicant's outstanding future potential.
4. Excellence of the candidate proposal (**weighed X2**).
5. Clear demonstration of interdisciplinary and/or translational aspect (**weighted X2**).
6. Clear outline of how the project will help the applicant to secure prestigious research funding.
7. Appropriate public engagement and outreach activity.
8. Value for money; the applicant has provided a clear budget justification.

Applications will be assessed within 4-6 weeks of the closing date. Feedback and comments on each application are recorded and will be provided to help applicants understand how they might further improve the quality for future calls.

Proposal Application

The deadline for submissions of applications to issf@ucd.ie is Friday, 24th March 2017 at 5pm. Applications *must include support letter from appropriate Head of School and/or clinical supervisor*.

Queries and application submissions should be directed by email to issf@ucd.ie

Applications must be uploaded as a single PDF attachment less than 5 MB in size, with the naming convention consisting of the applicants full name, followed by "CPS" for the scheme, and year of application e.g. "Ann Smith CPS 2017". Applications must be provided in Times New Roman font, or similar, with minimum font size of 12, and at least single line spacing as well as a minimum margin size of 2.54cm. Text in diagrams may be in any clearly legible font.

The mandatory format for submissions is outlined below. Candidates and mentors are advised to consider the Guidelines, Evaluation Criteria, and Terms and Conditions for the Call when preparing their submissions.

	Submission Format
1.	Candidate CV. Max 5 pages *(include details of affiliation/link to UCD)*
2.	Detail of Previous Research Experience (including total duration). Max 0.5 page
3.	How the Proposal Fits Within Remit of *One Health* and/or *Personalised & Translational Medicine*. Max 1 page
4.	Summary of Proposed Research Programme. Max 3 pages *(Summary covering objectives and methodology, Gantt chart)*
5.	Proposal References. Max 0.5 page
6.	Summary of Expected Impact of Research Programme. Max 1 page
7.	Strategic Plan to leverage Extramural Funding. Max 1 page
8.	Statement of Mentor Support. Max 0.5 Page
9.	Detailed Budget Breakdown and Budget Justification. Max 1 page
10.	Letter of support from Head of School and/or Clinical Supervisor. Max 1 page *(This must include permission for clinical buyout time)*
11.	References from two referees. Max 1 page per reference

Terms and Conditions

1. The Clinical Primer Scheme is open to early stage health professionals/practitioners or individuals in allied health professions within the medical and veterinary medical field. This includes (but is not limited to), clinicians, dentists, pharmacists, nurses, veterinary nurses, physical therapists, physiotherapists, radiographers, occupational therapists etc.).

2. Applicants must be either employed by UCD; by hospitals within the Ireland East Hospital Group; or by medical and veterinary centres affiliated with/linked in to UCD. Each individual's affiliation/link to UCD must be included in their CV. For applicants who are not currently employed by the University, secondments will be considered (pending agreement between UCD and respective Employer) with regards to the clinical buy out time.

3. This funding is for early stage researchers only; therefore, any individual who has previously held or currently holds a project grant is not be deemed eligible for this award i.e. they must not hold or have previously held a large-scale, independent, internationally peer reviewed grant exceeding one-year duration. Personal awards, including student and postdoctoral fellowships, travel awards, and bursaries of greater than one-year duration are permissible, so long as their value is no greater than €100,000 per annum.

4. The scheme will give priority to all proposals within the remit of *Personalised and Translational Medicine* and *One Health*.

5. It must be clear from the application that the objectives of the programme have been taken into account.

6. Applicants must have a clear sustainability plan outlining the approach for obtaining successful extramural funding within 12 months of completion of the award.

7. Applicants may only submit one application within a given round.

8. Application forms must be complete. No supplementary material will be accepted - all relevant material must be displayed within the application form. Application forms must display information clearly and concisely and must be of a high professional standard. Page limits must be strictly adhered to. Incomplete application forms will not be evaluated by an Assessment Panel.

9. The top 5 applicants that are not-shortlisted in the current call will be placed on a ranked waiting list and may be considered for direct funding in future calls.

10. Candidates on the wait-list will also have access to project management support under the "Networks of Excellence" Scheme to help sustain their research careers and maintain their research competitiveness.

11. All successful applicants will be required to submit biannual progress reports to the review committee. Failure to submit these reports, or to reach appropriate milestones, may result in termination of this award.

12. Successful candidates must participate in at least one of the established weekly seminar series which currently operate across the UCD Research Institutes.

13. Recipients will be required to present their research in the Conway Festival of Research and Innovation.

14. All applicants must have written permission from their respective Head of School or clinical supervisor for clinical buy out time.

15. Funding received under this programme must be used for the project outlined in the application.

16. Successful applicants must apply in writing to the Chair of ISSF Steering Committee in order to make any changes to their application following receipt of an award.

17. UCD Research must be notified of any significant budget transfers between categories. Up to 20% or €500 (whichever is greater) transfer between budget categories will be allowed without seeking written approval.

18. The Principal Applicant cannot transfer an award to any other person

19. The start date of the project will be automatically activated following the announcement of the awards. The award must be spent either within 12 months of the start date or the applicant's contract end date, whichever is earlier.

20. In extenuating circumstances a no-cost extension of up to 3 months may be considered. This must be applied for in writing to issf@ucd.ie, no later than 3 months prior to award cessation. Requests for a no cost extension will be reviewed by the Steering Committee and granted on a case by case basis.

21. Successful applicants will be required to submit a project report detailing their outputs and deliverables on completion of the project. Please see Post Assessment Process for further details.

22. All research awards will be registered under the name and school of the pre-agreed mentor, however both the awardee and mentor are responsible for ensuring spending does not exceed the budgetary allocation. Any over-spend will be charged to the mentors relevant School. The Office of the Vice-President for Research, Innovation & Impact (VPRII) will not be responsible for any over-spend on the project.

23. Any under-spend must be returned to the Office of the VPRII within 3 months of the end of the project or immediately on cessation of the project for any reason other than completion.

24. Successful applicants will be required to provide details of their actual spend compared with their budgeted spend at the end of the award period. Auditable back-up documentation, including invoices, cost allocations, etc. must be maintained by all successful applicants. The Office of the VPRII may undertake annual review procedures in this regard.

25. Requests for the supply of externally sourced goods, services and facilities are subject to the standard University procurement procedures.

Post Assessment Process - Reporting

Timeline for Assessment

Applications will be assessed within 4-6 weeks of the closing date. Formal results notifications will be sent to all applicants. Feedback comments on each application are recorded and will be provided in the results letters; the purpose of which is to help applicants understand how they might further improve the quality of future proposals. All notifications regarding Clinical Primer Scheme will be emailed to the applicant's email account as appears in your application.

Research Account Set Up

All awards made under the Clinical Primer Scheme will be paid into Research Accounts which will be set up by UCD Research. All successful applicants will be notified of the relevant research accounts within four weeks of announcement of results.

Once the research account has been set up, successful applicants can manage the spending on their award by logging into RMS Grants (https://rms.ucd.ie/ufrs_apex/f?p=1000:14) and navigating to Grant Reporting. This component of RMS Grants provides details on the current expenditure of the account.

Research Account Expenditure

Spending on the grant can be made through eProcurement (http://www.ucd.ie/bursar/orders_invoices_payments.html#e_procurement) or alternatively applicants may be reimbursed for expenditure by downloading and completing an expense claim form, all of which are available on the Bursars webpage www.ucd.ie/bursar. Please reference your Research Account number when completing all expense forms.

The above forms must be completed with codes for the different types of expenditure being claimed. A list of expense codes, to determine the nature of the cost incurred, can be obtained at www.ucd.ie/bursar/ucd_research_d_codes.html

All expense claim forms must be submitted to the Bursar's Office and be accompanied by receipts for all expenditure. These expense codes must be used along with the cost centre number and research account. Please ensure that your supervisor or Head of School/ Institute Director signs off on all claims.

Where funding is to support a visiting academic (not a member of UCD staff) then a 'Non Staff Requisition Form' should be downloaded and completed with the per diem rate which can be obtained at http://www.ucd.ie/bursar/forms.html#expenses

Project Reports

Successful applicants will be required to submit biannual progress reports, detailing their progress to date. The continuation of funding is dependent upon submission of these reports. Within 1 month of project completion, a final report must be completed in terms of outputs and deliverables. Future funding within UCD will be dependent upon submission of this report.

Appendix 1: Submission Checklist

Section	Checklist
Candidate CV. Max 5 pages	
Detail of Previous Research Experience (including total duration)	
How the Proposal Fits Within Remit of Personalised & Translational Medicine and/or One Health	
Summary of Proposed Research Programme	
Proposal References	
Summary of Expected Impact of Research Programme	
Strategic Plan to leverage Extramural Funding	
Statement of Mentor Support	
Detailed Budget Breakdown and Budget Justification	
Letter of support from Head of School and/or Clinical Supervisor	
Referee 1	
Referee 2	

Appendix 2: Clinical Primer Scheme Budget Policy

This section sets out the financial/budgetary information you should provide when submitting a proposal to the Clinical Primer Scheme. Please read through this carefully in advance of submitting a proposal. All costs must be in line with the Wellcome Trust Budget Policy

Pay Costs

1. Clinical buy-out time (with approval) is an allowable cost.

2. The duration of all appointments should be outlined in the proposal. If candidates plan to work on a part-time basis, the % FTE must be clearly defined.

3. PhD student stipend and fees are not eligible costs.

Equipment

4. Details of all requested equipment necessary should be itemised. VAT at the prevailing rate should be included.

5. Where equipment of a value of more than €3,000 is requested, details of quotations should be included in the budget justification.

6. Please adhere to the Wellcome Trust Budget Policy for further details on allowed equipment costs.

7. Applicants must confirm that their School is willing to cover the maintenance costs of the equipment following completion of funding under the Wellcome Trust ISSF scheme.

8. A proposal should not be submitted for equipment only.

Materials and Consumables

9. An outline of all materials and consumables that will be used during the course of the research should be provided alongside detailed justification for all costs.

10. Access charges for use of Infrastructure can be included here.

11. Conference registration fees can be included here.

Travel

12. Only travel and subsistence costs for journeys and events directly related to the research programme and undertaken by the applicant or team member may be requested.

13. Details of the trip should be outlined including location, duration, purpose and name of proposed traveller.

14. Business class travel is not an allowable expense.

15. Subsistence should be as per the rates listed on the Bursar's website. The 24 hour subsistence rate covers accommodation and all meals. Subsistence should be reduced accordingly where meals and or accommodation is provided by a third party of covered under a conference registration fee.

Co-funding / cost share

16. Reduce the budget request by any funding available from any other source.

Budget Justification

1. The budget justification is the narrative explanation of the budget. It helps reviewers to evaluate whether the budget requested is reasonable and represents value for money. It should clearly explain why requested eligible costs are necessary for the proposed research project and how they have been calculated. Some general guidance is provided below.

   - When constructing a budget justification follow the same order as that in the itemised budget form, so that reviewers can easily compare the two documents.

   - Ensure that everything in your budget is referenced in the justification. Provide more details for higher value requests.

   - For clinical buy-out time, please indicate an exact break-down calculated costs (to include salary scale). For part-time funding, the % FTE will be required, in addition to a clear justification as to how this will not affect the overall project deliverables.

   - For equipment, justify why existing equipment cannot be used and why this equipment is critical.

   - For materials and consumables, where relevant provide details relating to estimated numbers of runs. If use of technology is required please include any access costs and detail estimated usage in days or hours.

   - For travel include details of personnel travelling, location, duration and purpose of proposed trip and why it is necessary.

2. Provide details of any cost-share or co-funding available from any other source.

3. Provide confirmation that funding requested for the proposed project is not available from any other source.