

# **NIHR Applied Research Collaboration Greater Manchester**

## **Training and Development opportunities: Internships and Pre-Doctoral Fellowships**

### **Guidance for Applicants 2024**

## The NIHR Applied Research Collaboration Greater Manchester

The National Institute for Health and Care Research (NIHR) Applied Research Collaboration Greater Manchester (ARC-GM) supports applied health and care research that responds to, and meets the needs of, local populations and local health and care systems. Our overarching goal is to improve the health of the Greater Manchester population and the quality and sustainability of the health and social care they receive. We will achieve this by co-producing excellent research in areas prioritised by the system and by enhancing its impact through supported implementation into policy and practice.

ARC-GM has seven broad research Themes. All ARC-GM supervisors work within at least one of these Themes. More information about each of the ARC-GM Themes is available on the [ARC-GM website](#):

[Digital Health](#)

[Mental Health](#)

[Healthy Ageing](#)

[Evaluation](#)

[Organising Care](#)

[Economic Sustainability](#)

[Implementation Science](#)

In addition, there are two supporting Themes, with which the proposals of applicants may also align:

- [Training and Development](#): supporting training and development of research staff from across a range of disciplines;
- [Public and Community Involvement and Engagement \(PCIE\)](#): enabling the views of the public to be put at the heart of all that ARC-GM does.

NIHR Greater Manchester Patient Safety Research Collaboration (GM PSRC) undertakes research in a number of areas complementary to the work of ARC-GM. For more information on the Themes of the GM PSRC, please see page 15.

### Overview of Training and Development opportunities

Each year, ARC-GM offers opportunities for those working in the health and care systems who wish to develop their career and gain experience in research relevant to their area of practice. ARC-GM supports two main programmes: Internships and Pre-doctoral Fellowships.

Both Internships and Pre-doctoral Fellowships are open to applications from those working in the health and social care sectors in Greater Manchester, including nursing, midwifery, allied health professions, pharmacy, social work and social care, public health, commissioning and policy makers. Those from medicine and dentistry are **not** eligible.

***Internships – for detailed guidance, please see page 7.***

ARC-GM supports up to 10 Internships per year as an experiential learning opportunity intended to provide those working in health and social care professions in Greater Manchester with an introduction to applied research. Internships are for 30 days (225 hours) which can be taken flexibly over 4 to 12 months and are broadly aligned with one of the ARC-GM research Themes. There are also opportunities to work with other Themes to broaden the range of experience.

***Pre-doctoral Fellowships – for detailed guidance, please see page 12.***

The ARC-GM Pre-doctoral Fellowship Programme provides research training awards for health and care professionals working in Greater Manchester (**excluding** medicine and dentistry but **including** those from nursing, midwifery, allied health professions, pharmacy, social work and social care, public health, commissioning and policy makers) who wish to develop their career by combining health and social care practice and development with applied research and research leadership.

The programme is aimed specifically at health and care professionals who aspire to undertake PhD level study in the future. The Pre-doctoral Fellowships are designed to provide the time and support to develop a PhD proposal and funding application. Pre-doctoral Fellowships will start in September 2024.

## Key Dates

Applications open	Week beginning 18 <sup>th</sup> March 2024
Question & Answer session 1	24 <sup>th</sup> April 2024, 12 – 1 pm
Question & Answer session 2	8 <sup>th</sup> May 2024, 12 – 1 pm
Deadline for submission of application	24 <sup>th</sup> May 2024, 5pm
Shortlisting panel decisions	Week beginning 17 <sup>th</sup> June 2024
Interviews	11 <sup>th</sup> July 2024
Interview outcome	No later than 19 <sup>th</sup> July 2024
Start date	9 <sup>th</sup> September 2024

## Comparison of opportunities

The table below gives brief information about each opportunity to aid comparison between the programmes. More detailed information is given in subsequent sections of this guidance document.

	<b>Internship</b>	<b>Pre-doctoral Fellowship</b>
<b>Eligibility</b>	Staff with a minimum of an undergraduate degree who are working in health and social care organisations in Greater Manchester, excluding medics and dentists.	
<b>Brief description</b>	Entry-level for those with little or no research experience.	Suitable for those with some research experience who wish to apply for a PhD.
<b>Duration</b>	4 - 12 months.	12 months with the option to extend to a maximum of 18 months.
<b>Time commitment</b>	30 days (225 hours) to be taken flexibly.	Up to 0.5 FTE over one year with the option to extend to 18 months at a reduced time commitment.
<b>Funding</b>	No backfill funding.	Backfill funding up to a maximum of £20,000 per Fellowship, irrespective of duration.
<b>Training budget</b>	£1,000 plus potential for additional funding for Masters level module*.	£2,000 in total.
<b>Supervision arrangements</b>	ARC-GM Supervisor will be allocated upon award of Internship.	Applicant responsible for arranging supervisory team before submission of application. Maximum of three Supervisors; at least one Supervisor must be from ARC-GM.
<b>Application form</b>	Online form available <a href="#">here</a> .	
<b>Interview</b>	Online interview on 11 <sup>th</sup> July 2024.	
<b>Start date</b>	9 <sup>th</sup> September 2024.	

\*with agreement of ARC-GM Supervisor

## Eligibility

Both Internships and Pre-doctoral Fellowships are open to applicants fulfilling the following criteria:

- Health or care professional (excluding medicine and dentistry) with a minimum of an undergraduate degree. In addition to nursing, midwifery, social work, social care and allied health professionals, those from public health, commissioning and health policy maker backgrounds are also eligible;
- Employed within a health or care organisation in Greater Manchester (including our partner NHS Trusts, a Local Authority or voluntary sector organisation in Greater Manchester, but excluding private health or care organisations).

Please contact [ross.atkinson@manchester.ac.uk](mailto:ross.atkinson@manchester.ac.uk) for any queries about eligibility.

We welcome applicants from all sections of the community regardless of age, sex, gender, gender expression, ethnicity, disability, sexual orientation and transgender status. All appointments are made on merit.

## Application Process

All applications for both Internships and Pre-doctoral Fellowships must be submitted using an online form, which will be made available on the ARC-GM website (see <https://arc-gm.nihr.ac.uk/training-how-to-apply> for more information). Applications must be submitted by **5pm on 24<sup>th</sup> May 2024**; applications made after this time will not be considered. Applicants should contact [ross.atkinson@manchester.ac.uk](mailto:ross.atkinson@manchester.ac.uk) if there are problems accessing the online application form.

Letters of support from the applicant's line manager and service/department manager must be submitted by the closing date to [arc-gm@nihr.ac.uk](mailto:arc-gm@nihr.ac.uk).

All applications will be assessed for initial eligibility (see Eligibility above). Those eligible will be shortlisted and selected according to the criteria described in this guidance (see relevant Recruitment and Selection Criteria, noting that these are different for Internships and Pre-doctoral Fellowships).

Applicants will be invited to an interview which will take place on **11<sup>th</sup> July 2024**. Successful candidates will be notified of the outcome of their interview no later than Monday 19<sup>th</sup> July 2023.

For those applying to Pre-doctoral Fellowships:

- Academic supervisors must be in place and documented in the application. At least one Supervisor must be from the ARC-GM (see relevant Supervision section for further details).

In some cases, candidates who apply for Pre-doctoral Fellowships who do not fully meet the required criteria may be suitable for an ARC-GM Internship. Those who wish to be considered for an Internship, if they are unsuccessful with an application to the Pre-doctoral Fellowship Programme, should indicate this in the online application form. Applicants should select the relevant check box on the online form which allows them to apply for both the Pre-doctoral Fellowship and Internship. Applicants should discuss

which opportunities they intend to apply for with their employing manager as their agreement/approval will be required. This is important to consider given that Pre-doctoral Fellowships are provided with backfill funding whilst Internships are unfunded.

Those wishing to apply for Internships only should select the “Internship” check box at the start of the application form. Similarly, those applying to the Pre-doctoral Fellowship only should select the “Pre-doctoral Fellowship” check box.

## INTERNSHIPS

### Purpose of Internships

Research Internships comprise research ‘tasters’ of 30 days (225 hours) duration, used flexibly over 4 to 12 months.

The objectives of the Internship Programme are to:

- Enhance research knowledge and skills in the Intern’s field of practice and/or research interests;
- Gain first-hand, supervised experience of applied health and care research;
- Explore opportunities to develop an academic career including postgraduate study e.g. Masters in Clinical Research (MClinRes), Pre-doctoral fellowships or PhD.

### Funding for backfill

Internships are not supported by any funding for backfill and as such are undertaken with agreement from the applicant’s organisation. Applicants should discuss their application with their line manager and ensure they have their support prior to applying. This support must be confirmed in writing (by email) by the applicant’s line manager/relevant organisational manager by the closing date.

Successful applicants **will** have a budget of £1,000 made available to them for training, which may be used for a variety of purposes (see Funding for Training section).

### Recruitment & Selection Criteria

An offer of an Internship will be made on the basis of the criteria below. Shortlisted candidates will be invited to interview, which will take place on **11<sup>th</sup> July 2024**. Preference will be given to applicants who can demonstrate the following:

- An understanding of the role of applied health and care research in their current and future practice;
- How the Internship experience will benefit current knowledge and skills;
- Willingness to undertake learning and development relating to research skills;
- Evidence of previous study at minimum of BA/BSc level or equivalent;
- Interest in exploring an academic research career;
- Support within place of work/practice setting to undertake the Internship.

Applicants should demonstrate support of their employing organisation by providing an email of support from their line manager/service/department manager, which should be submitted to [arc-gm@nihr.ac.uk](mailto:arc-gm@nihr.ac.uk) by **5pm on 24<sup>th</sup> May 2024**. The email should include the following information:

- Applicant Name
- Statement to confirm that the applicant has discussed this application with the manager; the manager understands what it entails; the manager is supportive of the application; the manager agrees to support their release from practice for 30 days
- Manager’s name

- Manager's position
- Date
- Contact address (including postcode)
- Contact phone number
- Contact email address

### Structure of the Internship

The structure of the Internship is flexible and tailored to the needs of each Intern, but with core components:

- **Induction:** An induction event led by the Training and Development Team will take place at the start of the Internships. The Training and Development Team will give an overview of ARC-GM and the Internship to ensure each Intern is aware of the range of resources and support available to them, including their training budget and the role of the supervisor. Interns will be provided with a workbook with induction information, including guidance, opportunities for learning and reflection, and for recording supervision meetings.
- **Supervisory meetings:** Interns will meet with their allocated Supervisor at mutually agreed times (this may be face-to-face or online) at key points over the duration of the Internship (equating to approximately eight hours of contact time). These meetings will include the co-development of a learning plan and discussion of research activities.
- **Training:** Interns will be provided with training opportunities throughout the programme and will be expected to take up courses that are relevant to their Internship plan (see Training).
- **Research Activities:** Interns will participate in activities that contribute to their own learning and development and ARC-GM research. Internships are not intended for Interns to carry out their own independent research projects, and any research activity undertaken by the Intern should contribute towards existing/ongoing work in one of the ARC-GM Themes.

Examples of activities that previous Interns have undertaken successfully before can be found below. Please note this list is not exhaustive and Supervisors are free to develop other activities in discussion with the Intern and in collaboration with staff across ARC-GM Themes.

- Developing research ideas/questions into clearly defined objectives and a proposal for a Fellowship or other funding;
- Contributing to an ARC-GM research project e.g. literature review; protocol development, data collection/analysis; interpretation of study findings; dissemination (e.g., via social media);
- Contributing to the writing of plain language summaries, research reports, newsletter articles or website project overviews;
- Building a network of research contacts in their field for the exchange of information and to form relationships for future collaboration;
- Observations of project stakeholder meetings, focus groups, events;
- Working with the Public Involvement and Engagement team to better understand the role that the public/ patients play in shaping applied health research.



## **Supervision**

Successful applicants who take up the Internship will be allocated a Supervisor who will be an active researcher working on at least one project on the ARC-GM portfolio. All efforts are made to match Interns with Supervisors who have experience that is relevant to the aims of the Intern. It should be noted that “experience” refers to the research experience and expertise of the Supervisor; Supervisors may not have a clinical or practice background similar to the Intern.

Supervision sessions, meetings, workshops and teaching may be online or in-person, with a degree of flexibility. Interns will agree with their Supervisor the frequency and duration of supervisory meetings.

## **Training**

The structure of the Internship is flexible and tailored to the needs of each Intern within reasonable limits. The core components of each Internship are outlined below.

During the first supervisory meeting, the Intern should devise a learning plan with the support of their Supervisor, based on the Intern’s individual needs and ARC-GM Theme activity and capacity. Interns will be provided with a core of compulsory training opportunities at induction and along the course of the Internship. Alongside the core training opportunities, Interns will be expected to undertake training relevant to their interests and learning objectives.

These more bespoke training requirements can be funded by a personal training budget up to a maximum of £1,000 (see below). Training (core and non-core) may be provided by a range of organisations (including The University of Manchester and others).

Interns will have access to The University of Manchester’s Lifelong Learning Portal where training resources will be hosted.

## **Core training**

All Interns will be expected to undertake training in the topic areas listed below. Course dates will be provided to Interns with at least six weeks’ notice. Wherever possible, training will be recorded to for those who cannot attend. Further details of the ten core research training sessions can be found in a table at the end of the document and will include:

- 1) What is applied health and care research?
- 2) Developing a research question
- 3) Research ethics and Good Clinical Practice
- 4) Public and Community Involvement and Engagement in research
- 5) Literature searching and reviewing
- 6) How to read a scientific paper
- 7) Academic writing, presentation and poster skills
- 8) Career paths in applied health and care research

### ***Bespoke training***

In addition to the core training opportunities outlined above, Interns will be expected to undertake training relevant to their learning objectives and all training should be discussed with the supervisor.

Interns will be eligible for audit only access (course materials are available but assessments are not undertaken) to Masters level units for independent study from one of the following courses:

- [MClin Res Clinical Research Masters level units](#) (Research Design, Managing Research in Clinical Settings, Quantitative Design and Analysis, Qualitative Design and Analysis, Statistics, Critical Appraisal & Evidence Synthesis).
- [MSc Social Research Methods and Statistics Modules](#) for example Survey Research Methods or Methodology and Research Design.

Where sufficient progress is made during the Internship, and with support of the Supervisor, funding may be available for the Intern to undertake a research Masters module formally (not restricted to University of Manchester courses), meaning that they will undertake the course module assessment(s) and receive formal credit on successful completion. Interns who wish to undertake a research Masters module formally should discuss this with their Supervisor and the Training and Development team.

The Intern will also have access to:

- NIHR Learn as an NIHR Academy member;
- University of Manchester library resources e.g. My Research Essentials.

### ***Funding for Training***

Each intern has a training budget of £1,000 which is administered by ARC-GM. This budget could be used to support training where there is an additional cost (i.e. training which is not covered by opportunities provided through the core training programme). The training budget can be used for UK conference attendance (including registration, travel and accommodation within the UK) where there is support of the Supervisor.

Additional funding may be secured to formally undertake a research Masters unit, with the agreement of the Supervisor.

The budget can only be used for approved purposes and if not used for approved training or conferences will not be available for other uses. No funding is available for consumables or to support public involvement and engagement activity.

All training expenditure should be agreed with the Intern's Supervisor in advance of requests being made to the ARC-GM Training and Development team for processing.

### **Support available to Interns**

#### ***1) Support from the Training and Development Team***

The Training and Development Team will provide an induction event for interns as outlined above. Throughout the internship, the Training and Development Team will be the Interns' point of contact for general queries or training budget requests.

*2) Support from the Supervisor*

Interns should meet with their allocated Supervisor regularly during the Internship. As a guide, approximately eight hours of contact time over the duration of the Internship. The Supervisor will support the Intern in co-development of a learning plan and accessing research activities.

*3) Peer support*

Interns will meet online with each other every month via the Internship Forum. This informal support network of fellow Interns will provide a safe space for Interns to discuss anything relating to their experiences of the program and share learning and opportunities.

*4) Support from Library services*

The Library offers a wide range of workshops, online resources, and one-to-one sessions to support Interns through My Learning Essentials, My Research Essentials and Specialist Library Services. The workshops and online resources cover topics such as searching techniques, academic writing, literature reviews, critical analysis, referencing, copyright, public speaking, steps to publication and systematic searching.

*5) Support from wider ARC-GM team*

Opportunities for Interns to get involved with training and research activities can come from across the ARC-GM portfolio. The ARC-GM team can provide a wide breadth of experiences across the research Themes and more broadly, including Public Involvement and Engagement. Supervisors will link with the Programme Management team to identify opportunities to work on projects in other Themes.

**End of Internship**

At the end of the Internship, the Intern will present a summary of the research activities undertaken, their learning and next steps. Interns will prepare a poster and present this orally at the Training and Development Showcase event to be held on **14<sup>th</sup> November 2024**.

## PRE-DOCTORAL FELLOWSHIPS

### Purpose of Pre-doctoral Fellowships

The Pre-doctoral Fellowship Programme is aimed at those who wish to further develop their research experience and who wish to apply for a PhD in future. Pre-doctoral Fellowships are tailored as much as possible to suit individual commitments and timescales. Award holders have the opportunity to undertake formal training with appropriate academic supervision. They will prepare an application for submission for an NIHR or similar doctoral fellowship opportunity, which includes a research proposal and suitable training and development plan.

At the end of the scheme, it is expected that each award holder will have:

- developed a robust research proposal which is a suitable vehicle for a Doctoral Fellowship application, building on existing research skills and experience and fits with the Doctoral Fellowship funder's remit;
- identified an appropriate training and development programme to support the development of research skills;
- developed a clear understanding of their career trajectory;
- developed a publication plan;
- developed their research skills.

### Funding for backfill

Successful applicants will undertake their Fellowship over one year (at 50% Full Time Equivalent) with the option to extend to a maximum of 18 months at a reduced rate. ARC-GM is able to contribute up to a maximum of £20,000 per Fellowship towards the award holder's salary costs, by way of payment to their employing organisation.

Approval is required from the award holder's immediate line manager and the manager of their service or department. This is required as evidence of the employer's commitment to facilitate release from duties for the duration of the award. This should be a separate letter/email of support to [arc-gm@nihr.ac.uk](mailto:arc-gm@nihr.ac.uk). The letter(s) of support must be submitted by the application closing date.

The paid backfill time can be taken flexibly, and applicants should discuss how this will work with their line manager and relevant departmental manager within the employing organisation at the earliest opportunity. Time will be used to attend workshops and training, develop the applicant's PhD application and their research profile for example, by conducting a literature review, pilot work, public and community involvement and engagement work and working on publications.

### Costings

Full costings for the applicant's time must be submitted in the application. Costs should be submitted to cover 50% of the applicant's time over one year (1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025). Applicants should contact the relevant person in their organisation's finance department to provide the relevant backfill costs. Applicants should request confirmation of these costings from their finance contact, which should be submitted by email to [arc-gm@nihr.ac.uk](mailto:arc-gm@nihr.ac.uk). Salary costings should include any increment applicants are due within the Pre-doctoral Fellowship period.

Additional funding over and above the maximum of £20,000 (including on costs) cannot be provided by the Fellowship\*. Applicant should discuss options with their current line manager and/or service/department manager if backfill of their salary will be in excess of £20,000. Options could include:

- The applicant's manager is still willing to release the candidate for the required time despite the funding shortfall;
- The applicant/their manager are able to identify alternative funding to cover the shortfall.

Applicants should refer to the Training and Support section above regarding training and development costs.

\*ARC-GM acknowledges that £20,000 may not be sufficient to cover the full 50% of an applicant's salary. The panel will consider a proposal with commitment of less than 0.5FTE backfill for those in this situation; however, assurance would need to be given that the ambitions in the Fellowship were feasible in the allocated time frame, noting that the Fellowship can be carried out 12 months, with the possibility of extending to 18 months.

### **Research Topic and Outline**

The application should outline the proposed research idea that the candidate intends to develop into a PhD application over the duration of the Fellowship. Applicants should seek advice from their proposed academic Supervisors in developing this application (see Supervision section below).

Research questions that have arisen from 'day-to-day work' within an applicant's organisation and align with patient, service and organisational strategic priorities are particularly welcomed. Applicants should link with their organisation's research department or research champions, should these be in place, for support with this.

Where possible, applicants should describe in the application how their proposed research may link to the ARC-GM research Themes. Applicants should liaise with their ARC-GM Supervisor for support with this.

The assessment of the proposed research will be based on:

- Justification
- Aims, objectives, research questions
- The likelihood of the proposal answering the research question(s)
- Potential methods
- Outcomes (i.e. path to impact – how does the work have the potential to deliver improved outcomes for health and care services, improvement to health or an improved patient or service user experience?)

It is recognised and expected that the applicant may refine some of the components of their research plan during the Pre-doctoral Fellowship and applicants should acknowledge which area(s) they wish to develop further in their plan.

Please see the Recruitment and Selection Criteria section for further information about how applications will be assessed (in addition to the proposed research).

## Training and Support

Pre-doctoral Fellowship award holders are classed as an 'NIHR Academy Member' as the funding for their award is received through the NIHR Infrastructure of ARC-GM or a partner organisation. As such, ARC-GM will share with Pre-doctoral Fellows any relevant training and development opportunities from the NIHR Academy and report back to the NIHR on the Fellow's academic development.

The applicant and Supervisor(s) should discuss the training or development that is required throughout the Fellowship. Examples of training and support activities that Fellows may be able to access funds for include: support with formal research training courses, such as a Masters module in research; training in specialist skills and research methodologies; placements with other research groups or centres; leadership training; conference attendance; public and community involvement and engagement training; dissemination of relevant research; professional development relating to research.

Supervision sessions, meetings, workshops and teaching may be provided both online and in-person, with a degree of flexibility. Pre-doctoral Fellows will have access to The University of Manchester's Lifelong Learning Portal where training resources will be hosted. Pre-doctoral Fellows will have access to the core and bespoke training opportunities which are available to Interns (see page 9).

## Supervision

Academic supervisors have a vital role in supporting applicants throughout the duration of their Fellowship to work on the development of a specific doctoral Fellowship application and to undertake the training proposed in their application.

When applying for the ARC-GM Pre-doctoral Fellowship, it is expected that applicants will have the help and support from at least one academic supervisor when developing the application.

Applicants to the Pre-doctoral Fellowship Programme must identify their primary academic supervisor who should be eligible to be the primary doctoral academic supervisor within the Higher Education Institution of choice for the follow-on PhD. Academic supervisors will have a substantive contract with a Higher Education Institution, but they may also have a dual clinical role (i.e. clinical academics). Applicants are strongly encouraged to approach their potential supervisors as soon as possible to discuss their intention to apply for the Fellowship and develop their application. Applicants can have up to three pre-doctoral supervisors but one of these must be from ARC-GM; this person could be the primary or co-supervisor.

Careful consideration should be given to the choice of primary academic supervisor in terms of:

- record of conversion of Masters to PhD students;
- experience as a PhD supervisor;
- experience in the research area of interest/relevant methodologies;
- ease of maintaining contact with the supervisor/availability of the supervisor;
- suitability for continuation as the PhD supervisor (if the award is successful) or ability of the supervisor to help find the best PhD supervision.



Applicants may also wish to consider whether their research fits with any of the four themes of the NIHR Greater Manchester Patient Safety Research Collaboration (GM PSRC), which are:

- Improving Medication Safety
- Enhancing Cultures of Safety
- Developing Safer Health and Care Systems
- Preventing Suicide and Self-harm

The GM PSRC is one of six collaborations nationally. In collaboration with the University of Leicester and University of Nottingham, the GM PSRC is tackling strategic patient safety challenges by developing and testing innovations, approaches, and interventions to improve patient safety. The GM PSRC's work is carried out in partnership with patients, carers, health and care professionals. The GM PSRC is a friendly, multi-disciplinary team, with expertise including behavioural science, social research, health services research, epidemiology, health economics, safety science, digital patient safety solutions, health informatics, intervention development and evaluation.

Those whose research ideas may align with the strategic aims and objectives of the GM PSRC and who wish to explore having a Co-supervisor from a GM PSRC member of staff should contact Dr Richard Keers ([richard.keers@manchester.ac.uk](mailto:richard.keers@manchester.ac.uk)) or Prof. Roger Webb ([roger.webb@manchester.ac.uk](mailto:roger.webb@manchester.ac.uk)) for further information.

Applicants should contact Dr Ross Atkinson ([ross.atkinson@manchester.ac.uk](mailto:ross.atkinson@manchester.ac.uk), Programme Manager) with general queries relating to supervision. Applicants should contact the relevant post-graduate tutor in a Higher Education Institution if support is needed in identifying additional suitable supervisors.

### **Recruitment and Selection Criteria**

Eligible applications will be assessed by a shortlisting panel which will include at least three people with a range of backgrounds in applied research. The following criteria will be used to assess suitability of candidates based on their application form and performance at interview for those who are shortlisted:

- The candidate's research experience;
- The research proposal (see Research Topic and Outline section above);
- Timelines and milestones;
- Relevance and potential benefit to the applicant's area of practice;
- The suitability and commitment of the applicant to pursuing further research;
- The quality and appropriateness of the proposed academic training and development (including Doctoral Fellowship application development);
- The appropriateness of the proposed academic supervision;
- The clarity of the application, including presentation style and writing skills.

Applications will be graded according to one of the categories below after initial review and discussion of the shortlisting panel. Constructive feedback will be provided to candidates on their applications.

#### ***'All criteria met'***

Good evidence of research knowledge and experience as well as a good understanding of development needs. Clear research question and good study design and implementation details provided. Study clearly appropriate and feasible with realistic budget established. Training plan and doctoral fellowship development plan feasible and

relevant with timeline provided. Subject area in line with an ARC-GM research Theme with strong and appropriate academic team identified. Excellent scope for the described project to provide benefit to patients. Very professionally organised and presented. Very high standard. No amendments or clarification required.

***‘All criteria met, minor/fixable weaknesses’***

Clear evidence of research knowledge and experience with indication of development needs. Clear research question or aim. Essential design and implementation details provided. Study adequately described and reasonable project management and budget details provided. Training plan and doctoral fellowship development plan feasible with suitable timeline. Subject area in line with an ARC-GM research Theme and academically aligned. Good scope for the described project to provide benefit to patients or the public. Professionally presented. Minor amendments and/or clarification needed but suitable for funding.

***‘Majority criteria met, minor/fixable weaknesses’***

Evidence of research knowledge but some essential design and implementation information missing. Clear research question or aim, professionally presented and writing style clear. Relevance and value of study well described. Some project management and budget details provided. Training plan and/or doctoral fellowship development timeline missing or inadequate. Study has potential but needs consultation and revision in most areas. Subject area in line with ARC-GM research Theme but not academically aligned. Scope for the described project to provide benefit to patients or the public.

***‘Some criteria met, major/fundamental weaknesses’***

Evidence of some research knowledge but lacks experience or understanding of development needs. Lacks essential design and implementation information. Research question or aim unclear or inconsistently stated. Application generally clearly presented or written but lacks significant detail and with little effort made to describe relevance or value of study. Project supervision details missing or inadequate. Training plan and timeline missing or inadequate. Some potential but would need major redesign and informed consultation. Subject area not in line with ARC-GM research Theme and/or academically aligned or poor scope for patient or public benefit.

***‘Criteria not met’***

No evidence of research knowledge or understanding, multiple design flaws, relevance of ARC-GM not addressed, poor scope for the described project to provide benefit to patients or the public, writing style unclear, multiple typographical errors.

**End of Pre-doctoral Fellowship**

At the end of the Fellowship, the Pre-doctoral Fellow will present a summary of the research activities undertaken, their learning and next steps. Fellows will prepare a poster and present this orally at the Training and Development Showcase event to be held on 14<sup>th</sup> November 2024 (or subsequently in March 2026 for those extending beyond August 2025).