

ARC KSS Individual Development Award for Applied Research

Supporting early career researchers or health and social care professionals working Kent, Surrey and Sussex

This information is intended for those interested in applying for the ARC KSS ‘Individual Development Award’ for applied health and social care research. This information covers the following areas:

Contents

Section 1 – Background of NIHR and NIHR ARCs.....	2
Section 2 – Funding call aim, criteria and further information	3
Section 3 – Funding available and co-funding.....	5
Section 4 – How to apply	7
Section 5 – Further information	14

Section 1 – Background of NIHR and NIHR ARCs

1.1 What is NIHR?

The [National Institute for Health Research \(NIHR\)](#) is the nation's largest funder of health and care research and provides the people, facilities and technology that enables research to thrive.

NIHR's mission is to improve the health and wealth of the nation through research. The NIHR was established in 2006 and is primarily funded by the Department of Health and Social Care.

Working in partnership with the NHS, universities, local government, other research funders, patients and the public, the NIHR delivers and enables world-class research that transforms people's lives, promotes economic growth and advances science.

1.2 What are ARCs?

[NIHR Applied Research Collaborations \(ARCs\)](#) support applied health and care research that responds to, and meets, the needs of local populations and local health and care systems.

The NIHR ARC Kent, Surrey and Sussex is one of 15 ARCs across England, part of a £135 million investment by the NIHR to improve the health and care of patients and the public.

Each NIHR ARC is made up of local providers of NHS services, local providers of care services, NHS commissioners, local authorities, universities, private companies and charities. These collaborations work together to conduct high quality, generalisable, applied health and care research that addresses the specific health or care issues in their region.

NIHR ARCs also act to close the second translational gap and increase the rate at which research findings are implemented into practice.

The 15 ARCs work collaboratively to address national research priorities, with individual ARCs providing national leadership in their areas of expertise.

- [Find out more about ARCs](#)

1.3 What is ARC KSS?

The National Institute for Health Research (NIHR) Applied Research Collaboration Kent, Surrey and Sussex ([ARC KSS](#)) brings together NHS Trusts, local authorities, universities, communities and other partners to stimulate changes through applied research in health and social care for people living in the South East of England and nationally.

Led by Sussex Partnership NHS Foundation Trust and Professor Stephen Peckham as Director from the University of Kent, our aim is to improve the quality, quantity and relevance of health and social care research in the area.

The ARC KSS aims to provide transforming infrastructure for the region to enable impactful research implemented into practice. To do this we will provide co-ordination, facilitation, management and support for the three core activities: **Capacity building in health and social care research, supporting and conducting applied research and supporting the implementation of findings into practices locally, regionally and nationally.**

ARC KSS is committed to ensure all our research **engages with local communities, patients and the wider public.**

Section 2 – Funding call aim, criteria and further information

2.1 What is the aim of this funding call?

ARC KSS is seeking applications from individuals with promising applied research projects. Awards will support individuals in the development of their projects and will enable dedicated time for individuals to conduct any of the activities laid out in the criteria section of the remit or section 2.3 below.

Projects must **closely align to one or more of the ARC KSS research themes:**

- **Social care:** person-centred, community based social care
- **Starting Well:** Early detection and Intervention of Mental Health Problems in Children and Young People
- **Primary and Community Health Services:** Sustainable and integrated care focusing on people with chronic conditions and marginalised groups
- **Dementia:** Living Well with Dementia
- **Co-production:** Involving and working with patients and the public to produce relevant research
- **Public Health:** Improving health and reducing need among older patients with multiple conditions and younger people at time of transition
- **Digital Innovation:** Harnessing digital technology to help create a sustainable health and social care system
- **Health and Social Care Economics:** using best practice to efficiently fund health and social care services of benefit to patients

We recommend applicants read the **ARC KSS research funding approach** on <https://www.sussexpartnership.nhs.uk/research-arc-kss> which details the 9 key impact areas for ARC KSS research, to ensure their project fits goals and aims of ARC KSS applied research and our research theme objectives closely.

2.2 Who can apply for these awards?

Individuals who meet any of the following criteria will be considered for these awards:

- An early career researcher:
 - within 5 years of PhD VIVA or completion
 - and/or – within 5 years of your first research employment contract.
- A Health and social care professional who is establishing a research career:
 - you have at least a masters or equivalent research relevant qualification and/or experience of undertaking a research project.
 - You can be from any clinical or professional background but must be employed by a member organisation of ARC KSS.
 - No more than 5 years' experience of leading research projects (internally or externally) or receiving research project funding from outside of your organisation

2.3 What does ARC KSS expect individual development award projects to achieve?

ARC KSS are keen to support individuals who are working towards projects that show potential to influence changes in practice for the better. By supporting individuals at an early stage of idea development, we hope to increase the support available for researchers who struggle with dedicated time to commit to developing their own research ideas or career. Projects should have a clear trajectory for evaluating the outcomes and benefits of an intervention or change in care that aligns with local priorities and has potential bring about a change in practice locally or regionally albeit at an early stage in the research pathway.

ARC KSS will prioritise projects with potential to create change and impact regionally. Refer to the accompanying *ARC KSS research funding approach* document for our 9 key impact areas for ARC KSS research.

The application should show that you have a clear idea of what your intervention or change in care is and that it shows potential to benefit the public, service providers and other stakeholders. Two types of activity are eligible for support:

1. testing an intervention on a small scale to see if it works in your local context, with potential to scale up and for the change to be sustainable after the funding has ended;
2. reviewing existing evidence from systematic reviews and NICE guidance that is not being used to inform best practice and you intend to change practice in line with this evidence for public benefit.

2.4 What will not be funded?

The following will not be funded under this call:

- Evaluation projects that have no scope to influence the conduct of day-to-day practice;
- Research in 'controlled' or 'artificial' environments; we are looking to support projects and assess potential in the 'real world' of care provision.
- Research that does not address an area of local need or priority
- Funding for established researchers

2.5 When should projects start and finish?

Individual awards should be in a position to start by 1st April 2021. Upon announcement of successful applications, contracts between ARC KSS and the hosting organisation will be organised and should be in place by the start date.

Projects should be no more than 1 year in duration.

2.6 With whom may you need to engage and how?

We encourage applicants to speak with ARC KSS implementation leads with which your project aligns. Information on how to book an appointment can be found at the end of this guidance in Section 5.

You will need to have plans to engage with relevant stakeholders who may contribute to or affect the outcomes of your project and we suggest you develop a targeted approach to each individual/group. For example, to engage commissioners, you may want to look to local providers and commissioners of local services relevant to your intervention. We advise that you begin thinking about your potential stakeholders as soon as possible.

Projects are expected to include appropriate Public and Community Involvement and Engagement (PCIE) and preferably be co-designed with patients and the public. Projects should have clear plans and mechanisms to support future implementation of findings and [knowledge mobilisation](#) for the benefit of the NHS and/or social care service delivery and patients/service users locally.

2.7 Do you regard engagement from commissioners as a necessary or nice-to-have?

It depends on the type of proposed project. In some instances it is absolutely critical, such as if commissioners will need to alter funding arrangements for the ongoing sustainability of an intervention. Making commissioners aware of your project will add strength to your application.

2.8 When should we involve patients/service users, communities, the public and how?

Projects are expected to include appropriate Public and Community Involvement and Engagement (PCIE) and preferably be co-designed with the public, patients, service users and communities. You should be engaging patients as early into your project as possible and we will be looking for evidence of a clear and comprehensive public and community involvement and engagement plan both supporting your proposal development and plans for PCIE during the work.

See Section 4.1 below referring to particular sections of the application form for further guidance.

Section 3 – Funding available and co-funding

3.1 How much funding is available?

For this first round of funding, at least £90,000 is available to fund at least 6 awards starting on 1st April 2021. Each award will be for a maximum of £20,000 (inclusive of 25% co-funding from your organisation) over 1 year. Awards will be evenly distributed across each county within KSS, therefore, at least 2 awards will be made in each of Kent, Surrey and Sussex.

Funds will be used flexibly depending on the number and quality of applications received. Indirect or estates costs cannot be claimed. See more information on what can be funded in Section 4.1 below.

3.2 Why is this call asking for co-funding funding and what is co-funding?

Co-funding is a requirement from the NIHR through which an organisation evidences its commitment. Matched funding is not necessarily financial, and is often a release of staff time.

3.3 How much co-funding is required within applications?

The amount of co-funding required per project should be 25% of the total amount requested. The maximum budget that can be requested for a single project is £20,000. Therefore, this should be made up of a maximum of £15,000 ARC KSS funding and £5,000 co-funding from the host organisation.

3.4 What can be included as co-funding?

Any organisation's committed resources, whether it is NHS, charity, volunteers, industry, or social care, will count as co-funding. Co-funding can be provided to the lead applicant as direct cash to support the project or 'in kind' resources. Examples of 'in kind' resources might be (this list is not exhaustive):

- The applicants time to contribute to the project
- Time for frontline staff to recruit and collect data for small or pilot projects
- Meeting room space for the project e.g. visits or meetings
- Use of facilities for implementing the project
- Staff time to extract data for use in the project
- Consumables already available to the organisation that can be used by the project.
- Training provided to the applicants that is needed to undertake the project

Co-funding should not include HEI or non-HEI overheads (co-funding could include direct funding, 'in kind' contributions, use of facilities for implementation). Member organisations of ARC KSS can include project co-funding as part of their overall co-funding commitment to ARC KSS. Further information can be found in the **Co-Funding Guidance document Dec 19** on <https://www.sussexpartnership.nhs.uk/research-arc-kss>

3.5 Will my study be eligible for NIHR Clinical Research Network (CRN) adoption and support?

Studies which are fully funded by ARC KSS and conducted within an established member organisation(s), do not require additional support for delivery and NHS organisation or non-NHS costs (See section 3.6 below for detail on costs in particular) from the NIHR CRN unless:

- They are delivering in multiple centres (i.e. centres not the contracted NHS/ University partnership and formal partners)
- They have additional funding awarded from NIHR research programmes, NIHR's Non-commercial Partners, Research Councils or other areas of central government. Please note that this does not extend to single centre investigated-initiated or industry-collaborative research, and research funded by overseas organisations or ineligible funding streams. The NHS Support Costs for these should be met through the NIHR ARC award.

Therefore, if a project does not fit the above exceptions, ARC-funded studies will not be eligible for NIHR CRN adoption and support. NIHR ARC led studies deemed eligible for 'additional' NIHR support as above from the CRN will be added to the NIHR CRN Portfolio. Recruitment data should be provided for all UK sites (i.e. both the CRN and the contracted NHS/ University partnership and formal partners - ARC sites) and mapped in line with guidance.

It is recognised that the requirement for NIHR CRN support may change during the lifecycle of the study, for example a fully funded ARC study (within the contracted NHS/ University partnership and formal partners) may need to open in new CRN supported sites to achieve the study's recruitment target. Should this situation arise an application for NIHR CRN support should be made following discussion with the local CRN.

Official NIHR guidance on CRN adoption of ARC-funded research can be found in the **CRN Support for NIHR ARC funded studies document** on <https://www.sussexpartnership.nhs.uk/research-arc-kss>. Full NIHR CRN eligibility criteria can be found [here](#) and refer to E16 in the FAQ's on the NIHR website [here](#) specifically for ARC-funded project CRN eligibility.

3.6 Should I cost in service support costs for health or social care research within my organisation?

Funding for NIHR Applied Research Collaborations (ARCs) is "self-contained". Therefore, studies which are fully funded by NIHR ARC awards and which are taking place solely within the organisation that holds the contract should be appropriately costed so as not to require additional NIHR infrastructure or Research support costs from the NIHR CRN. Funding requested should cover both research costs and NHS or equivalent non-NHS infrastructure for research costs (please refer to [AcoRD](#) guidance for more details).

The funding goes directly to the contracted organisation and be distributed to NHS or non-NHS organisations accordingly and in line with the project plan and activity. Studies which are fully funded as part of an ARC programme will not, therefore, require additional research infrastructure support from the NIHR CRN unless they meet the exceptions above.

3.7 What are the expected contractual arrangements?

Successful projects will be required to undergo a contracting process between the host organisation and ARC KSS host Sussex Partnership NHS Foundation Trust in order to receive funds. This will be in the form of a short collaboration agreement setting out the responsibilities of ARC KSS and the organisation delivering the project. Standard project agreements templates will be used and major changes to the content will not be considered. Execution of the contracting process should be completed prior to 1st April 2021.

3.8 What if my organisation is not a member?

If your organisation is not currently an ARC KSS partner but you believe your organisation is eligible to become one, please contact the ARC KSS team on the details below to discuss this further. Organisations eligible to be an ARC KSS partner include organisations in the ARC KSS region which are:

- NHS Trusts
- Local authorities
- Universities

- Charities or communities involved in health and social care
- Companies or not-for-profit organisations involved in health and social care

For further information please see the **ARC KSS member organisations document** on <https://www.sussexpartnership.nhs.uk/research-arc-kss>

Section 4 – How to apply

4.1 How do I apply?

If you are interested in applying, please do the following:

- read the call remit and guidance document carefully
- read the 'ARC KSS research funding approach' document to ensure your project fits ARC goals and research themes
- Complete an application form and send alongside a current CV by email to: ARCKSSacademy@kent.ac.uk **by the 30th October 2020**. Applicants should provide all the information requested on the application form. You should complete your application in clear and concise language with minimal use of technical jargon. Where you use abbreviations, these should be fully described in the first instance of using the acronym. See below for guidance on each application form section.

Application form sections - guidance:

Section 1 - Application details: Please provide overview details of your project including:

- Applicant name
- Contact details:
 - contact details including address, email and telephone number
 - name of your employing organisation
 - professional role or job title
 - Qualifications

NB – a current CV no longer than 3 pages should be submitted with the application to demonstrate your relevant knowledge, experience and expertise. This should include up to 10 relevant publications and any other grants held.

Section 2 - Employing organisation and support details:

- Please name a key Research & Development office, research office or finance contact for your employing organisation. This person will be someone who has oversight of research or finance at your organisation and will be our contact for arranging the project contract and may also ensure governance oversight of the project and provide local support.
- ARC KSS will provide a package of support to successful candidates including a professional and/or academic mentor. If you already have a mentor in mind, please indicate this here and name any identified mentor or supervisor.

Section 3 – Personal statement:

- In order to be eligible for funding, you should fit into one of the two researcher categories below. Indicate in this box of which applies to you:
 1. I am an early career researcher – within 5 years of PhD or first research employment contract.

2. I am a Health or social care professional who is establishing a research career – I have at least a masters or equivalent research relevant qualification and/or experience of undertaking a research project. You should be in the early stages of a research career (within 5 years) and not an established lead Investigator.
- Applicant research experience and interests – please tell us about any research experience you hold and your areas on interest. (200 words maximum). Tell us about your experience to date, your personal research interests and how you are well placed to conduct this project.
 - Tell us how this award will support your research career and/or career progression? (200 words maximum) – tell us about your career aspirations in research and how this award will help you achieve these. Tell us about your next steps after completion of your award.

Section 4 - Project Overview:

- Proposed application activity – please tell us which of the 2 types of project activity you are applying for. You may tick both if applicable.
- Full project title
- Short title if you have one
- Intended duration of the project in months – this should not exceed 12 months
- Please indicate which ARC KSS theme or themes your project aligns with and describe how your project aligns (maximum 200 words) - Funding will be prioritised for projects aligning closely to the ARC KSS themes and subthemes, therefore, please make sure your project closely links to ARC KSS research themes. You can find more detail on our research themes and sub-themes in our ‘ARC KSS research funding approach’ document. Name here which themes your project is relevant to and exactly how your project will help ARC KSS in our theme goals.
- Collaborators – please name anyone who will be supporting you in the project. Collaborators cannot receive direct funding but may be providing ‘in kind’ support, guidance, access to patients and facilities or other ways of supporting your project.
- The total funding (including co-funding) for the project should be entered.

Section 5 - Project Description:

- Public summary (250 words maximum)

A Plain English, public summary is a clear explanation of your research. The assessors will use this summary to inform their understanding of your project. Assessors will include members of the public, clinicians and researchers who do not have specialist knowledge of your field. A good quality plain English summary provides an easy to read overview of your whole study. When writing your summary consider including the following information where appropriate: aim(s) of the research, background to the research, design and methods used, patient and public involvement.

Keep the use of jargon and acronyms to a minimum. Further guidance on writing in plain English is available online at NIHR Make it clear <http://www.invo.org.uk/makeitclear/>.

- What is the problem you are aiming to address and why this is a local patient or service user need? (100 words maximum)

Provide a clear explanation of the health problem to be addressed, the impact on patients as well as health and care services, and how this research would fill a demonstrable evidence gap. Explain how your proposed research is within the remit of the call and how it addresses the key aim of the programme to generate research evidence to improve, expand and strengthen the way that healthcare is delivered for patients, the

public and the NHS. It is essential that you clearly identify the health and care need that your project aims to address and how the outputs of your project will benefit the public, services users, service providers and commissioners.

Briefly describe:

1. The importance of the proposed research and its relevance to local and national priorities and needs (including a statement of the significance of the research area, e.g. burden of disease, amount of care provided).
 2. the anticipated outputs, outcomes and impact of the proposed research on the health of patients/service users and/or the public
 3. highlighting the potential benefits to service providers or commissioners where possible
 4. the potential for your project to inform or change practice for the better
- How does the existing literature or evidence support this project? (250 words maximum)

Explain why this research is needed now, both in terms of time and relevance. Briefly describe:

1. Past and current literature or research that justifies the proposed project and shows that it has potential to improve patient care and inform practice. Evidence may be drawn from pilots (including unpublished work or audit data) or drawing on existing literature like systematic reviews (including NHS context and relevant literature). The rationale for the particular lines of research you plan to pursue
 2. Work undertaken previously by you locally which has led to the proposed programme (e.g., describe any pilot/feasibility/audit data).
 3. Applicants should be aware of ongoing research in this area and comment on any other local research or initiatives which might be deemed to overlap with the contents of the proposal.
- Project proposal

Please use this section to clearly explain your proposed research. **As this is the main part of your application describing your project, you should ensure that the information is accurate, succinct, clearly laid out and provides sufficient methodological detail.** The overall amount of information that you can provide is limited to 1000 words.

References should be provided at the end of the project plan and are not included in the word count.

This section should be used to indicate:

1. The overarching aims/objectives of the research, outlining the key question(s) which the work will address and, where appropriate, the main hypothesis.
2. It should describe the how the project will achieve its aims/objectives.
3. Specify the methodological or other approaches proposed in sufficient detail to allow them to be assessed (e.g. evidence synthesis methodology, justification for sample sizes, inclusion and exclusion criteria, recruitment strategy, nature of follow up, techniques of data collection, choice of analysis and why etc.).
4. Briefly detail the timetable for the proposed research, including key milestones and deliverables. For pilot or small scale projects, describe any ethical considerations and approvals that are required or relevant for the project and how you plan to address these within the project timeframe.

We recommend the use of following headings to help structure your project plan:

- Population of interest
- Intervention, innovation or description of change in care
- Research question, aims and objectives
- Study design and methodology – including the data or information you intend to collect
- Analysis plan (including sample size if applicable)
- Ethical considerations or approvals required
- Timeline

Section 6 - Public and Community Involvement and Engagement (PCIE):

ARC KSS is committed to appropriate and relevant involvement and engagement of patients and the public and other key stakeholders in all its activities. The earlier that the public can be involved in the research cycle the more your research can benefit from the added perspective they bring including the richness of the unique insight and experience they offer, the increase in confidence that the research question is relevant to the population's needs, ensuring the research methods are culturally and practically acceptable to participants and that the potential research outcomes are important to the public.

In this section you will need to show how you have or intend to engage with the public about your project focus and how you have already or will use their views to help shape your research design and implementation. We will be looking for a clear and comprehensive public involvement and engagement plan that will support your research from design through to dissemination. Areas to consider may include:

- the role of your lay members
- what types of activities will you asking for them to undertake
- will discussions be had early enough to impact on your study design
- what sort of remuneration are you intending for your lay members (to be included in the budget plan)
- how did you or will you identify groups, communities or lay members to involve in your research that reflect your subject matter and the wider population.

The assessment panels will include public members. Information and resources to assist you can be found on the [INVOLVE website](#)

You are strongly encouraged to read and align your project with the [INVOLVE National Standards for Public Involvement in Research](#)

Section 7 - Impact, implementation and dissemination:

- What will be the main outputs of your project?

List here the key outputs of your proposed project. This might be publications, guidelines, toolkits, evidence for changing practice, a new intervention or innovation or other outputs.

- What are your plans to disseminate the knowledge gained from this project to ensure:
 - use for the benefit of patients and the public?
 - changing or informing practice or commissioning within and outside of your organisation?

You might describe how this project might lead to Implementation of the invention into local practice, you may intend to scale up the intervention or project for the benefit of patients/service users. Alternatively, you

may use existing evidence to inform service delivery locally. In this section it is important that you identify all stakeholders who are relevant to your research proposal. For each stakeholder group you need to be clear about how they benefit from your proposed research and, where appropriate, how they have been involved in the development of the application, as well as the plans for their involvement in the proposed research.

Please describe any plans for knowledge gained through this project to be mobilised and used by local health or social care staff. How do you intend to mobilise knowledge gained for the benefit of the public, stakeholders and commissioners?

Section 8 - Detailed budget:

The finance section should provide a breakdown of costs associated with undertaking the research as described in the proposal. Please provide enough detail for each line to show how you came to the amount requested. It is in the best interest to undertake a thorough, realistic and accurate costing. It must be clear how costs requested are justified. You must also ensure that you include all costs including those required to secure good research management.

The funding requested may include the following costs: staff costs, travel and subsistence, dissemination costs, small pieces of equipment (including lease versus purchase costs) no more than £200, consumables, patient and public involvement (PCIE) and any other direct costs. Funding for further education training is not eligible for this funding call e.g. Masters Courses etc.

NOTE: Indirect and estates charges cannot be claimed as part of the funding requested nor as part of co-funding provided.

Costs must be provided at current prices. Whilst allowances for incremental increases should be included, nationally or locally agreed pay increases should be excluded.

For help with estimating PCIEP costs please see the INVOLVE cost calculator available at <http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>.

For help and guidance on assessing the attribution of costs for health and social care research (required Service Support Costs, excess treatment costs and Research Costs) if these are required for your project, please refer to the [ACCORD guidelines](#). See section 3.5 and 3.6 above for information on NIHR CRN adoption and support for ARC funding projects.

Further itemisation of costs and methods of calculation may be requested to support the application at a later date. Payments will be made to the contracted organisation only and the contracted organisation will be responsible for passing on any money due to their member organisation(s). Appropriate sub-contracts must be put in place for any element of the research which is to be paid to another organisation.

4.2 Where do I submit my application?

Completed applications forms should be submitted along with a current CV of the project lead to ARCKSSacademy@kent.ac.uk.

Section 9 - Authorisations:

In order to ensure your application has been reviewed and approved by your organisation, all application forms should be signed by your line manager and a representative from your organisation to confirm that the application has been approved. The representative from your organisation may be a relevant Research

and Development department contact, organisational finance contact or senior departmental lead within the organisation with authority to approve the submission and commitment of co-funding agreed.

Your form should also be signed by you as the applicant to confirm this is your own proposal and proposed project.

Electronic signatures will be accepted.

If you are submitting an application individually or collaboratively from Sussex Partnership Foundation Trust, Brighton and Sussex University Hospitals NHS Trust, University of Sussex or BSMS, please note that your application needs sign off first by the Brighton and Sussex Joint Clinical Research Office: jcro@sussex.ac.uk.

4.3 How will applications be assessed?

Applications will firstly be assessed in order to confirm applicant eligibility and that your application meets the remit. Therefore, please consider the call remit, guidance notes and the 'ARC KSS research funding approach' carefully to ensure your project is right for this call. The application details and plain English summary will be used to assess projects during this initial screening process.

Proposals meeting all the screening criteria will go on for shortlisting by one of three assessment panels, each considering applications within their county. Applications will be assessed using the below criteria.

- **Call remit and alignment to ARC KSS research themes:** the assessment panel will consider how well your application fits the call remit and how closely it will support ARC KSS in its research themes and aims. Consideration will be given to potential to change in practice or be implemented and to what extent it addresses a local STP or commissioner priority and/or aligns with NIHR national priorities and research agendas.
- **Project plan:** How appropriate is the proposed project plan? Is the methodology clearly explained and appropriate for the project? Are the data collection and analysis methods justified and appropriate? Is the project timeline achievable?
- **Impact, Implementation and Dissemination:** What is the expected improvement in health outcomes, operational efficiency, patient experience and/or safety and quality of care? Is the project likely to lead to a change in practice? Are there appropriate plans to ensure knowledge gained is shared and disseminated to inform practice?
- **Public and Community Involvement and Engagement (PCIE):** Is there appropriate PCIE activity that has fed into the development of the project? Are there clear plans for PCIE activity within the proposed work? Has the invention been informed or co-designed by the public or patients/services users?
- **Personal research strengths:** To what extent does the applicant have the right skills and experience to deliver the intended benefits? Does this present a good opportunity to support an early career researcher or someone who is building or becoming involved in research to benefit their organisation?
- **Opportunities for personal development:** Your application will be assessed with respect to the stage of your research career and how much this award will support you in your career goals as an independent researcher.

Shortlisted applicants will then be invited to attend a 30 minutes interview with their relevant county panel. The panel will be made up of the ARC KSS capacity building lead, members of the ARC KSS ORganisation for CApacity (ORCA) strategy group and local health or social care leaders. You will be informed of the panel members at the time of invitation to interview.

4.4 What feedback will applicants receive?

Successful applicants will receive comments from the interview panel and will be expected to address any significant areas of concern prior to commencing the project with the support of the ARC KSS team and their mentor.

Unsuccessful applications will receive detailed feedback on areas of their project that could be strengthened and advice on whether the project can be supported by ARC KSS in other ways going forward e.g. support from implementation leads where projects have potential but were not successful, recommendation of other funding streams or linking to experts that could contribute to the project. This feedback will be either from the shortlisting stage or from the interview panel. You will be given the opportunity to discuss feedback with a member of the ARC KSS team if you wish.

4.4 What is the timeline for assessment and announcement of successful applications?

The flowchart below summarises the intended timeline for assessment and announcement of applications. Depending on the volume of applications received this may be changed if required.

4.5 How do we report back to ARC KSS on the progress of our project?

Details of reporting will be included in your project collaboration agreement. There will be a formal project review mid-way and at the end of the project. These formal reviews will take the form of a short project report form and a progress meeting. The purpose of the progress meeting will be to reflect on the progress of your project and an opportunity to get input from ARC KSS to support the success of the project. These reviews will be conducted by a dedicated member of the ARC KSS team who will also be available to provide support should you need it at any time during the life span of the project.

You will also be expected to meet with your mentor on a regular basis.

Timeline for assessment and award of fellowships:





Successful applicants informed – 18th Dec or 21st Dec. Feedback provided to all interview applicants



Awards can start any time between 1st Jan 2021 and 1st April 2021.
Successful applicants will be required to attend an induction event between Jan and Mar 2021.
Funding contracts initiated – in Jan 2021

Section 5 – Further information

5.1 Who is the main point of contact at ARC KSS?

If you have any further questions, please contact us at: ARCKSSacademy@kent.ac.uk

If you would like to speak to a member of the ARC KSS team about your application, please click [here](#) to book a 30 minute support conversation. The last available date for these appointments is 30th September.

We will also be holding an information webinar on Monday 28th September, 1.30pm-2.30pm. Please visit our [website](#) for more information and to register.

5.3 Key Dates

Call release date

Friday 21st August 2020

Application deadline

5pm, Friday 30th October 2020