

Action on Hearing Loss Pauline Ashley Fellowship application form guidance

Action on Hearing Loss Pauline Ashley Fellowships support the career development of young scientists in the UK who are in the early stages of their research career and have the potential to become leaders in the field of hearing research. The Fellowship provides funding to enable Fellows to develop their research interests and support their career development towards becoming an independent scientist.

This document explains the structure of the Action on Hearing Loss Pauline Ashley Fellowship application form and offers guidance on the information to include in each section.

Please submit your application form as a WORD DOCUMENT – this is required for correct processing of the application. Applications sent as PDF documents will not be accepted.

The main proposal should be attached at the end of the application form, which will ensure that all formatting and figures will display correctly.

This form should be completed by the person who is applying for the Fellowship, not the sponsor (except for where specifically stated).

Question	Guidance
1. Applicant	Provide the requested details for the applicant, the person who will be awarded the fellowship if successful.
2. Applicant contact details	Enter the full postal address and telephone number (work) of the applicant.
3. Sponsor	<p>The sponsor is not a supervisor, but a supporter of the applicant. They must have scientific expertise in the area of the application, and the experience to support and guide the Fellow in their research. The sponsor should be a Principal Investigator or equivalent and agree to act as guarantor for the quality of the proposed research, the suitability of the candidate and the level of training and development the department will provide.</p> <p>Provide the requested details for the Sponsor.</p>
4. Project administration	<p>Provide the requested information on the administration of the project.</p> <p>Institute/authority should be the institute that would act as the grantee should funding be awarded e.g. 'University of Oxford', 'University College London'. Department should be the department within the institute which will host the project.</p> <p>Projects are anticipated to run for 24 months, and should start before 31st March 2020.</p>
5. Project title	Enter the full title of your project.
6. Project area	<p>Select the area of the call into which your research proposal falls. Please refer to our Biomedical Research Strategy to check that your proposed research is within our remit.</p> <p>You should only tick one box.</p>

<p>7. Lay summary of research project</p>	<p>Describe the proposed research in simple terms in a way that could be publicised to a general audience, including each of the four areas (a to d) specified on the form. Your lay summary should be no more than 500 words.</p> <p>If your project is selected for funding, the lay summary you provide will be used publicly on our website as a description of the project, and for fundraising purposes. As such, please do <u>not</u> include any confidential information.</p> <p>Please note that applications will be returned to the applicant and not assessed further if they do not include a suitable lay summary.</p> <p>We have a short guide to help researchers to write a good lay summary – please contact us at fellowship@hearingloss.org.uk if you would like us to send you a copy.</p>												
<p>8. Scientific abstract</p>	<p>This is an opportunity to provide a short summary (of no more than 250 words) of the key objectives and focal areas of the project. It is important that this summary contains sufficient information to provide a clear understanding of the project, as it will be used by prospective reviewers to determine if they have the expertise to review your application. The abstract will only be shared with prospective reviewers and our review panel.</p>												
<p>9. Research question</p>	<p>Provide concise answers to the questions on the application form (your answers do not have to be in lay language, but must keep to the stated word limit).</p>												
<p>10. Communication/ public engagement plan</p>	<p>Please use this section to outline plans for engagement, communication and dissemination of your research and its outcomes within the research community and, where appropriate, with potentially interested wider audiences. Please keep to the stated word limit.</p>												
<p>11. Summary of financial support requested</p>	<p>Provide a brief description of the funding requested and the anticipated cost for each, broken down by year. Please note that as a charity, it is our policy not to fund any indirect costs or the salaries of permanent employees. Funding requests should not exceed £60,000 in any one year and should not exceed £120,000 in total.</p> <table border="1" data-bbox="491 1397 1481 2065"> <thead> <tr> <th>Budget item</th> <th>Allowed</th> <th>Not allowed</th> </tr> </thead> <tbody> <tr> <td>Salary of Fellow</td> <td>The salary costs of the main applicant (including on-costs) are allowed. Fellows must not be permanent employees of the institution they are based at – their salary must be contingent on grant funding. Give details of the position and salary pay-point.</td> <td>You cannot request the salary or partial salary of anybody involved in the project who has a tenured, tenure-track or open-ended post, or whose salary is guaranteed and funded by their institution in any other way.</td> </tr> <tr> <td>Research consumables</td> <td>These costs cover routine research consumables and reagents needed for the project. Examples include glassware, plasticware, tissue culture, molecular biology, immunohistochemistry, earphone inserts etc.</td> <td>Do not include unusual, high-cost or non-consumable items in the consumables section – these should be listed in the 'Other' section.</td> </tr> <tr> <td>Animal costs</td> <td>Costs for the purchase, importation, housing and</td> <td>Animal research licences/certification and</td> </tr> </tbody> </table>	Budget item	Allowed	Not allowed	Salary of Fellow	The salary costs of the main applicant (including on-costs) are allowed. Fellows must not be permanent employees of the institution they are based at – their salary must be contingent on grant funding. Give details of the position and salary pay-point.	You cannot request the salary or partial salary of anybody involved in the project who has a tenured, tenure-track or open-ended post, or whose salary is guaranteed and funded by their institution in any other way.	Research consumables	These costs cover routine research consumables and reagents needed for the project. Examples include glassware, plasticware, tissue culture, molecular biology, immunohistochemistry, earphone inserts etc.	Do not include unusual, high-cost or non-consumable items in the consumables section – these should be listed in the 'Other' section.	Animal costs	Costs for the purchase, importation, housing and	Animal research licences/certification and
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		<p>maintenance of animals can be included in your budget.</p>	<p>training courses are not eligible costs.</p>
	<p>Publicity and dissemination costs</p>	<p>Funds for conference travel and registration are eligible costs. The standard allowance for conference travel is £2,000 in total. The funds can be allocated across the 2 years as you choose.</p> <p>Funds for other dissemination activities can also be requested, but these should be itemised separately to conference travel, and justified in the main proposal.</p>	<p>Funds to cover publication charges should not be requested here – please see our Open Access Policy for further details of our requirements for open access publishing and defraying any required costs.</p>
	<p>Equipment costs</p>	<p>Funds can be requested for small pieces of specialist or unusual equipment that are essential for the project. This includes computer equipment or software that is required for the collection or analysis of data (the need for extra memory storage or processing power must be justified).</p> <p>Equipment should usually be purchased at the start of the project.</p>	<p>Standard equipment that ought to be available in most research institutes e.g. refrigerated centrifuges, PCR machines, gel apparatus, are not admissible.</p>
	<p>Other costs</p>	<p>Research costs for specific items or services can be requested here. These usually fall into three main categories:</p> <ul style="list-style-type: none"> • High cost items or experiments, such as microarrays • Fees for external or internal services, such as antibody production, DNA sequencing or statistical support • Payments for volunteers taking part in the research project. 	<p>Do not include:</p> <p>Publication costs</p> <p>Institutional overheads and indirect costs, including, but not limited to: equipment maintenance, journal subscriptions, secretarial support, advertising, recruitment, office stationery etc.</p>
<p>You must provide more details and a justification of how the funds will be used in the main proposal.</p>			
<p>12. Other support</p>	<p>Provide details of any other applications (planned or in progress) to support this project or work that is related to it.</p> <p>Indicate any overlap between the research you are proposing in this application and any applications listed above. If there is overlap, you should state how much and in what area, or areas, of the project.</p>		
<p>13. Animal work</p>	<p>Indicate whether animals will be used in the project. This includes animals that are not protected under UK law e.g. some invertebrates and embryonic stages of development. If yes, answer all questions in this</p>		

	<p>section, providing as much detail as possible, and making full use of any word counts. If no, continue to section 14 after answering the first question 'no'.</p> <p>Severity category definitions (from The European Directive on Animal Research - Annex 8)</p> <p>Non-recovery: Procedures which are performed entirely under general anaesthesia from which the animal shall not recover consciousness shall be classified as 'non-recovery'.</p> <p>Mild: Procedures on animals as a result of which the animals are likely to experience short-term mild pain, suffering or distress, as well as procedures with no significant impairment of the well-being or general condition of the animals shall be classified as 'mild'.</p> <p>Moderate: Procedures on animals as a result of which the animals are likely to experience short-term moderate pain, suffering or distress, or long-lasting mild pain, suffering or distress as well as procedures that are likely to cause moderate impairment of the well-being or general condition of the animals shall be classified as 'moderate'.</p> <p>Severe: Procedures on animals as a result of which the animals are likely to experience severe pain, suffering or distress, or long-lasting moderate pain, suffering or distress as well as procedures that are likely to cause severe impairment of the well-being or general condition of the animals shall be classified as 'severe'.</p> <p><i>N.B. If your application proposes the use of non-human primates, cats, dogs or equines, let us know at research@hearingloss.org.uk before submitting your application, as a short annex of additional questions must be completed for proposals involving these species.</i></p>
<p>14. Human participants</p>	<p>Indicate if the project will involve human participants. If yes, answer all questions in this section. If no, continue to section 15 after answering the first question 'no'.</p>
<p>15. Career development of the applicant</p>	<p>The applicant should be an early career investigator (with a PhD) and not a permanent employee of a university or research institute in the UK.</p> <p>Applicants should clearly explain why a fellowship is the best way to support their long-term career goals and chosen career route, and how a Fellowship would enable them to move to the next level of their career. Applicants must be able to demonstrate how the fellowship will further their research and support the development of their career towards an independent scientist.</p>
<p>16. Research environment</p>	<p>Please provide details as to the specific qualities of the research environment that you have chosen that make it an appropriate place for you to carry out the Fellowship. Include details of specific facilities and resources, as well as any training considerations, that have influenced your choice. Explain why your chosen sponsor is the best person to support you in your Fellowship.</p>
<p>17. Please confirm that:</p>	<p>Tick the boxes to confirm that the stated criteria have been met. It is your responsibility to ensure that the sponsor named on this application has read the application and the fair processing notice on page 1 of this form, and that they are happy to be named on the application and for their personal data to be processed by us as outlined in the fair processing notice.</p>
<p>18. Reviewers</p>	<p>Please suggest 4 suitable reviewers for this application and provide contact details. You may also provide details of any individual or group that we</p>

	should not contact to review this application (please give a brief reason for why they should not be approached).
19. Keywords	Provide 3-5 keywords which could be used to identify your research. This will aid us in sourcing the most appropriate peer reviewers for your application.
Applicant CV	Provide a CV of no more than 2 pages , provided in the format specified in the application form.
Sponsor CV	Provide a CV of no more than 2 pages , provided in the format specified in the application form.
Sponsor statement of support	<p>The sponsor must provide a supporting statement of no more than 500 words explaining; a) in what capacity they know the applicant, b) their view of the applicant's scientific ability and suitability for the fellowship scheme, c) how they and their institute will support the applicant, in terms of training, facilities and resources, d) how they will facilitate and support the career development of the applicant towards independence and e) how the proposed project relates to the sponsor's own research programme.</p> <p>The sponsor should address why their department/ research environment is the best place for the applicant to undertake their fellowship, include information about the facilities and relevant resources that the host department will provide to the Fellow if funded, and the support that the institution, department, sponsor and others will provide to the Fellow, including career development/training opportunities.</p>
Main Proposal	<p>The main proposal should be no more than 2,500 words (excluding references) and each of the following must be included (using the headings below will make your proposal clearer, and ensure that you address each point).</p> <ol style="list-style-type: none"> a. A summary of relevant background research pertaining to the proposed work b. Details of research methods and outcome measures to be used c. Evidence that outcomes are likely to be robust (please include as part of this, details of how sample sizes will be determined to ensure adequate power, and what, if any, statistical methods will be used) d. An explicit timetable for each stage of the research, indicating anticipated milestones of progress, and contingencies to address possible obstacles. e. Details of any collaborators and the nature of collaboration f. A description of how clinical or commercial exploitation of results could be pursued, including evidence of existing links with, or interest from, clinical and commercial parties, and an outline of the nature of any potentially patentable outcome. g. A detailed explanation and justification of how the requested funds will be used (including choice of staff grades where appropriate). <p>Should you have problems with formatting when including the main proposal within the application form, you can submit the main proposal separately as either a Word or pdf document. You <u>must</u> submit the rest of this form as a Word document.</p>

If you have any further questions regarding completing the full application form, contact us at fellowship@hearingloss.org.uk.