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**14th ARC EoE Research and Impact Fellowship 2025**

**Application Form**

**What is this document for?**

Welcome to the application form for NIHR ARC East of England Research and Impact Fellowships.

To apply for the [***Research***](https://arc-eoe.nihr.ac.uk/research-fellowship) OR the [***Impact***](https://arc-eoe.nihr.ac.uk/impact-fellowship) fellowship, please submit this completed form alongside the [Research Inclusion Form](https://arc-eoe.nihr.ac.uk/training-development/arc-research-and-impact-fellowships/apply-here) and your CV on or before 12 noon on January 6th 2025. A checklist is provided on the last page.

Applications will be reviewed in January 2025, and the outcome will be announced in February 2025 for a start in late April 2025.

**How many sections will I find in this form?**

The following application form comprises of seven sections:

Section One: Applicant Overview

Section Two: Applicant Eligibility

Section Three: Applicant Detail

Section Four: Project Detail

Section Five: Additional Project Detail

Section Six: Line Manager and Organisation Support

Section Seven: Submission Checklist

For this new cohort starting in April 2025, we are trialling a new process. Please be aware that there are no interviews for this Fellowship opportunity. You will be evaluated solely on the contents of this application form and your CV. It is advised that you read the relevant information on the [webpage](https://arc-eoe.nihr.ac.uk/training-development/arc-research-and-impact-fellowships) before completing the application.

**Do you have any advice on how best I can complete the application form?**

**For the fourteenth Fellowship programme it is strongly advised that you consult with an academic supervisor in advance of the application.** This is a positive, and collaborative process to best support your project development. The academic supervisor will provide advice on your proposed project, supporting you to develop your written application. This will ensure the project is ready to be started at the beginning of the Fellowship and can be completed within the fellowship year. Consultation with academic supervisors will take additional time; thus, we suggest you begin this process as soon as possible. The [Directory of Potential Supervisors](https://arc-eoe.nihr.ac.uk/training-development/arc-research-and-impact-fellowships/apply-here) and their area of interest may be useful to you in identifying a potential supervisor. Though, this is not an exhaustive list and other experienced academics from University of East Anglia, University of Essex, University of Hertfordshire, University of Cambridge, Anglia Ruskin University, or Health Innovation East may act as supervisors. To support your link with a potential supervisor, you may contact NIHR ARC EoE’s Academic Career Development Coordinator, Alice Wreford (E: [a.wreford@uea.ac.uk](mailto:a.wreford@uea.ac.uk)), in advance of contacting an academic supervisor, as they can support with this process.

Please note, applications should observe the maximum word limits as indicated throughout the form**. Keep the use of acronyms to a minimum**. Only use acronyms where a term is frequently used throughout the application. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define if when first used. You are strongly advised to structure the longer sections of the application in such a way that they can be read easily by reviewers. Schematics, tables, illustrations, and other types of graphics can be embedded to clarify the research plan should they not clutter the central narrative. Images do not count towards the overall word count but inclusion of them to overcomes word limits is not permitted. Images may only be included within the ‘Section three: Project details’. Images included in other sections will be removed from the application and not seen by reviewers. **The use of long passages of dense, unstructured text should be avoided.**

**Both Research and Impact fellows should complete all Sections of this application form.**

**How will my application be evaluated?**

To support you to complete the application, and ensure a transparent process, relevant scoring criteria for each question is included below. Where specified below, the reviewing panel will evaluate and numerically score each question in turn. For each scored question, the panel’s score will be averaged. Your total average scores for the application will be considered alongside your CV, and through comparison of project areas of interest. Please note that some questions offer higher scores, thus more attention should be given to these. The scores for each question are stipulated below.

The panel comprises of individuals from a range of research domains, impact specialists, programme support and public contributors. Please do not assume members of the panel have any prior knowledge of your area of expertise.

**Submitting the application form**

Completed application forms must be emailed to Alice Wreford, NIHR ARC EoE ACD Co-ordinator, [a.wreford@uea.ac.uk](mailto:a.wreford@uea.ac.uk), along with your CV by 6th January 2025 at 12 noon.

Please submit all forms in pdf or word doc format.

**Support for the application process**

If you have any queries with your application, and/or accessibility requirements, please contact NIHR ARC EoE’s Academic Career Development Coordinator, Alice Wreford (E: [a.wreford@uea.ac.uk](mailto:a.wreford@uea.ac.uk)).

Please note, the office will close for the Christmas period, thus queries received about the fellowship after December 20th 2024 will go unanswered.

**Section One: Application Overview**

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| * 1. **Applicant overview** | |
| Applicant name | **Click or tap here to enter text.** |
| Type of fellowship  (delete as appropriate) | Research/ Impact |
| Project title | **Click or tap here to enter text.** |
| Your current/ supporting organisation (name, address) | **Click or tap here to enter text.** |
| Academic supervisor | **Click or tap here to enter text.** |
| Have you prepared this application with support from an academic supervisor? (delete as appropriate) | Yes/No |

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| * 1. **Applicant’s contact** | |
| Contact telephone | **Click or tap here to enter text.** |
| Contact email | **Click or tap here to enter text.** |

**Section Two: Application Eligibility**

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| **2.1. Applicant eligibility (delete as appropriate)** | |  | **Scoring criteria** |
| Are you a health or social care professional (any background), voluntary sector staff or manager in health or social care services in the East of England? | Yes/No  *If you answer No, you are ineligible for the programme, please do not continue with the application* |  | Pass/ Fail |
| Do you currently hold a PhD  (not including a clinical doctorate)? | Yes/No  *If you answer Yes, you are ineligible for the programme, please do not continue with the application* |  |
| ***If you are currently employed in an academic post (e.g. lecturer),***  do you also hold an honorary contract with a provider of health or social care (e.g., you work 7h/week at an OT service at a local authority). | Yes/No  *If you answer No, you are ineligible for the programme, please do not continue with the application* |  |

If you wish to confirm your eligibility in advance of completing your application, please contact Alice Wreford, NIHR ARC EoE ACD Co-ordinator, [a.wreford@uea.ac.uk.](mailto:a.wreford@uea.ac.uk)

**Section Three: Applicant Detail**

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| **3.1. What are your motivations for applying to the fellowship programme and what skills do you hope to gain/ develop? (max 300 words)** |  | **Scoring criteria**  **(Score: 0-5)** |
| *Aim for two paragraphs in this section, one about your motivations for applying, and one about the skills you aim to gain/develop. Include examples where possible.*  **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * Does the candidate display drive to improve health & social care in the East of England? * Does the candidate display a desire to develop research or impact skills that they can use in their work setting? Does the candidate display a commitment to attend the 12-month programme? * Does the candidate give examples of previous experiences that underpin this fellowship application? |

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| **3.2. Please describe how your proposed project aligns to your current role/relevant experience.** **(max 200 words)** |  | **Scoring criteria  (Score: 0-5)** |
| *In this section briefly describe how the experiences from your current role will contribute to the successful delivery of your proposed project. Give examples where possible.*  **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * Does the proposed project align to the candidate’s current role? * Does the candidate have a good understanding of the relevant health, care and/or community context? * Does the candidate have sufficient experience to understand the health or care problem, or need, in question? * Does the candidate give examples of previous experiences that underpin this fellowship application? |

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| **3.3. How will your proposed project influence or contribute to a meaningful change in your organisation?** *This could be, for example, improving the experiences of service users, patients, the public. Or it could help improve how schools work with healthcare services. There are many possible examples – tell us how you see it.* **(max 300 words)** |  | **Scoring criteria**  **(Score: 0-5)** |
| *Within this section you should outline the potential and/or intended consequences or benefits of the project on the system, community, and/or relevant beneficiaries.*  *The consequences or benefits of your project will vary depending on your projects area of focus and the aim of your work. Your response to this section might be related to building on the evidence base to support future developments in your projects area of focus. Or it might be something more visible in the short-term, like the adoption of a new intervention in practice.*  *Reviewers will consider your response to this question, taking into account your projects area of focus and the aim of your work.*  **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * How well has the candidate considered the contribution of their project to their organisation and/or practice? * Does the project offer meaningful solutions, or build on evidence to support identification of a solution, to a health, care or community problem or need (relevant to the projects area of focus/ aims)? * Note: Reviewers will take into account what is reasonable for the project in question. It is expected that the influence/change to health and care systems and the communities will look different across ‘Research’ and ‘Impact’ Fellowships. Your supervisor should be able to help you identify what is realistic in a brief 12-month fellowship. |

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| **3.4. How would this fellowship support your career development? (max 200 words)** |  | **Scoring Criteria**  **(Score: 0-5)** |
| *Tell us your ambitions and/or goals for your career development. How would this fellowship make a difference now, within your planned goals?*  **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * Has the candidate considered how the Fellowship will support their career development? * Will the Fellowship appropriately support the candidates career development? * Does the candidate display passion or long-term commitment to stay up to date with evidence-led practice, in their current role or in the research setting. |

**Section Four: Project Detail**

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| **4.1. Background and rationale (max 500 words)** |  | **Scoring Criteria**  **(Score: 0-5)** |
| *This section is to describe the background and rationale of the proposed project, addressing the following areas in greater detail than above:*   * *What is the problem being addressed?* * *What is the current evidence, or you experiences, related to this problem?* * *Why is this research important in terms of improving the health and/or wellbeing of the public, patients and/ or service-users and health and social care services or the community?* * *What is the impact on members of the public, services and society?*   *If you have read some literature/ papers about this, please make references here.*  **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * Has the candidate clearly outlined the problem to be addressed? * Does the candidates project idea respond to the problem to be addressed? * If the project is NHS based, does the project align to the research prioritised outline in the [Darzi Review](https://www.gov.uk/government/publications/independent-investigation-of-the-nhs-in-england/summary-letter-from-lord-darzi-to-the-secretary-of-state-for-health-and-social-care)? * Does the project address a health and or care need, or improve a health or care service or the community, in the East of England? * Research fellowship: would this project, when completed, contributed to new knowledge or robust information to change services or practices? |

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| **4.2. Aims and objectives and methods (max 300 words)** |  | **Scoring Criteria**  **(Score: 0-5)** |
| *This section should be used to indicate the overarching aim(s)/ objective(s) of the research, outlining they key question(s) which the work will address. The methods to address the work should be described.*  *Please be reminded that the Fellowship is only for 12 months, and therefore a single aim may be sufficient. Previously successful applications had between 1-2 aims. It is strongly advised you discuss aim(s)/ objective(s) with your proposed supervisor.*  **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * Is the aim well-structured? * Does the aim appropriately address to problem/need outlines above? * Has the candidate selected appropriate methods to address the research aims/objectives? * Is it feasible that the candidate can deliver on the proposed method? * Is it feasible that the project be delivered in the 12-month period? |

**Section Five: Additional Project Detail**

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| **Impact fellows only**  **5.1. Please describe how your organisation will support you to deliver on your proposed project (max 300 words)** |  | **Scoring Criteria**  **(Score: 0-5)** |
| *This section should be used to highlight the support of your organisation. Please consider:*   * *The buy-in of your supporting structures to support you in this programme* * *If relevant, your organisations support in accessing and engagement individuals required to deliver on the programme* * *The potential challenges you can foresee, and mitigation for these*   **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * Awareness of challenges and mitigation plans * Evidence of organisational need and support for the project to be undertaken |

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| **Research fellows only**  **5.2. Please describe how your organisation will support you to deliver on your proposed project (max 300 words)** |  | **Scoring Criteria**  **(Score: 0-5)** |
| *This section should be used to highlight the support of your organisation. Please consider:*   * *How the backfill will be used by your manager* * *The potential challenges you can foresee, and mitigation for these*   **Click or tap here to enter text.** |  | The panel will consider the following criteria when scoring this question:   * Awareness of challenges and mitigation plans * Evidence of organisational need and support for the project to be undertaken |

**Section Six: Line manager and Organisation Support**

**Section Six (only) is to be completed by the applicant’s line manager.**

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| **6.1. Line manager overview** | |
| This section should be completed by the line manager of the applicant, with their information. This section should NOT include the applicant’s information. | |
| Name: | **Click or tap here to enter text.** |
| Position: | **Click or tap here to enter text.** |
| Organisation: | **Click or tap here to enter text.** |
| Work address: | **Click or tap here to enter text.** |
| Work telephone: | **Click or tap here to enter text.** |
| Work email: | **Click or tap here to enter text.** |

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| **This question is optional**  **6.2. Please provide any comments on why you think this applicant will benefit from the ARC Fellowship. (max 200 words)** |
| **Click or tap here to enter text.** |

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| **6.3. Confirmation of organisational support** | |
| The below confirms the release of the applicant for the duration of the programme. | |
| *The ARC East of England will fund backfill for an ARC Fellow for one day per week for a period of one year from April 2025 to March 2026, to the maximum of £12,500. The backfilled time will be used for research and impact activities, supervision and learning sessions. Signing this form indicates that the employer confirms their support for the applicant’s proposed activities as an ARC Fellow if the application is successful, and the organisation will protect the time commitment of one day per week for the applicant to carry out the activities during normal working hours for the period of the Fellowship.* | |
| Line manager signature: | **Click or tap here to enter text.** |
| Date: | **Click or tap here to enter text.** |

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| **6.4. Backfill request** | |
| The below is used to confirm **the backfill payment request (up to £12,500 for the duration of the programme)** | |
| The ARC East of England undertakes to fund backfill for the ARC Fellow for one day per week for a period of one year from April 2025 to March 2026, to the maximum of £12,500.  To support the calculation of the backfill amount, please provide the following information. | |
| Applicant’s current grade: | **Click or tap here to enter text.** |
| Applicant’s full time equivalent salary: | **Click or tap here to enter text.** |
| Line manager signature: | **Click or tap here to enter text.** |
| Date: | **Click or tap here to enter text.** |

**Section Seven: Submission Checklist**

Completed Application Forms must be emailed to Alice Wreford, NIHR ARC EoE ACD Co-ordinator, [a.wreford@uea.ac.uk](mailto:a.wreford@uea.ac.uk), along with the completed Research Inclusion Form and your CV by 12 noon on January 6th 2025.

Please submit all forms in pdf or word doc format.

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| 7.1. Submission Checklist | |
| I have read the information on the [webpage](https://arc-eoe.nihr.ac.uk/training-development/arc-research-and-impact-fellowships) |  |
| I have completed the [Application Form](https://arc-eoe.nihr.ac.uk/training-development/arc-research-and-impact-fellowships/apply-here) |  |
| I have completed the [Research Inclusion Form](https://arc-eoe.nihr.ac.uk/training-development/arc-research-and-impact-fellowships/apply-here) |  |
| I have attached my CV |  |

Now, please email all above documents to Alice Wreford (E: [a.wreford@uea.ac.uk](mailto:a.wreford@uea.ac.uk)), by 12 noon on January 6th 2025. Applications received after this deadline will not be considered for the ARC Fellows 14th cohort.