

PhD FELLOWSHIP SCHEME

GUIDANCE NOTES FOR THE ROYAL COLLEGE OF
EMERGENCY MEDICINE
DOCTORAL RESEARCH FELLOWSHIP 2022



Royal College *of*
Emergency Medicine

Contents

INTRODUCTION	3
ELIGIBILITY	3
SCOPE	3
APPLICATION PROCEDURE	4
TIMETABLE	4
SELECTION PROCESS	4
ASSESSMENT CRITERIA	5
<i>CLOSING DATE</i>	11
ACKNOWLEDGEMENT	11
CONTRACTUAL ARRANGEMENTS.....	11
DATA PROTECTION ACT	12
FREEDOM OF INFORMATION ACT	12

Introduction

The Royal College of Emergency Medicine (RCEM) is launching the fourth round of the RCEM PhD Fellowship Scheme. Applications are invited from trainees in Emergency Medicine (EM) from CT1 and above, who wish to develop academically. As the scheme aims to support the development of research capacity to improve emergency health care, the proposed research programme should clearly demonstrate the potential to have an impact on policy development within 5 years of its completion. This scheme will fund Fellowships to undertake research involving patients, samples or data from patients, people who are not patients, populations, health technology assessment and health services research. The RCEM does not fund research work involving animals and/or animal tissue.

Potential applicants and their host organisations should note that the RCEM PhD Fellowship Scheme is a personal award designed to contribute to an individual's salary costs (the remainder being provided by the applicant's supporting consortia) during the PhD research project.

The Doctoral Research Fellowship (RCEM-DRF-Policy) is aimed at individuals of outstanding potential, early in their research careers. It aims to fast-track them through a customised research training programme in an environment reflecting their individual talents and training needs. It is anticipated that successful applicants would become independent research leaders within 6 to 10 years of completing the RCEM-DRF award.

Following completion of a RCEM-DRF, the Fellows are expected to have successfully completed a robust research and training programme and be able to show evidence of:

- Completion of the research proposed in the application
- Award of a PhD
- Completion of a substantial and wide-ranging training element
- Increased research skills
- Publications arising from the Fellowship
- Involvement in collaborative relationships

Evidence of the above will be sought through interim and final report monitoring.

Research projects undertaken as part of a RCEM Fellowship will be included on the NIHR portfolio. Local Research Design Service (RDS) <https://www.nihr.ac.uk/explore-nihr/support/research-design-service.htm> support should be available for all NIHR portfolio project research proposals.

Eligibility

1. Applicants for a RCEM-DRF must be able to demonstrate that they have previous research experience. For example, a Masters qualification would be an indicator of such experience.
2. Applicants must be medically qualified and a trainee in EM.
3. The RCEM-DRFs are intended to fund individuals to undertake a PhD. **Applicants who have already begun a programme of work to achieve a research doctorate are eligible to apply as long as, by the date that they intend to take up a DRF, they have not been registered for a PhD (or MPhil with transfer to PhD) for more than 12 months WTE.**
4. Only one application to the RCEM Fellowship Scheme is permitted in each round. Multiple applications will not be accepted.

Scope

1. The Fellowships may be undertaken on a full-time or part-time basis. Full-time Fellowships are available to undertake research for 3 years at 100% WTE. In order to provide an opportunity for

talented individuals who, for personal reasons, are unable to undertake full-time research, the Fellowship will be made available for 4 or 5 years part-time (i.e. 75% or 60% WTE). The RCEM is not able to fund awards of any other duration or profile.

2. The RCEM award will contribute £25,000 per year (total £75,000 over 3 years) towards:

A. Directly Incurred Costs

- The applicant's salary including the employer's contribution to National Insurance and superannuation (proportion funded 100%).
- A training & development programme appropriate for a Doctoral research fellowship (proportion funded 100%).

B. For NHS Organisations:

RCEM awards will be eligible for inclusion on the NIHR portfolio and for CLRN funding. This training scheme is recognised by the NIHR Dean for Training.

The Fellowship does not include, or pay for, any activities other than the research and training proposed in a successful application.

The remaining costs of the PhD fellowship must be met by a consortia which can include Deaneries, Universities, NHS Trusts and Comprehensive Research Networks. See section 8.

Application Procedure

Fellowships will be awarded based on open competition. Applications must be received by Fri 15 January 2022, interviews will be held in January/February 2022

All documents must be submitted in English.

Fellowships should begin between February and September 2022 and cannot normally be deferred.

Timetable

05 November 2021	Advert open
21 January 2022	Closing date (17:00) for submissions
24 January 2022	(W/C) Shortlisting by Panel
January/February 2022	Interviews and decision to award (date TBC)
September 2022	Latest date to begin award

Applicants are asked to keep the interview dates available to attend for interview in London (although interviews may be held remotely as circumstance dictates).

Please send your application along with a copy of your CV to theo.chiles@rcem.ac.uk by **17:00 Friday 15 January 2022**.

Selection Process

- Applications are reviewed by panel members.

- Panel members attend short-listing meeting to discuss and rank applications and produce a list of candidates for interview.
- Panel holds interviews.

Assessment Criteria

Applications are assessed on the following criteria:

- The potential and trajectory of the candidate as an (EM) researcher and future research leader.
- Previous experience of research and evidence of commitment to a career in academic EM.
- The likelihood that the individual will make a long-term contribution to EM research development in their chosen field in the UK.
- The quality of the proposed research and the likelihood of it securing external funding where appropriate.
- The quality of the proposed training programme.
- The suitability of the proposed academic and institutional support.
- The quality of the proposed research and its suitability as a PhD project.
- The appropriateness of resources claimed and whether the total funding requested represents good value for the use of RCEM funds.

SECTION A – Application Summary

- 1. Candidate**
Enter your name and title. Please indicate whether you currently hold a RCEM grant award indicating which award.
- 2. Current Appointment**
Enter details of your current post.
- 3. Correspondence Address**
Correspondence is sent to your work address unless you specify an alternative address in this section.
- 4. Proposed Academic Host (Higher Education Institution)**
Give the name and address of the Higher Education Institution where you intend to be based during your Fellowship.
- 5. Short Title of Proposed Research**
Provide a short title for your proposed research. This is used for reference purposes and should be no more than fifteen words.
- 6. Fellowship Schedule**
 - **Start Date:** Choose a date; please consider this carefully, taking into account any ethical approval requirements. If your proposed research requires ethical approval before your Fellowship can begin this may affect your start date. Note that the date you choose is the date you will be expected to start a Fellowship if your application is successful.
 - **Proposed Duration:** The duration of a Fellowship may be three years full-time (100% WTE undertaking research and related training) or four or five years part-time (75% or 60% WTE respectively undertaking research and related training). All other activities, for example clinical work, must be undertaken outside the percentage time declared as the basis of the Fellowship. It is not possible to undertake a Fellowship on any other basis than 100%, 75% or 60% WTE.
- 7. Total Cost of RCEM Fellowship**
Enter the total cost of your Fellowship. Please note that this figure is used as the basis of the Fellowship and will not be increased after the Fellowship is awarded.

SECTION B – Applicant's Profile to Date

- 1. Professional Qualifications, Degrees and Diplomas**
Give full details, including dates (most recent first), of professional qualifications, excluding your doctoral degree.
- 2. Regulatory Body Registration**
If you are a member of or registered with the governing body or council of your profession please indicate and provide your registration number.
- 3. Employment History**
Please detail your last five posts (most recent first), including start and end dates.
- 4. Employment Breaks**
Please detail any employment breaks (most recent first), including start and end dates.
- 5. Nationality**
Please indicate your nationality and details of any working permits or visas. Your host institution will be required to confirm that you are eligible to work in the UK.

6. Higher Degrees

Please give details of the higher degree(s) you are currently undertaking. If you have already registered for a PhD you must complete the additional form **Section M** – Status of Research Doctorate which is included in the application pack as well as answering the questions in the application form.

7. Research Experience

Describe any research you have undertaken. Include detail about the research methods you used and a statement which indicates your exact role in the research effort.

8. Publications

List any publications in which you are named as a contributor or author. It is not expected that applicants will have extensive publications at this stage in their career. Mark with an asterisk the publication that you consider to be your best.

9. Grants Obtained

Details of all grants obtained in the last seven years should be provided, including personal research training awards or Fellowships. Please indicate clearly any co-applicants and provide brief details of the nature and full extent of your involvement (e.g. project design, project management, day to day running, data collection, data analysis, writing papers for publication, etc.).

Applicants must inform RCEM of any change in status of concurrent applications to other funding bodies.

SECTION C – Applicant’s Proposed Research

1. Full Title of Proposed Research Project

Enter the full title of the proposed research.

2. Abstract of Research

Give a brief summary of the proposed research using no more than one hundred words, including objectives, design, expected outcomes and anticipated benefits to the ongoing improvement of health or social care. The abstract should be written as a ‘Plain English Summary’. Abstracts of successful awards will be published on our website.

3. MeSH Terms

You may enter up to five MeSH terms to describe your project. For further information about MeSH terms see <http://www.nlm.nih.gov/mesh/>

4. Research Methods

List and briefly describe the research methods you will be using to undertake the proposed work.

5. Proposed Research

A structured protocol of your proposed research is required. Include for each piece of work: title; summary; aims (state main hypothesis or research question); background; plan of investigation (including study design, justification of sample size, selection and exclusion criteria, methods of data collection and analysis); time schedule; and key references. Justify why you think the research is important and its relevance to the improvement of health, health care or services.

Note that this section is ‘unprotected’ allowing the use of formatting and diagrams. Please **do not** use a font size of less than 10 point. You must not exceed four pages in this section. Additional pages will be removed from the application before it is assessed.

6. References

You must provide references in Harvard, Vancouver or BMJ format.

7. Cost of Proposed Research

Please provide a total of directly incurred and allocated costs of proposed research. Provide a brief, itemised summary of the directly incurred and allocated costs of your research programme under the following headings.

a. Directly Incurred Costs (HEI and NHS)

Salary Costs (Fellow only)

Training & Development

- Tuition fees
- Short courses
- Workshops
- Overseas research visits (limited to 1 visit)
- Conference attendance (limited to £3,000 maximum over the duration of the award)

Research Costs

- Consumables/materials
- Equipment (*IT*)
- Equipment (*research related*)
- Specific costs needed to support research project

b. NHS Service Support Costs

- Will the project incur service support costs?
- If so how much are these estimated costs?
- Has the cost of Service Support Costs been identified with help from the Comprehensive Local Research Network?

c. NHS Treatment Costs

- Will the proposed research result in Treatment Costs for NHS provider(s)? If so how much are these estimated costs?
- If YES, has the NHS provider agreed to meet these costs?
- If YES please give details and include supporting letters with the application:

Financial Plan

Please complete the financial breakdown for the study below. Each application must contain text justifying the total costs and signed letters from each member of the consortia stating their agreement to the terms of this award and the contribution each will make. If the consortia includes an NHS trust the letter must state the proportion of time that the applicants will be working clinically.

	Year 1	Year 2	Year 3
Expenditure			
Salary including on costs			
PhD registration costs			
Training costs			
Conference attendance costs			
Study costs (research)			
Service support costs			
Source of Funding			
RCEM	£25k	£25k	£25k
NHS Trust			

Deanery			
University			
CLRN			
Other			

8. Collaboration

Explain what action you intend to take to establish and develop relationships to support national and where appropriate international research initiatives.

9. Consumers

In NHS research, consumers are defined as: patients, carers, long-term users of a service or organisations representing consumer’s interests, members of the public who are the potential recipients of health promotion programmes and groups asking for research because they believe they have been exposed to potentially harmful circumstances, products or services.

Use this section to describe how consumers have been and will be involved in the planning, design and application of your project(s). Fellows are expected to make every effort to involve consumers at each stage of the research process. If not, this should be clearly justified in your application. Where relevant, you may also make reference to the host department’s track record and policy towards consumer involvement. Further guidance can be found on the Involve website <http://www.invo.org.uk/>

Your local Research Design Service (RDS) also supports consumer involvement in research design.

SECTION D – Applicant’s Training & Development

1. Proposed Formal Study

Please detail the formal training that you will receive and how it will meet your training needs. This is most likely to be the formal taught element of a PhD programme.

2. Training and Development Programme

Give details of any training and development you wish to undertake to support your personal and professional development as a researcher. The training should include any specialist skills that may be required to undertake the proposed research and should also address research capacity development. It is expected that the training will equip you with a detailed understanding of research governance and the principles that underpin research including: research design; a variety of research methods; statistics; data analysis/interpretation; and presentation of research findings. A timetable and milestones for the proposed training programme should be included.

3. Proposed Department(s)

Whilst Fellows are usually based and work within one department, it may be desirable to work with a second, depending on the nature of the research. It is likely you will be asked to justify your choice at interview.

4. Research Supervision

Give details of each of the proposed supervisor(s) and their research programmes including how your proposed project will fit into the current research programme of the supervisor. Careful thought should be given to a) the experience of your chosen supervisors and b) maintaining contact and the potential for difficulties of communication and conflicting opinions and advice when there are more than two supervisors.

SECTION E – Institutional Support

1. Institutional Commitment

This section must be completed by the head of the academic department of the host institution before copies are made for submission.

2. Basis of Fellowship

Please state whether the Fellowship is for 100% WTE (3 years); 75% WTE (4 years) or 60% WTE (5 years).

4. Apportionment of Candidate's Time

Indicate what proportion of your total work time will be allocated to a Fellowship – e.g. If you work for 60% of the total working week and you wish to hold an award for 60% of the total working week the proportion of your total work time allocated to a Fellowship is 100%. If however you work for 100% of the total working week and wish to hold an award for 60% of the total working week then the proportion of your total work time allocated to a Fellowship is 60%. Also provide an estimate of the amount of time within the Fellowship that you will allocate to research, formal training courses and other training.

SECTION F – Declarations & Authorisations

1. Declarations

If any work towards this proposal has already begun please give relevant details and give brief summary of progress to date.

2. Ethical Considerations

Successful fellows must comply with the guidance in the following document:

[UK Framework for Health and Social Care Research \(PDF\)](#)

Successful fellows are not permitted to undertake any research without the necessary ethical approval. Successful applicants will be asked to provide written evidence of ethical approvals as part of the monitoring of their fellowship award.

3. Signatures, authorisations and endorsements

Applications submitted by email should be followed up with hard copies of the signed documents. You must send at least one copy of your application form with complete and original signatures. Electronic signatures are permissible for supervisors and mentors.

Original signatures are required for each letter from each member of the consortia and you the applicant.

Applicants and host institutions should note that by authorising and submitting an application they:

- a. Accept the process by which an application is assessed and agree to abide by the conditions under which an award may be offered
- b. Confirm that the candidate will be eligible, at the point of award, to live and work in the UK

Closing Date

- The closing date for applications is 15th January 2022.
- Incomplete applications will not be accepted.
- Proof of postage will not be accepted as proof of receipt by the published closing date and time.
- Late applications will not be considered under any circumstances.
- You are advised to use a guaranteed delivery service when posting your application. However, please note that it remains your responsibility to ensure your application is received by the published deadline.

Acknowledgement

Applications will be acknowledged by email within ten working days of the closing date and time.

Contractual Arrangements

Financial support under a RCEM Doctoral Research Fellowship is subject to a contract between the RCEM and the host institution. The host institution will be expected to issue the individual with an employment contract commensurate with their experience and seniority.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation as it applies in the UK , tailored by the Data Protection Act 2018 gives individuals the right to see personal information held about them on computer and in some paper files. RCEM complies with the requirements of the Data Protection Act with regard to the collection, storage, processing and disclosure of personal information.

Freedom of Information Act

RCEM manages the RCEM Fellowship Scheme on behalf of the National Institute for Health Research (NIHR). As such the findings of researchers funded by the programme are incorporated in to the Department of Health Freedom of Information Publication Scheme.

<https://www.gov.uk/government/organisations/department-of-health-and-social-care/about/publication-scheme>

Guidance and Advice

Please read these Guidance Notes carefully. If you require any further information or advice please contact:

Theo Chiles
Royal College of Emergency Medicine
Octavia House
54 Ayres Street
London,
SE1 1EU

0203 931 0704

theo.chiles@rcem.ac.uk