



WELLBEING
OF WOMEN

ENTRY-LEVEL RESEARCH SCHOLARSHIP GUIDELINES FOR APPLICANTS

Applicants are strongly advised to read these guidelines before they commence writing their application and to note the conditions of acceptance. Failure to follow the format suggested by the guidelines may reduce an applicant's chance of success or result in the application being rejected.

About Wellbeing of Women

Wellbeing of Women is the charity dedicated to improving the health of women and babies across the UK. Every year we invest in medical research projects and allocate funds towards the training of specialist doctors, nurses and midwives. We fund basic science, clinical and translational research on all aspects of obstetrics, gynaecology, midwifery or with a focus on women's reproductive health. Studies in the area of gynaecology, urology and oncology are all appropriate to our funding.

The Entry-level Research Scholarship Scheme

Applicability

Applications are invited for Entry-level Research Scholarships, to be undertaken in the UK or Ireland, to enable candidates to develop research interests in **obstetrics, gynaecology, midwifery, maternity services or with a focus on women's reproductive health**. The aim of these awards is to provide pump-priming funds to enable candidates to be exposed to a research environment, or to obtain pilot data for bids for definitive funding.

Applications are invited in basic science, clinical, or translational research including explanatory and feasibility studies in one of the following three areas:

- **Pregnancy, birth and the postpartum period**
- **Gynaecological cancers**
- **General wellbeing surrounding women's health issues**

Successful completion of an Entry-level Research Scholarship will be viewed positively should an applicant subsequently choose to apply for a Wellbeing of Women Research Training Fellowship.

Level of Award

Applications may be made for the financial support, for **up to £20,000** normally over up to one year, of a Scholarship to contribute to salary and/or research costs.

Applications may be made for the financial support of work that is already in progress or for a new project. However, **these awards are not intended to 'top-up' existing grants. Its primary purpose is to support a single individual and their research.**

The award of a Scholarship is subject to the acceptance of the Wellbeing of Women's Terms and Conditions for Research Grants.

Eligibility

Applicants for an Entry-level Research Scholarship:

- Would normally be new to the research discipline, and will not previously have been heavily involved in substantial or funded research projects.
- Must be carrying out a research project related to women's reproductive health.

Both the training and research project must be capable of being brought to a conclusion within the duration of the Scholarship.

Restrictions

The following restrictions apply to Entry-level Research Scholarships:

- We do not pay indirect costs or NHS Service and Support Costs.
- Charges for administration by University or NHS Authorities will not be met.
- We do not cover University Fees
- A Scholarship is not intended to fund PhDs . it is aimed at applicants who are pre-PhD.
- Funds will not be released without evidence of ethical committee support.

Successful Applicants

Please be aware that successful applicants will be expected to reasonably aid Wellbeing of Women with publicity and fundraising. This may involve activities such as providing quotes and/or laywrite-ups, speaking at our events or hosting visits at your lab. While we would ensure that any requests were not excessive or disruptive, by applying you are agreeing to reasonable assistance in principle.

We endeavor to give brief feedback to all applicants but this cannot be guaranteed.

COMPLETING THE APPLICATION FORM

Please use the application form for a Wellbeing of Women Entry-level Research Scholarship, in **font size 10-12 pt** throughout.

Please save two copies of the application . one as a **Word document** and one as a **Fully signed PDF**. Email **both** versions to Jeremy Barratt, Senior Research Manager, (jbarratt@wellbeingofwomen.org.uk) **by the closing date**. Electronic signatures are acceptable.

Late applications will not be accepted under any circumstances so please obtain all necessary signatures as early as possible.

You will receive email confirmation within 24 hours that your submission has been received. If you do not receive confirmation, please phone the Wellbeing of Women office on 020 3697 6350.

The points below relate to specific numbered sections of the application form and are to guide you through completing the form for the Entry-level Research Scholarship funding scheme. Please note that where references are made to UK institutions, applicants from Ireland should complete with reference to relevant equivalents.

Word limits

Please note that certain answers must be completed within a maximum word limit. If text exceeds these limits, the passage will be shortened accordingly.

Section 1: Application Details

In this section, you should provide your contact details and those of your proposed Supervisor and Head of Department.

Proposed Department and Proposed Institution: This will be the point of contact for all correspondence throughout the duration of the Scholarship.

Proposed start date: At this stage this may be an estimate. However, it should be as accurate as possible and reflecting the likely award date of November/December 2018.

Proposed duration: This should be provided in months.

Total funds requested: This should be the total from section 5 (Financial Information) and not exceed the upper funding limit of £20,000.

Title of the research: This should be as brief as possible and be relevant to the work to be undertaken.

Section 2: The Applicant

2.1 Higher Degree or Higher Professional Qualification: In this section, you should provide details of any higher degree/qualification that you are currently registered for.

2.2 Academic and Professional Qualifications: Please list any academic or professional qualifications relevant to this proposal.

2.3 Prizes and Awards Obtained: Please list starting with your most current award and reading in reverse chronological order.

2.4 Specialist Clinical Training Details: In this section, you should provide details of your specialist clinical training.

2.5 Postgraduate Career: Please do not include a separate CV. Details of previous posts must be contained within this section of the form. Your list should read in reverse chronological order.

2.6 Professional Body Memberships: Please list any relevant professional bodies of which you are currently a member.

2.7 Publications: In this section, you should list all research papers in peer-reviewed journals, reviews and contributions to books. Please list previously published or waiting for publication works. For ~~statusq~~ please indicate if the article has been published, accepted for publication, submitted for publication or in preparation.

Please use the format from the example below when citing publications. Use an asterisk (*) to highlight your name:

Tamblyn JA*, Hewison M, Wagner CL, Bulmer JN. Immunological role of vitamin D at the maternal-fetal interface. J Endocrinol. 2015 Mar;224(3):R107-R121. ~~statusq~~

2.8 Other Research Outputs: In this section, you should list any other notable outputs emanating from your previous research that is not included in section 2.7 (Publications).

2.9 Career Intentions: In this section, you should talk about your career aspirations.

Section 3: The Research

We are looking for a research proposal of high scientific merit. All eligible applications will be reviewed by at least two members of our Research Advisory Committee and assessed against the following criteria:

- The qualifications and ability of the candidate
- The significance of the topic and scientific quality of the proposal
- The standard of the host institution, supervision and training opportunities

Please provide as much detail as possible, within the defined word limits, to help us to assess your proposal.

3.1 Title of the Research: This should be the same as in section 1 (The Applicant).

3.2 Scientific Research Summary: In this section, you should give a simple description of the proposed research. If funded, this summary may be shared with any of the awarding bodies for publicity purposes. As a guideline, you may wish to describe the disease or condition to be studied, the nature of the proposed research, what the research is trying to achieve and its possible benefits in terms of improving women's or their babies' health.

3.3 Research to be Undertaken: In this section, you should include the aims and objectives of the research together with the techniques to be used and training to be undertaken.

3.4 Special Features/Facilities of the Research Training Environment in the Host Institution: In this section, you should include the special features or facilities that will be available to you at your host institution and relevant to your proposal.

3.5 References: Please include a full list of scientific references from throughout the entire application.

Section 4: Approvals for Research

In the event of an award being made, funding will be subject to any required approvals being in place and evidence thereof being provided to Wellbeing of Women.

4.1 Involving Human Participants or Human Tissue: Proposals involving human subjects and/or samples must have the appropriate ethical agreement from the Health Research Authority (HRA) before the study is commenced.

Details on the HRA Approval process can be found on the [HRA website](#).

Studies taking place in the NHS also require approval from the host NHS organisation. Applicants should contact their [NIHR LCRN](#) for further information.

4.2 Human Fertilisation and Embryology Authority: Proposals involving the use of human gametes or embryos must show the HFEA licence number in the appropriate space on the application form.

Details on applying for an HFEA licence can be found on the [HFEA website](#).

4.3 Research on Gene Therapy: For proposals involving research on gene therapy, please state the steps that have been taken to obtain the approval of your Local Research Ethics Committee, the University's Genetic Manipulation Committee, the Gene Therapy Advisory Committee (GTAC) and the Medicines and Healthcare products Control Agency (MHRA).

Details on applying for gene therapy regulatory approval can be found on the [HRA website](#).

4.4 Use of Animals or Animal Tissue: Wellbeing of Women is a member of the Association of Medical Research Charities (AMRC) and we support the principle of using animals in research when it is necessary. Research using animals must only take place where there is no alternative available and where there is a clear link between the research advancing the understanding of disease, preventing disease or developing potential treatments

We will only fund research that complies with the law and support the principle of the 3Rs: to refine, reduce and replace the use of animals in research. Further details on the use of animals in research can be found on the [NC3Rs website](#).

If the proposed research involved the use of animals, you must provide the Personal Licence Reference Number and name of the Licence Holder associated with the project.

4.5 Licences and Approvals: If you have not secured all the necessary licences and approvals and are yet to send off the relevant application then please mark your answer as ~~NO~~ If you have already sent off an application for any remaining licences or approvals, then please mark your answer as ~~Applications in Progress~~

Section 5: Financial Information

This section should be as accurate as possible and must be completed by the relevant Research Grants or Finance Officer of the proposed institution. Full details of how the money requested is to be spent must be provided.

The Entry-level Research Scholarships scheme is a single payment and the upper limit of funding is **£20,000**, normally over up to one year.

PLEASE NOTE: For research undertaken in the NHS you must be aware of and consider the AcoRD guidance on attributing research costs. Please discuss with relevant NHS Trusts and/or Clinical Research Networks in order to ensure correctly attributed costs. The guidance can be found here:

<https://www.gov.uk/government/publications/guidance-on-attributing-the-costs-of-health-and-social-care-research>

5.1 Salary: The percentage of salary will in no case exceed the top of the Registrar scale (or equivalent); of Band 7 (HfC). The amount should be as accurate as possible and should include estimated pay awards.

5.2 Research Expenses: You should only request funds to cover directly incurred costs such as materials, consumables and equipment or for necessary technical support. The amount requested in addition to the salary must not exceed £20,000 overall.

5.3 Justification of Support: In this section you provide detail of the expenses listed in section 5.2 (Research Expenses) and justify why they have been requested.

Section 6: Previous applications or current submissions

It is important that you indicate whether any financial support from another funding body has been sought, is already provided, or is being sought for the same or related research. If a decision is pending, please indicate the month when a decision is expected. Please also list any previous applications made to Wellbeing of Women.

All resubmissions must include a covering letter stating how the previous proposal has been modified.

Section 7: Declarations and signatures

No application can be accepted without completion of this section by the **Applicant**, his or her **Head of Department** and the **Finance Officer** responsible for administering the grant. For research involving NHS patients, a signature is also needed from the **R&D Director or Deputy** confirming that the project will be carried out within the NHS research governance framework.

Section 8: Lay Description

In this section, you must give a simple description of the research to be undertaken which will be clear to an educated lay audience. You should provide context for the project with particular reference to the issue it will address and include the aims and objectives of the research together with the techniques to be used. This may be used for publicity purposes and should be written in language which can be clearly understood by non-scientific readers.

Please devote some time to this section – it is extremely important and the quality of the lay summary is considered in awarding the grants. The final decision in awarding grants is taken by our Trustee Board which consists predominantly of lay members.

Section 9: Keywords

In this section, you must provide keywords which will help to classify the proposed research, as well as where you found out about this Scholarship.

Supporting Statements: Proposed Supervisor

Your proposed Supervisor should complete this section.

Appendices

All resubmissions must include a covering letter stating how the previous proposal has been modified.

Please note that these guidelines must be *strictly* adhered to. Failure to do so (such as: wrong font size; excessive word count; disallowed additional materials) *will* be taken into account. Applications may and *have previously* been rejected for deviation from the guidelines.