NHSE – NIHR ARC Wessex Research In Your Career

Team Internship Awards Frequently Asked Questions (FAQs)

1. What does team award means?
This award is available for teams of individuals who would like to work together to explore and develop research opportunities within their service/organisation, build wider research collaborations or consider developing grant applications for future research funding to address locally relevant issues. This award should have a lead applicant/s and include a range of team members. diversity in terms of factors such as ethnicity, gender, institution and career stage is strongly encouraged.

2. How many people can be in a team?
The minimum membership for a team is three individuals, there is no maximum but it should be carefully considered how time and funding will be allocated if it is a large group. Consider collaboration with academic members from partner universities when appropriate.
Please provide details of your team including the professional backgrounds and career stages of team members and the rationale for bringing these individuals together, this should include:
- How the team was brought together to apply for this award.
- The role of each team member.
- How members will benefit from being part of the team.

3. What does the funding include?
The funding could cover:

- Training and development for the team members, including travel, accommodation, fees and subsistence for the team/team members to attend training courses and workshops etc.
- Attendance at relevant UK events and conferences including travel, accommodation and subsistence.
- Establishing collaborations and partnerships.
- A contribution to the salary of team members to buy out the necessary time for them to contribute to research or collaborate.
- Dissemination costs/article processing charges (open access) up to £1500
- Patient and public involvement activities using the Involve rates (£25 per hour per member)
- Supervision/mentoring fees (£500 per supervisor/member)

4. What plans for training and development should include?

The team should consider the training and development needs of its members and include and cost any training opportunities. Individual and whole team training, this should include any particular courses, workshops, and events or conferences that you have identified as relevant for the development of the team or individual team members, taking into consideration different career stages, different roles within the spectrum of research design and delivery and different professional backgrounds.

In addition, the team should explain (when appropriate) how learning could be cascade to other members of the team or to the wider clinical or social care teams in their organisations. For example, include plans on how a member of the team who completed PPI training could

spread their knowledge and learning to others within and outside the team. Also include any team development activities such as weekly team meetings, collaborative meetings with researchers etc.

5. Does the team award require research supervisors?

Yes. Potential supervisors can be found/contactable through our ARC Wessex. It might also be worth that you attempt to discuss the research with one of the ARC theme leads / theme project leads too to see where the research aligns with our aims and scope. It is highly recommended to have at least two named supervisors/mentors, for example one for your subject area and one for supporting with your career.

6. Should all team members complete an application form?

No, just one application should be submitted per team. The team should nominate a lead applicant to submit application on behalf of the team.

7. How much funding can a team apply for?

The maximum amount to apply for is £10,000 but you may be asked to detail how your team would spend £20,000 if it was available.
Co-funding from partner organisations is desirable but not essential.

8. Do team members need to be registered clinicians?

Applicants must be currently employed in either a full time or part time with a health care / social care organisation or voluntary care sector organisation but there is no requirement for you to be employed as a clinician.

9. Do team members need to be employed within Wessex?

Yes, all team members should be employed in the Wessex region.
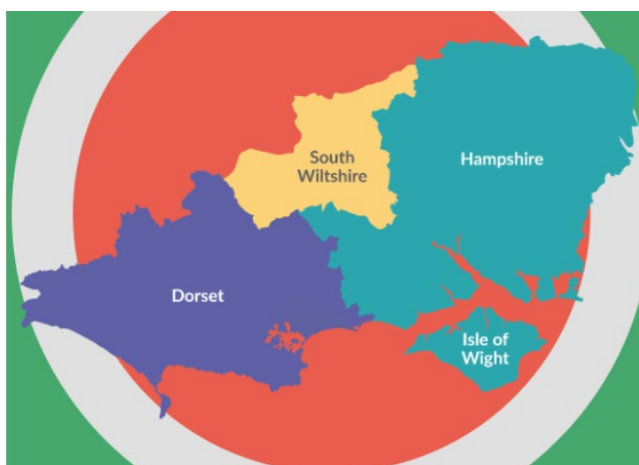
10. Do the team have to have set project in mind?

We really do want applicants to progress their ideas for their applied health and social care research further. What we are looking for is that you further develop your work, collaborations and networks. We are looking to fund Teams whose research is applied and aligned within one of our themes for which we are funded.

11. Is there any obligation to attend external events / training? Or would it be as a self-contained project with support from the team's nominated supervisor?

Most of the funding goes towards your salary backfill to do this. You can also request funding for training courses that will support the development of the overall team research ideas and skills.

12. How can the team identify training and development needs and formulate a training plan?

This should be discussed with the teams proposed supervisors. You can use frameworks such as the Vitae (https://www.vitae.ac.uk/) to help identify any gaps and areas for improvements in research and leadership skills. Training plans should also be aligned with proposed research activities and any future plans for further funding applications. For example, you might need to include a training on patient and public involvement PPI, conducting a literature review, scientific writing, designing research proposals, presentation skills, writing a grant application to support a fellowship, etc.

13. What needs to be included in the detailed justified spending plan for the award period?

A GANTT chart and a table of breakdown for what you will be spending and why and that this should be completed with the finance department at your organisation.

14. Can I include publication costs?

We encourage applicants to work with their mentors to find out if their host organisation covers this in the first instance. You can include the costs of publishing one article in your application if you have scope within your finance plans up to a maximum of £1500.

15. Can I include conference costs?

We encourage applicants to work with their mentors/supervisors to find out if their host organisation covers this in the first instance. You can include the costs of conference(s) attendance up to a maximum of £1500.

16. Do I need to refer to and cost for Patient and Public Involvement PPI?

Yes

Please indicate the ways in which your team will involve patients and public in your research plans and include costs for any planned PPI activities. You can find further resources at: https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392

17. How does my host organisation (employer) receive the award funds?

The full funding award amount is paid to the team's host organisation either at 50% mid-way through the project and 50% upon completion or 100% upon completion. Your employer/finance department is responsible for paying invoices/costs for supervisory fees, training courses etc. and often will pay these upfront and reclaim the costs from the award funding.

18. When would the funding come into the successful applicants' organisation, and would it be one payment managed by the finance department?

It is up to your organisation's finance team to invoice us and we will then make the payment. Purchase orders are not raised as the award letter contains all of the details and a finance guide is sent to each individual team. Please discuss this with your finance department.