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| ISSF3 Consolidation and Independence Panel:  Mobility and Skills Training AwardGuidance for Applications |

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| **1. Background – Mobility & Skills Training Awards (up to £10K)** |
| **IMPORTANT INFORMATION:**  **This Round F of ISSF3 will be the final full launch of all ISSF3 research focused schemes (this does not include Public Engagement). Some additional scheme specific calls may still operate to help balance our portfolio of projects and deliver on Wellcome Trust grant expectations, but this will be entirely budget dependent. ISSF3 was awarded in 2016 and will continue to operate as a programme until 2021.**  **The programme successfully completed its mid-term review to unlock the full £7M allocation from Wellcome Trust. However, the programme must complete its project spend within the programme period (30th June 2021) and so funded projects need time to recruit, implement and deliver project outcomes. As a result, the budget is profiled to commit the majority of resource by this stage of ISSF3. Some additional schemes may run in 2020 but the timing, which schemes and the budget allocation will not be guaranteed. Public engagement calls are profiled separately so will continue to run into 2020. If you have innovative project ideas, then please submit them during this final full round to avoid any future disappointment.**  Following on from the College’s successful award of a third round of Wellcome Trust Institutional Strategic Support Fund (ISSF), funding is available for Wellcome Trust ISSF3 Mobility and Skill Training Awards. Awards must be led by an early career researcher based in the College of Biomedical and Life Sciences. For these applications, we define early career researchers as individuals who are either: (a) postdoctoral level (with clear potential and ambition to transition to independence), (b) newly appointed junior lecturers (within two years of starting at Cardiff University) and (c) individuals holding their first early career fellowship (e.g., Wellcome Trust Henry Dale Fellowship / MRC Skills Fellowship). The latter will need to demonstrate that they do not already hold funding for the proposed activity via their fellowship.  Mobility Awards were one of the most popular ISSF 2 schemes (application numbers: success rates = 20:11) and are continued in ISSF3 to catalyse the College’s research goal of enhancing career skills for early career researchers. Three different forms of award can be applied for: (a) external visit to another Institution to build a collaboration or enhance research skills, (b) funds to support an incoming researcher to Cardiff, critical for an emerging research collaboration and (c) an early career researcher-led skill enhancement activity.  Awards cannot be used for conference attendance and applications should demonstrate the concrete benefit to the individual, and the University, by the visit. Awards for early career researcher-led skill enhancement activities similarly need to demonstrate the benefit to the individual, as well as the recipients of the training / activity. **A maximum of £10K** can be applied for, with allowable costs including travel, subsistence, accommodation and reasonable bench fees. These must be receipted for or booked in advance. A clear pathway to sustainable external funding to maintain research collaborations is also required.  **Summary:** The Mobility and Skill Enhancement Award is designed to support the generation of new research collaborations, research skill development and / or early career research led activities at Cardiff University. Applications should result in sustainable outcomes, whether new early career research networks in the College and / or sustainable collaborations, underpinned by external funding. |

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| **2. Application Guidance and Top Tips** |
| The application has different sections, which we use to evaluate your project and complete Wellcome Trust reporting requirements. Please use the suggested word limit.  Lay Summary – This new section will be made available to external visitors to the Cardiff University ISSF 3 website. Please write for a non-technical audience, and ensure the importance of the activity is clear. For guidance on how to write lay summary, please click [here](http://www.dcc.ac.uk/resources/how-guides/write-lay-summary).  Application Rationale – This section requires you to provide information about the research environment you will visit (for outgoing visits), as well as the scientific need, skill training and research project outcomes of the visits (for both incoming and outgoing visits). For early career researcher-led skill enhancement activities we require information about how the activity would enhance opportunities for early career researchers in the College, particularly around cohesion and training supporting transition to independence.  Research Skill Dissemination (outgoing and incoming visits only) – Tell us about any plans you have to disseminate new research skills obtained from your outgoing visit or via your incoming visitor. Requests can be made for additional funds to support dissemination of these to other members of the College (e.g. via the applicant or incoming visitor running a training workshop for other early career researchers).  Research Sustainability – Please provide a clear pathway to sustainable external funding from your activity. This does not need to be large-scale but there does need to be a clear future plan which aligns to your future career aspirations (e.g., for writing and submitting grants and training fellowships). Please identify specific career establishment applications and provide an approximate timetable for preparing and submitting these applications. For early career researcher skill enhancement activities, we would like to see evidence that the activity would have benefits for the careers of the target audience, and that it could be sustained beyond the ISSF3 funding. It would also be useful to demonstrate a need for the activity from early career researchers.  Justification of Resources – We often receive applications that pay cursory attention to finances, and many that ask for the full amount possible without any justification of this request. It is critical to justify your requested finances, and to provide a clear breakdown using the suggested headings. Consumables should be justified individually rather than providing a single lump sum request. Where finances are not sufficiently detailed, applications will not be considered at the relevant Panel. Please note, conference costs are not able to be supported for ISSF projects.  ISSF project association or resubmission - Within the ISSF programme we have specific rules from Wellcome Trust that prevent continuation funding. Within the programme we also aim to ensure that the portfolio of projects does not include double funding or overlapping projects (from overlapping project teams). This question aims to provide applicants with an opportunity to declare associations with other ISSF projects and submissions. If the idea or concept is similar to other ISSF projects of previous submissions, then please clarify how this new project is substantially different and occupies a separate niche. Within ISSF we welcome reformulations of previously submitted grants, however resubmissions should have responded in a significant and substantive way to the previous feedback. This question will ensure the panel are aware of the efforts you have made to position your project and respond to feedback. Please also ensure you are familiar with the eligibility criteria details surrounding applicants not being able to apply for another scheme in the same pillar grouping in the same round i.e. you cannot be a named PI in the same pillar in the same round.  Peer Review – To support high-quality peer review, we are providing information about call deadlines well in advance to enable appropriate preparation of grants. We have requested information, therefore, about the individual who has peer reviewed your application, and a tick-box to ensure that School peer review and costing procedures have been followed. |

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| **3. Application Process & Review** |
| All applications should be submitted on the appropriate application form, with attention paid to the requirements for each section. Please note that additional information/appendices are **not** allowed and will be excluded from the application at review. Applicants should **not** exceed the permitted word count for each section (including table and figure legends); if they do, the application will not be considered at the Panel. Similarly, a lack of detailed justification of research costs will result in the application not being submitted to the Panel.  Applicants should **not be Lead PI** on an application for more than one funding scheme within the Consolidation and Independence Panel at the same time. For example, an applicant for a Mobility & Skills Training Award would not be permitted to also apply for a Consolidator Award within the same call. This restriction is designed to reduce the number of applications the panel has to review, and encourage researchers to consider applications aligned to the right scheme at the right time in the research delivery timeline.  All applications will be reviewed by an experienced and representative panel of Cardiff University staff. For these panels we aim to ensure representation from across the College, both in terms of scientific expertise, diversity and seniority. Early career researchers may attend these panels as observers, and be provided with applications (in confidence) to help them learn more about grant reviewing processes.  Alongside assessment of the scientific quality of the project, and potential to deliver sustainable external funding, the panel will be encouraged to consider alignment with the Wellcome Trust ISSF 3 career framework and College research priorities. They will also consider the benefit to early career researchers.  Strategic decisions when applications are tied for funding will be made based on College research priority and consideration of current PI-held Wellcome Trust ISSF 3 funding. Regarding the latter, we are keen that the Wellcome Trust Funds are used to the maximum benefit for the many talented researchers we have in the College, and researchers should consider carefully which schemes to apply for aligned to their research aspirations. Similarly, consideration of budgets can mean that the full requested amount of funding may not be awarded. |

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| **4. Governance and Panellists** |
| Wellcome Trust ISSF Schemes are reviewed by separate panels aligned to career stage (currently Training, Consolidation & Independence, Collaboration and Public Engagement). The Mobility and Skills Training Award is considered at the Consolidation & Independence Panel.  Our panellists are all experienced at grant reviewing, with each panel including representation from both junior / senior researchers, as well as across all Schools in the College. Panellists undergo equality and diversity training to ensure as fair and transparent process of assessment.  Panels provided recommended decisions which require ratification by the Wellcome Trust ISSF3 Board. Panellists are not allowed to provide information about outcomes from panel decision-making, similar to external grant reviewing panels. The contact for all queries relevant to applications, panels and outcomes is via [ISSFAdmin@cardiff.ac.uk](mailto:ISSFAdmin@cardiff.ac.uk).  Due to the high number of submissions to our Wellcome ISSF2 Panels it has not previously been possible for the College to provide detailed feedback to applicants. For ISSF 3, we hope to ensure that early career researchers obtain feedback from applications to help them develop their skills in grant writing. This will be developed as we start to understand the demand for our dedicated early career researcher schemes, and how we might best enhance the opportunities for our more junior researchers. |

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| **5. Submission Deadline** |
| All applications should be submitted to [ISSFAdmin@cardiff.ac.uk](mailto:ISSFAdmin@cardiff.ac.uk) by **17:00 GMT, Monday 4 November 2019.** Applications submitted after this time will **not** be accepted. All applications need to be subjected to the normal review and costings procedures within the submitting School. Please submit a Microsoft Word version of the application. |