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| ISSF3 Training Panel: Clinical Primer AwardGuidance for Applications |

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| **1. Background – Clinical Primer Awards (up to £30K)** |
| **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 Clinical Primer Awards. The Clinical Primer Award is a new ISSF3 funding scheme that has been introduced to support research-naïve medical/dental trainees to gain laboratory experience and enable them to decide on whether they wish to pursue a research career.  Successful applicants will be able to demonstrate a strong ambition to pursue a research career and be considering applying for PhD funding opportunities (e.g., [GW4-CAT](http://gw4.ac.uk/wellcome-trust-gw4-clinical-academic-training-programme/)). The awards will allow successful applicants to strengthen their CV, gain laboratory experience and improve the potential of winning PhD funding.  Applicants should be medical or dental graduates at any stage in their post-graduate training who have not already undertaken a substantial period of research training and are thinking about doing a PhD. Applications must be written by the applicant, with guidance provided by the proposed research sponsor. Sponsors of applicants should be based in the College of Biomedical and Life Sciences and have proven ability to support the career development of the individual. Applications from individuals not currently associated with the College of Biomedical and Life Sciences or Cardiff University are specifically encouraged. All applicants should identify a suitable sponsor for their project from within the College and develop the application with guidance from the sponsor. Joint sponsors supporting interdisciplinary skill development will be viewed positively, aligned to our wish to support interdisciplinary research via the ISSF3 award.  **Summary:** The Clinical Primer Award will fund individuals to gain experience while undertaking exciting projects; the experience will stand awardees in good stead for future applications to clinical PhD programmes. |

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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 do not exceed the stated word limit**.  Lay Summary (200 words) - This section will be made available to external visitors to the Cardiff University ISSF 3 website. Please write a brief summary of your project for a non-technical audience. For guidance on how to write a lay summary, please click [here](http://www.dcc.ac.uk/resources/how-guides/write-lay-summary).  Statement of Support (200 words) - Please provide details about why you wish to complete a Clinical Primer Award and how you think this will boost your chances of obtaining future PhD funding. Provide information about how you have ensured you can take part in the scheme (e.g. NHS Out of Programme, OOP).  Primer project Outline (500 words) - To enable comparison between submitted projects, please provide information about your project using our requested headings: nature of the project, hypothesis, objectives, research plan, and expected learning outcomes. Dissemination of these scientific outcomes will be one of the measures of success that we will report to the Wellcome Trust. **Please provide a timeline for delivery of key research tasks in an Appendix (e.g., Gantt Chart).**    Research Progression (200 words) - Please provide your plans for submission of PhD funding applications post Clinical Primer, including your proposed timeline for these submissions. A common error here is for applicants to list a wide range of different funding schemes or institutions. We are looking for evidence of a more focused approach to sustainability where you have identified one or two clear funding opportunities; for example, the [GW4 Clinical Academic Training Programme](http://gw4.ac.uk/wellcome-trust-gw4-clinical-academic-training-programme/) from the [GW4 Doctoral Training Partnership](http://gw4.ac.uk/doctoral-training/our-programmes/) range of schemes. The information you provide here will be one of sustainable measure of success for the project, and provided for monitoring purposes to the Wellcome Trust.  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 and equipment use should be justified individually rather than providing a single lump sum request. Applicants should discuss project costings with the Sponsor(s) to ensure accurate and appropriate budgeting. Please note, conference costs are not able to be supported for ISSF projects. |

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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 (beyond our requested timeline, see Primer Project Outline) are **not** allowed and will be excluded from the application at review. Applicants should **not** exceed the permitted word count for each section; if they do, the application will not be considered at the Panel.  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 of all applications (e.g., growing skills and capacity in key interdisciplinary research areas). |

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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 Clinical Primer Award is considered at the Training 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 a fair and transparent process of assessment.  Panels provide 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 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 **23:59 GMT, Thursday 14 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. |