

## Daniel Turnberg Travel Fellowship

### Guidance notes for completing the online application form

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This document guides you through completing the online application form for the Daniel Turnberg Travel Fellowship scheme. Some notes on completing the form are integrated into the form itself. These notes are supplementary.

#### **Word limits**

Please note that the answers for certain questions have a maximum word limit. If text exceeding this length is pasted into the space provided, the passage will be truncated accordingly.

### **Page 1: Personal details**

On this page you will be asked to provide your personal details, whether you are travelling from the UK to the Middle East or vice versa, and any previous application you may have had for this scheme.

#### **Institution details**

Please use the search bar to find your home institution and add the organisation to your application. Add your proposed visiting institution as well. ***Please ensure your home organisation is ticked as the 'lead organisation'.***

Your organisation may not be available in the search bar, if that is the case then it may not be on our system. Before requesting for the organisation to be added please check that it is not affiliated with any organisations already on our system. If it is not, then email us at [turnberg.fellowships@acmedsci.ac.uk](mailto:turnberg.fellowships@acmedsci.ac.uk) to request the addition.

#### **Reapplications**

You are permitted to reapply once if you had previously been rejected from the scheme. There is no limit to how many times you can re-apply if you were previously successful however preference will be given to those who have not previously received a Daniel Turnberg Travel Fellowship.

### **Page 2: Professional details**

On this page you will be asked to provide the details of your academic career and your current research.

#### **ORCID ID Number**

We ask you to provide your ORCID iD (Open Researcher and Contributor identifier; <http://orcid.org/>). ORCID is an open, non-profit effort to create and maintain a registry of unique researcher identifiers and a transparent method of linking research activities and outputs to these identifiers. The ORCID Registry is available free of charge to researchers, who may obtain an ORCID iD, manage their record of activities, and search for others in the Registry. The Academy recognises the benefits of this effort and suggests that applicants obtain an ORCID iD.

### **Qualifications (Degrees, Diplomas, etc.)**

If you are unsure of the precise date on which a qualification was awarded, please select the first day of the relevant month.

### **Publications**

In this section, you should list all research papers in peer-reviewed journals, reviews and contributions to books. You may list publications that are still in press but please do not include any abstracts or conference proceedings.

Please use the below format when citing publications and use an asterisk (\*) to highlight your name:

Bomken S\*, Buechler L, Rehe K, Ponthan F, Elder A, Blair H, Bacon CM, Vormoor J, Heidenreich O. Lentiviral marking of patient-derived acute lymphoblastic leukaemia cells allows *in vivo* tracking of disease progression. Leukaemia 2013;27:718-721

## **Page 3: Home institution details**

This page summarises the details of your current institution, including your home supervisor, Head of Department and the country in which you will be travelling from.

### **Home Letter of Support**

This letter, uploaded by the applicant, must be from the Head of Department of your home institution. It should summarise the candidate's achievements.

## **Page 4: Visiting institution details**

This page summarises the details of your proposed visiting institution. This includes your proposed supervisor and the Head of Department for your visit.

*Please note: you can only travel between the UK and the Middle East, not from the UK to the UK and the Middle East to the Middle East.*

### **Visiting Letter of Support**

This letter, uploaded by the applicant, must be from the Head of Department of the institution you propose to visit. It should reference the research proposed by the candidate, who will be supervising them (including contact details) and a signature by both the Head of Department and the proposed supervisor during the visit.

## **Page 5: Research proposal**

On this page you will be asked to give an outline of your proposed research area, research plan and any relevant collaboration. Please note that your proposal must be a discrete project, it cannot be used as additional funding for another project.

### **Proposed project start date**

Results from the deciding Panel are released in April so your proposed start date must be after this.

## **Purpose of visit**

This is the body of the research proposal and should explain the research to be carried out and the reasoning behind it.

Please provide as much detail as possible, within the word limit, to help us assess the quality of your proposal. See our tips on how to write a successful grant application on our [website](#).

## **1 month or 3 month Fellowship**

The majority of Fellowships are one month in duration. However we do offer three month fellowships when there is adequate justification that the proposal requires a longer duration. If you would like to apply for a three month Fellowship you must justify your reasoning.

## **Expenditure**

The fellowship provide subsistence and living costs. Research consumables are not covered by this Fellow and are expected to be covered by the host institution.

The maximum expenditure for a one month fellowship is £3500 and the maximum for a three month fellowship is £9000.

For both options there is a maximum £750 for travel costs, which is part of the £3500 or £9000 offered and must be calculated accordingly. Travel costs include one return flight.

# **Page 6: Animal & human use, data sharing plans**

## **Animal use**

If your proposal features the use of animals or animal tissue, you will need to explain why this is necessary and justify the choice of species and number of animals used.

### **Does your proposal involve the use of animals or animal tissue?**

The Academy of Medical Sciences is a signatory of the Concordat on Openness on Animal Research. We are committed to being open about when, how and why animals are used in the projects we fund. In addition, we aim to ensure that every effort is made to

replace, refine and reduce animals in research. For more information please see [www.nc3rs.org.uk](http://www.nc3rs.org.uk).

This section gives applicants the opportunity to explain the use of animals involved in their project proposals and measures in place to ensure openness about their use. If your proposed research involves animal experiments, we encourage you to consult the NC3Rs [Experimental Design Assistant](#) (EDA) to help you design your study. Where non-human primates, cats, dogs or equines are used, anonymised information will be sent to the NC3Rs for review.

## **Human use**

If your proposal features the use of human tissues or subjects, you will need to confirm that the study has been approved and enclose details of the approval.

## **Does your proposal involve the use of human tissue or subjects?**

Research involving human participants is governed by principles outlined in the Declaration of Helsinki, the Nuremberg Code, and the Council for International Organizations of Medical Sciences (CIOMS), all of which set out requirements with regard to the rights and safety of research participants and standards for research design and conduct.

The Academy requires researchers to have the relevant regulatory and ethical approvals in place before the relevant research begins, although you may apply for funding before this. In the event of an award being made, commencement of any research involving human participants will be subject to these approvals being in place and sent to the Academy.

## **Data management and sharing plans**

If the proposed research will generate data outputs that hold significant value as a resource for the wider research community, please detail any plans for data management and sharing here.

## **Will the proposed research generate data outputs that hold significant value as a resource for the wider research community?**

To maintain research integrity, institutions and researchers must ensure research data is preserved so that results can be verified and data reused in the future. The Academy expects all of its Daniel Turnberg Travel Fellowship award holders to maximise the availability of research data.

You should consider your approach for managing and sharing data at the research proposal stage. Where the proposed research is likely to generate data outputs that will hold significant value as a resource for the wider research community (for example genome-wide sequencing data), you are required to submit a Data Management and Sharing plan to the Academy when submitting your application. The Academy will review those plans as a part of the funding decision.

We do not have a set format for Data Management and Sharing plans. You can structure your plan in a manner most appropriate to the proposed research. However, in considering your approach for data management and sharing, you should consider the following questions as briefly and unambiguously as possible.

1. What data outputs will your research generate and what data will have value to other researchers?
2. When will you share the data?
3. Where will you make the data available?
4. How will other researchers be able to access the data?
5. Are any limits to data sharing required - for example, to either safeguard research participants or to gain appropriate intellectual property protection?
6. How will you ensure that key datasets are preserved to ensure their long-term value?
7. What resources will you require to deliver your plan?
8. Does your Institution have a data repository that is available to you?

In order to submit your application, you need to sign the declaration at the bottom of this page thereby confirming the validity of the application. Information that you have supplied within this application will be used to process your application and for the purposes of any audit and/or evaluation. Please read the undertakings on this page carefully and ensure that you fully understand the obligations you are making before signing the declaration.

## **Page 8: Monitoring and marketing feedback**

On this page we request monitoring and marketing information. Please note that monitoring information will not be used in the application review process; it is not provided to Panel members or reviewers. We request this information to monitor the Academy's activities with respect to the beneficiaries of proposals and awards, and the gender, ethnic origin and disability status of applicants.

Marketing information is requested to help us monitor the effectiveness of our marketing activities. This information is also not used in the application review process.