These guidance notes and checklists for Applicants and Administrators have been compiled using recent advice from the MRC Handbook and information available directly from the MRC website: http://www.mrc.ac.uk/Fundingopportunities/Fellowships/Clinicalresearchtraining/index.htm

The MRC Clinical Research Training Fellowship’s provide salary and research support for up to three years’ for clinically qualified, active professionals to undertake specialised or further research training in the biomedical sciences within the UK. An additional year’s funding can be requested for proposed projects that are patient-based to allow extra time to for example collect patient samples. The scheme is designed to accommodate the dual clinical-research training career path by allowing fellows to spend up to 20% of their time on NHS sessions. Fellows are required to register for research degree, normally a PhD, based on research undertaken during the fellowship.

44 clinical research training fellowships were awarded nationwide in 2011-12, with a success rate of 22%.

Guidance for applicants

PREPARING THE APPLICATION

Before you apply:
- Ensure you discuss you proposal with the Administrator and/or finance office in the department where you wish to hold the fellowship, at least 4 weeks prior to the funder deadline.

Check Eligibility:

Applicants are expected to be early in their career and should meet the following criteria:
- Medical and dental graduate applicants should be at specialty registrar (StR) grade or below, or be at the equivalent level in general practice. Applicants are required to have completed MRCP (or equivalent) exams before taking up the award.
- If you have started a PhD/MD (or equivalent), you may apply for a fellowship only if, at the proposed start date, you have not been registered for more than 12 months full-time.
- There are no residence eligibility restrictions for this fellowship, although non UK applicants must have right to reside and work in the UK. Overseas applicants must confirm equivalent status to relevant UK Royal College qualifications in their application.
- As part of the MRC’s equal opportunities policy, there is no age limit to and all fellowship can be held part-time if appropriate.

Eligibility tips:
- If you are unsure whether you meet the above criteria, please contact the MRC fellowship department at fellows@headoffice.mrc.ac.uk at least four to six weeks before the closing date. MRC encourage enquiries from applicants and would be happy to discuss your application with you.
- Speak to more senior members in the department to see if they think the scheme is suitable for your level and also for advice on preparing the form, the proposal etc.
- Clinical Research Training Fellowships are highly competitive but that should not be used as a reason not to apply. You can always apply again in the next round (if you’re eligible) using the same content in the application form, just addressing any feedback you receive from the peer review.
Selection Criteria:

- Has the “Person” demonstrated their potential to progress as a high calibre researcher and ability to carry out proposed work?
- Is the “Project”: is of high scientific merit, taking in to account overall quality, originality & Importance; as well as achievable in the timescale. Does it include a clear training element and is it overall convincing and coherent?
- Is the “Place”: of appropriate standing in the field, is it appropriate to the project/research goals and where there is another industrial/academic centre involved is this there appropriate benefit?

Deadline: Research Services must receive applications and Resolve forms by 9am on 9th January 2013.

Start date and Duration:
The project start date is flexible and will generally be for a duration of 36 months, however an additional 12 months is available for patient based studies. The minimum period for a CRTF is 24 months.

The start date can be amended by up to six months after the original proposed start date.

Budget:
Your departmental administrator/finance office will be able to calculate the costs required for the proposal. (More information for administrators on how to prepare the Resolve can be found in Annexe A).

Justification of Resources
All listed research expenses and any Directly Allocated Small Research Facility costs requested from the MRC must be justified. i.e. what will you use the money for and why is this important for the project? (NB the MRC reserves the right to and may award at a lower amount if the funds are not fully justified).

You do not have to justify Estates, Indirect costs or your salary although this should be commensurate with your research experience.

However you should give some justification for DA Infrastructure Technician costs where they are pool staff, explaining why you are using pooled staff and for how long.

Research Expenses
For pre-doctoral fellowships the MRC will pay 100% Directly Incurred costs including a competitive personal salary and a research training support grant of up to £15,000.

For Post-doctoral fellowships the MRC will pay 80% Full Economic Costing which includes a competitive personal salary, up to but not including NHS consultant level, research expenses and travel costs at an appropriate level for the research

As well as the fellow’s salary research support staff, research consumables expenses, travel costs and capital equipment appropriate for the research project under full economic costs are eligible.

USE OF RODENTS AND NON-HUMAN PRIMATES
If you are using any rodent or NHP’s as part of your project and they will be based in as part of your research programme you must complete Oxford’s internal form available from your departmental administrator if they will require space in the Biomedical Science Building (BSB).

SUBMISSION PROCESS

Once you have submitted your application for approval using Je-S, an automatic e-mail will be sent to the “Approver Pool” which will include your Head of Department/administrator. Once they have completed their internal departmental review of the application they will submit the application and it will be routed to the “submitter pool”, which RS have access to.

Please also ensure your departmental administrator/finance officer submits an electronic Resolve costing at this time to Research Services. Research Services will not review applications until they receive a corresponding Resolve file.

You will not be able to edit your application after it has been submitted to the Approver or Submitter pools.

Research Services will review your application, return it to you to request modifications if necessary and/or submit it to the MRC.
Attachments

There are several other documents that must be included with the Je-S application. The documents must be prepared in Arial font with minimum font size 11pt. Single line spacing must be used and margins must not be less than 2cm. They must also be of specific length.

CV and Publications
CV’s must be a maximum of 3 sides of A4, with up to 2 pages dedicated to the CV and one page for a list of the applicants relevant publications. Only the applicant should submit a CV. For pre-doctoral CRTF applicants must clearly state any courses for which they are enrolled on in their CV.

Case of Support
For Pre-doctoral CRTF the case of support must be a maximum of 3 sides of A4.
For Post-doctoral CRTF the case of support must be a maximum of 5 sides of A4

Letters of Support
All letters of support should be dated, signed and on headed note paper, and a maximum of 2 sides of A4.

Head of Department Supporting Statement – This must be from the HoD where proposed fellowship will be undertaken.
Mentoring Statement – Where a mentor has been added a corresponding letter of support should be uploaded.
Letter from Research Organisations Postgraduate office – For pre-doctoral CRTF where the applicant has already registered for their degree then a letter from the research organisations post-graduate office is required to confirm their registration date and the percentage of time for which they are registered.

Justification of Resources
All research expenses should be justified excluding estates, indirect costs or the applicants salary. This must be a maximum of 2 sides of A4.

Pathways to Impact
Should be a maximum of 2 sides of A4, please only use as much space as appropriate.

Date Management Plant
A data management plan (DMP) is a key tool for the applicant to show how they will meet their responsibilities to the funder with regards to research data quality, sharing and security. The data management plan template provides further context and guidance to facilitate completion of your DMP.

HELPFUL LINKS

- The MRC web site: http://www.mrc.ac.uk/index.htm
- The MRC online electronic application system Je-S: https://je-s.rcuk.ac.uk/Jes2WebLoginSite/Login.aspx
- Research Services’ web pages on the MRC: http://www.admin.ox.ac.uk/researchsupport/sponsors/mrc/
- MRC Selection Criteria:
  http://www.mrc.ac.uk/Fundingopportunities/Applicanthandbook/Fellowships/Assessmentcriteria/index.htm
- The MRC fellowship handbook:
  http://www.mrc.ac.uk/consumption/groups/public/documents/content/mrc008055.pdf
Annexe A - Guidance on preparing the budget using Resolve for Pre-doctoral CRTF

The 'Apply Inflation' tick boxes on the Financial Models page in Resolve should be un-ticked.

**FEC:** Contrary to normal MRC practice, the MRC will fund **100%** of all eligible Directly Incurred costs.

By selecting MRC as the sponsor on resolve, the price template will automatically default to the standard research council price template as 80% FEC. You will need to manually amend the Actual % of DI costs to 100% whilst ensuring the ‘Apply’ boxes are unticked for DA and Indirects.

The only exception to this is:

- **Equipment** over £10,000 which will be funded at **50% FEC** by the MRC, when costing this in Resolve the full cost should be entered and the price for that item, in the price template should be amended to 50% FEC.

**Salary and on-costs:**

- The basic starting salary requested should be at a level commensurate with the applicant’s skills, responsibilities, expertise and experience but not including NHS consultant level
- On Resolve in the DI options tab Combine NI and SA as this combined figure.
- No inflation should be applied to the basic salary or on-costs.

**Research Expenses:**

At Pre-doctoral level a research training support grant of up to £15,000 per year is available. This may cover consumables, PhD fees, equipment, publications, consultancy, conference, travel and the other course fees. In addition where animals are requested, funding may be sought separately from the research training support grant. If the fellowship includes an element of research training outside the UK, overseas travel to training centre and living allowances may also be sought separately. For a full list of eligible costs see the fellowship handbook.

Please ensure that each item is separated out and fully justified in the Justification of Resources.

Please note you will only need to enter in the DI figures onto the Je-S form and these will pull through as 100% of the costs.
Annexe B – Checklist for administrators for Pre-doctoral CRTF

<table>
<thead>
<tr>
<th>Administrator Checklist</th>
<th>Check</th>
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<tbody>
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<td><strong>Inflation</strong></td>
<td>Untick “Apply Inflation” box for Staff and Non-Staff in Resolve.</td>
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| **Fellow’s Salary** | - Must be in the DI Staff heading and be for the entire duration of the proposed fellowship.  
- Is the starting salary appropriate to applicants experience and to previous salary/grade?  
- Tick “Combine NI and Superannuation” on the DI options tab. On the Je-S application (salary and oncosts) use the “Actual costs using salary issues” figures on the DI Costs tab |
| **Research Expenses** | - Appropriate research expenses including but not limited to consumables, travel and equipment under £10,000.  
- Each individual piece of equipment over £10,000 will only be awarded at 50% fEC, in Je-S for each piece of equipment you will need to enter the full 100% costs in the “charge” box and the 50% MRC contribution in the “sought” box. |
| **Mentor costs or support staff** | - Mentor / sponsor / supervisor / support staff costs cannot be included. |
| **fEC Rules** | - 100% DI only, please ensure that DA, and Indirects ‘Apply’ boxes are unticked on the price template. Costs, 50% fEC for equipment over £10,000. |
| **Estates and Indirects** | - These costs are not eligible; untick ‘Apply’ boxes for DA and Indirects on price template. You will not need to enter the full FEC on the JES application form. |
### Annexe C – Applicant Checklist for Pre-doctoral CRTF

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
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| **Eligibility**       | • You must be early in your scientific career  
                         • You must be registered or looking to register for your doctorate degree by the time the project is due to start. If you have started a PhD, you may apply for a fellowship only if at the proposed start date, you have not been registered for more than 12 months  
                         • No residence eligibility restrictions for this fellowship, however non-UK applicants must have the right to reside and work in the UK. |
| **Budget**            | • Discuss your project with the Departmental Administrator or Finance Officer and obtain a Resolve costing for the project                                                                                     |
| **Je-S**              | • Submit your final copy of the application on Je-S by 9am on 9th January 2013.                                                                                                                      |
| **PDFs**              | • All attached pdf’s must have your name and a descriptive title of the document at the top of each page. See the fellowship handbook for exact page lengths.                                               |
| **Publications**      | • Up to 15 publications on one side of A4 as 3rd page of your 3 page CV attachment.                                                                                                                   |
| **Start date**        | • Flexible                                                                                                                                                                                              |
| **Duration**          | • 3 years.                                                                                                                                                                                              |
| **% time**            | • 100% FTE or part-time pro-rata where appropriate.                                                                                                                                                        |
| **Justification**     | • You must fully justify your research staff and research expenses. There is no need to justify your salary costs, although this should be appropriate for your experience.                                    |
| **Research Expenses** | • Appropriate staff and directly incurred research costs, no set limit.                                                                                                                                   |
| **Animals**           | • You must complete Oxford’s animal use form if your project requires the use of rodents or NHPs and you intend to house them in the Biomedical Science Building. This form needs to have been signed by the appropriate departmental officer and sent to your Research Services contact. Please ensure that you arrange this well in advance as there are a number of signatures required. |
Annexe A - Guidance on preparing the budget using Resolve for Post-doctoral CRTF

The 'Apply Inflation' tick boxes on the Financial Models page in Resolve should be un-ticked.

**FEC:** The MRC will fund **80% FEC** of all eligible DI, DA and Directly Allocated and Indirect Costs.

The only two exceptions to this are:

1. **Equipment** over £10,000 which will be funded at **50% FEC** by the MRC, when costing this in Resolve the full cost should be entered and he price for that item, in the price template should be amended to 50% FEC.

2. **Exceptional Costs**, such as cost of overseas organisations or studentship fee, will be funded at **100% FEC** by the MRC, when costing this in Resolve the full cost should be entered and he price for that item, in the price template should be amended to 100% FEC.

N.B. – The above exceptions will cause the message "Not all items at actual %" will appear next to the Directly Incurred (DI) Non-staff budget heading on the Price Template to confirm that something will be priced using a rate other than the standard 80%.

**Salary and on-costs:**

- The basic starting salary requested should be at a level commensurate with the applicant’s skills, responsibilities, expertise and experience.
- On Resolve in the DI options tab Combine NI and SA as this combined figure.
- No inflation should be applied to the basic salary or on costs.

**Research Expenses:**

**Staff** - Payroll costs requested for the staff e.g. Sponsor, technicians, research assistants (full or part-time), who will work directly on the research project, or whose time working on the project can be fully supported by an auditable record for its duration.

**Travel** - All funds for travel and subsistence (including the overseas period if applicable) for use by the Fellow and staff who work directly on the project.

All travel should be costed with the most suitable and economical means, justified in full and with no inflationary increase. Subsistence should be costed at the applicable host institution rate.

**Equipment** – Individual items up to £10,000 should be entered under other Directly Incurred costs. Items over £10,000 should be entered costed as above.

**Other Directly Incurred Costs** – can include but are not limited to consumables, publications, consultancy fees computing, software licences recruitment and advertising etc.

For a full list of eligible costs see the fellowship handbook.

**Directly Allocated Other Costs:**

No claim can be made for DA Major Research Facilities or DA technician / pool technician time. However, DA Small Research Facilities and of DA Infrastructure Technicians (where applicable) are permitted.
## Annexe B – Checklist for administrators for Post-doctoral CRTF

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| **Research Expenses** | - Appropriate research expenses including but not limited to consumables, travel and equipment under £10,000.  
- Each individual piece of equipment over £10,000 will only be awarded at 50% fEC, in Je-S for each piece of equipment you will need to enter the full 100% costs in the “charge” box and the 50% MRC contribution in the “sought” box. |
| **Mentor costs or support staff** | - Mentor / sponsor / supervisor / support staff costs can be included, where their time is not already claimed.  
- Infrastructure technician costs can be requested under DA Other. |
| **fEC Rules** | - 80% fEC price for all DI, DA, and Indirects. Costs, 50% fEC for equipment over £10,000 and 100% for ‘Exceptional’ items. |
| **Estates and Indirects** | - Inflation should not be applied to Indirect and Estates costs; as the staff inflation box on Resolve will have been un-ticked, |
### Annexe C – Applicant Checklist

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