**GUIDELINES FOR COMPLETING THE ‘GUTS UK DEREK BUTLER FELLOWSHIP’ APPLICATION FORM**

These notes are for guidance in completing the application form. The guidelines and the ‘Research scope and eligibility criteria’ document should be read by all those involved with the proposal before completing the application form. Failure to comply with the instructions contained within these guidelines may result in the application being rejected. Applications outside the research scope of the grant call, that do not meet the eligibility criteria, or that seek more funding than is offered in the award category will be rejected straightaway.

For details of the fellowship’s terms and conditions see the Guts UK’s website.

**GENERAL NOTES FOR COMPLETING THE APPLICATION**

* The deadline for submitting this grant application is **5pm on 4th October 2021.**
* Enter the applicant’s name into the header of the application form.
* Please ensure all information requested is included in the application and clearly conveyed. In general, abbreviations should not be used unless fully explained.
* Adhere to the word limits when present (diagrams/images are not included in the word limit). Text boxes can be adjusted to accommodate all required text and diagrams/images.
* To use the check boxes double click on each tick box to bring up a dialogue box with an option to have the box checked (the default is unchecked). You might need to activate the Forms Toolbar (steps vary by version of Microsoft Word).
* Email your application to [research@gutscharity.org.uk](mailto:research@gutscharity.org.uk) (including copies of supporting letters/emails) and post a wet-signed copy to Research Awards, Guts UK, 3 St Andrew’s Place, London, NW1 4LB. Both the electronic and hard copies are required for the application to be considered complete. Late or incomplete applications will not be accepted. Proof of postage will not be accepted as evidence of receipt by Guts UK.

If you have any questions about the application procedure, please contact:

Manuela Volta, Research Manager at Guts UK

Telephone: 0207 052 5768

E-mail: [research@gutscharity.org.uk](mailto:research@gutscharity.org.uk)

**Important:** Applicants or their colleagues may not contact a Research Award Committee member or charity Trustee to discuss any aspect of an application, or the decision reached on it.

**PART A: CONTACT INFORMATION**

**A1** **Applicant details:** This should be the applicant to the Fellowship. Please include your ORCID ID number if you have one. Refer to [www.orcid.org](http://www.orcid.org) for information.

**A2 Contact details:** Ensure the correct addresses are given (postal and email) as these will be used for any correspondence regarding the application. The applicant will be contacted for any queries about the application. If there is more than one supervisor/sponsor please put the primary supervisor in this section, question B1 allows the inclusion of details of all others.

**PART B: ABOUT THE APPLICANT AND THE SUPPORTING TEAM**

**B1 Applicant and supporting team details:** Provide details of the proposed location for the fellow (which might be different from the current location). Please refer to the definitions below. Ensure everyone involved in the application has received all relevant information.

A **sponsor** is an individual who is able to guarantee that space and resources will be made available for the fellow, who can assure Guts UK that the fellow will be welcomed into the host laboratory and be able to undertake the work proposed. The sponsor must hold an established permanent post and must have tenure beyond the duration of the proposed fellowship. Funds can only be awarded to an applicant whose sponsor’s contract of employment is with a university or hospital.

A **supervisor** is the person who has day-to-day interaction with the fellow, and who has immediate responsibility for the direction of the research. The supervisor is also primarily responsible for meeting the training needs of the applicant. In the case of an applicant who is to be registered for a higher degree, the supervisor will normally be the person recognised as the higher degree supervisor by the host university. Fellows may have more than one supervisor. In many cases, the supervisor will also be the sponsor, but a supervisor will not be eligible to be a sponsor if he or she is unable to give the necessary guarantees as listed above. In some cases, this will be because the supervisor does not have an established post or guaranteed tenure in his or her post for the duration of the proposed fellowship. In such cases, the sponsor must be able to guarantee continued supervision of the fellow should the supervisor leave or otherwise be unable to act. The sponsor must either take over the supervision directly or undertake to find another supervisor who is suitable to take over the training of the fellowship applicant, and who is willing to do so.

When a sponsor’s or supervisor’s source of salary is industrial/commercial, Guts UK will require a copy of any agreements that exist between the sponsor or supervisor and the funding organisation. Each fellowship application also requires the support of the Head of the Department in which the work will be carried out.

**B2 Project collaborators:** If there are any additional collaborators associated with the research proposal, include them in this section. Please note that any project collaborators will need to provide a letter or email confirming and detailing their involvement in the project. Add additional rows as needed.

**B3 Applicant’s academic and higher professional qualifications:** List all qualifications. Start with the most recent.

**B4 Applicant’s prizes:** List any relevant prizes or other forms of recognition received.

**B5 Applicant’s professional body membership:** List any relevant memberships, e.g., Royal Colleges, scientific societies, professional organisations.

**B6 Applicant’s full employment history:** Start with current post and list in reverse chronological order. Include the end date for current contract (whether academic or clinical). Include source of funding for research appointments (add to the Post Held field). Please note that medically qualified applicants will need to provide additional professional information in section B7. Add more rows as needed.

**B7 Medically qualified applicants only:** If you have a split academic and clinical contract with a University and the NHS, use this section to provide more information about your clinical position. Applicants must refer to the Department of Health list of recognised specialties. Please ensure you contact your Deanery as soon as possible to enquire about leaving your training. Include details of how you will balance your research and clinical commitments and in particular your plans for completion of your specialist clinical training. Please note that Guts UK does not permit Guts UK-funded fellows to spend more than one session each week in clinical work, except when additional clinical time is essential to the research project.

**B8 Applicant’s career breaks:** If you have experienced any career breaks, please provide details below.

**B9** **Applicant’s career intentions:** You must indicate your reasons for applying for this Fellowship, explain how this Fellowship would further your career, and describe your short and long-term research and career intentions. Please note that medically qualified applicants will need to provide additional information in section B7.

**B10 Applicant’s research experience to date:** Briefly summarise any relevant previous research experience, including any techniques used. Include any other relevant experience e.g., responsibility for managing staff, if applicable.

**B11 Applicant’s formal research training to date:** Include any relevant courses. Add more rows if you have more than one course.

**B12 Applicant’s publications:** List any papers published in peer reviewed journals. Include the title, all authors (highlight applicant’s name in bold), journal and pagination. Please indicate with \* the most significant publications with regards to this proposal. If any quoted paper is "in press", a copy of each paper and the letter of acceptance from the Editor of the journal must be emailed with the application. Papers submitted but not in press should not be included. List any relevant abstracts, letters, editorials, and brief communications separately after the papers.

**B13 Applicant proposing to work abroad for a part of their Fellowship:** Complete this section if you propose to work abroad for part of your fellowship. The maximum allowed term is 6 months. Please note that the consumables budget should only be spent in the UK.

**PART C: ABOUT THE PROJECT**

**C1 Title of the study:** Please provide a descriptive title. Symbols and Greek characters must be spelt out in full. Maximum 50 words.

**C2 Timing of the research project:** Add a proposed start date. This date is not binding but it needs to be as accurate as possible. The actual start date must be within 6 months of the award date. Please inform Guts UK immediately of any delays to the start date. Add the proposed duration of the project in months.

**C3 Abstract of research:** Structure the abstract under the headings Background; Hypothesis and objectives; Design and methods; Clinical and scientific impact. The research abstract ofsuccessful applications might be published on our website. Maximum 500 words.

**C4 Keywords:** Up to a maximum of six keywords which are helpful in classifying and coding the research.

**C5** **Lay summary:** Please write a summary of your proposed work that will be understood by a lay audience. Please include a lay title. Structure the lay summary under the headings Background, Research aims (this should include objectives and methods) and Benefit for patients (this should include potential impact). Benefit for patients should include the expected outcomes and how they could help improve human health.

Please check the readability score of your lay summary using online checkers such as: <http://www.readabilityformulas.com/free-readability-formula-tests.php>

The lay summary ofsuccessful applications will be published on our website. Maximum 500 words.

**C6 Clinical Research Network:** For clinical research, investigators should contact their Local Clinical Research Network (or equivalent in Scotland, Wales and Northern Ireland) to discuss funding of NHS Service Support Costs associated with their project, as well as advice on the development and delivery of the study. Provide details of the outcome if you have contacted your local CRN. Maximum 200 words.

**C7 Patient and public involvement (PPI):** Provide information on how patients and the public have been involved in the development of the application and the study protocol (including setting and/or prioritising the research question or topic), the delivery of the research and the dissemination of the research findings. Provide details of any patient and/or public organisation that are involved in this research project.

**C8 Details of the research project:** Provide the information requested below in each of the boxes. There is no word limit for each specific subsection but the total in this section should not exceed 2,500 words. Please ensure all subsections are appropriately addressed. If the candidate plans to work in more than one department during the fellowship – for example, spending a period abroad – then the description of the project in this section must make clear which parts of the project are to be carried out in each laboratory.

1. Aims of the research: outline the main research question and the aims of the research project.
2. Background to the research project: assess the published research and available data that justify the rationale of your proposed project. Include any relevant proof of concept or pilot studies. Please also refer to any ongoing studies relevant to the research question, to help position your project in the current research landscape. Ensure you convey the importance of the proposed research question and provide appropriate references.
3. Hypothesis and objectives: ensure the hypothesis is clear, focused, and plausible. The research objectives should be specific and relate to the hypothesis.
4. Timeline and key milestones: provide a detailed timeline with clear milestones that are linked to the research objectives. Please note that a realistic timeline is essential to show the feasibility of the research project.
5. Experimental design, setting and methodology: provide sufficient detail and a strong justification of the proposed research approach and the population and/or experimental model chosen. Novel approaches are welcomed but should be explained, justified and, if possible, appropriately referenced.
6. Statistical analysis: provide a power calculation that justifies the study sample size and describe and explain the planned statistical analyses.
7. Feasibility assessment and contingency plan: please use this section to show that you have thought carefully about the feasibility of the research project and have identified what could go wrong and what you could do about it.
8. Dissemination plan: provide an outline of how the study and its key findings (and study data if appropriate) will be communicated, including details of planned publications, conference attendance and any other opportunity to disseminate the findings of the research. Use section C6 to document any plans to engage patients and the public in the communication of the research.
9. Potential scientific and clinical impact: describe the expected outcomes of the study and provide a realistic assessment of their potential impact, covering both the scientific and the clinical aspects of the research. Explain how the research could benefit people affected by the condition and outline what additional research or work might be needed before direct impact can be achieved.

**C9 Project references:** Provide citation in full, including title of paper, all authors, journal and the first and last page numbers. If any quoted paper is "in press", one copy of each paper and of the letter of acceptance from the editor of the journal must be enclosed with the application. Manuscripts that are in preparation or submitted for publication should not be included.

Maximum 30 references.

**PART D: SPECIFIC CONSIDERATIONS**

**D1 Regulatory approval:** Guts UK will consider applications before the consent of the relevant research ethics committee is obtained, but **no award** **will be made until ethical approval has been granted and proof supplied.**

**D2 Animal Research:** Please note that all relevant certifications and approvals must be in place before the application is submitted.If experiments will be carried out on animals outside the UK, the experiments proposed must be performed to standards which accord with the spirit of UK Home Office legislation. Furthermore, the housing and care of animals must similarly accord with the spirit of the UK legislation.

Please note that if animals are used in the research the application must have addressed these issues in the relevant sections:

* Why animal use is necessary: are there any other possible approaches?
* Is the species to be used the most appropriate? This is especially important when an animal is being used as a model for a human physiological or pathological condition.
* The experimental design should include the case for the number of animals required to achieve significance and the factors that might affect this. The sample size calculations used to estimate the number of animals required in the proposed experimental design should be stated where appropriate.

**The three Rs:** Any researcher planning to use animals in their research must heed the guiding principles underpinning the humane use of animals in scientific research and show how the 3Rs are being put into practice in the study. Refer to <https://www.nc3rs.org.uk/the-3rs> for more information.

**PART E: OTHER FORMS OF SUPPORT**

**E1 Submissions elsewhere:** If this application, or closely similar work, is being submitted elsewhere, please provide details, state the funding body and date of expected decision.

**E2 Other funding already obtained:** If additional funding has been obtained, provide details of the award and the funding body, and explain clearly what those funds will cover and how that work complements, but is different from, what is asked for in this application. This is an opportunity to explain how other funds can be used to leverage the funds requested here.

**PART F: FINANCIAL INFORMATION**

**F1 Research costs:** Guts UK will allow research expenses essential for the research project. Research expenses must be coterminous with the fellow’s salary. Please note that Guts UK does not fund equipment costs (including computer hardware, software, and maintenance costs) or general laboratory costs that do not specifically relate to the project. Only the direct costs associated with the project will be funded. Overhead allocation, other indirect costs, publication costs, equipment, and capital costs will not be funded. Clinical research should be costed using AcoRD (refer to the Department of Health guidelines for Attributing the cost of health and social care Research and Development). Please contact your local NIHR Clinical Research Network as soon as possible for advice costing the research. All costs should be justified on question F3.

**(a) Salaries**

Provide figures for the salary and for any NI and superannuation. Incorporate any expected salary increases directly into the yearly amounts.

**(b) Materials and consumables**

Please give full details of required costs. Please describe consumable items in the terminology in which they will be invoiced. When costing for research expenses do not allow for inflation.

**(c) Animals**

The cost per annum should be shown here and a detailed breakdown should be given in section F2, for each species requested.

**(d) Miscellaneous**

Please detail any other allowed costs under this heading.

**F2 Additional detail on animal costs:** When projects involve experiments on animals, all questions in this section must be addressed. Failure to do so may result in your application being rejected. In order to ensure animal experimentation costs are accurate, applicants are advised to complete this table after consultation with their animal house or biological services manager. A detailed justification for the use of animals should be given in F3.

**(a) Animal species**

Please indicate the animal species used. A separate table should be completed for each animal species and the table duplicated, as necessary.

Please provide a breakdown of the number of animals and costs requested under the following headings:

**(b) Purchase**

Details of intended source of supply (e.g., commercial company or in-house breeding programme) and the microbiological quality (e.g., barrier or non-barrier bred) should be provided with appropriate costs detailed in F1.

**(c) Maintenance**

Details of the number of animals to be maintained and the number of weeks they will be kept should be provided in addition to the cost of maintenance per animal per week.

**(d) Experimental procedures**

State the experimental manipulations (e.g., injections, operations, blood sampling) which will be performed, and the charge(s) levied for this.

**F3 Justification for support:** Please itemise all costs and structure them under the same headings used in the budget breakdown. Justify all items in terms of the proposed research project. It is not acceptable to state that costs are based on the average consumable expenses for a research worker in the host laboratory: the expenses must be directly related to the proposed project.

**PART G: WORK ABROAD**

**G1 Applicants proposing to work abroad:** This question should be completed for all fellowship applicants proposing to work abroad for part of their fellowship. The maximum allowable term is 6 months. The consumables budget should only be spent in the UK. In the case of a period of work in two laboratories the description of the research project (Part C) should make clear which parts of the project are to be carried out in each laboratory.

**PART H: COMMERCIAL CONSIDERATIONS**

**H1 Commercial involvement:** Provide details of any relevant commercial involvement with consultancies and/or companies that might be interested in the research.

**H2 Commercial exploitation:** Please use this document to flag up any potential commercial exploitation from the research. Refer to the Guts UK terms and conditions.

**PART I: SUPPORTING STATEMENT OF PROPOSED SUPERVISOR**

The Supervisor(s) should complete this section. Please duplicate the section for each supervisor.

**I5 Supervisor’s publications:** Please list all full publications in peer-reviewed journals that are relevant to this application. Include title, all authors, journal, and pagination. You may include papers “in press” but not papers submitted.

**I6 Summary of training and skills provided:** A summary of the training and skills that will be provided, with an indication of whether elements of training are formal or informal and their timing and duration. Do not exceed 1,000 words but ensure these issues are addressed:

1. The manner in which the proposed training project has evolved and the contribution of the applicant.
2. Details of the **subject specific** training that will be provided in the department/institution.
3. Training in **generic research skills** such as data handling, experimental design etc.
4. Details of the **transferable skills** training provided by the department/institution such as oral and written communication, IT skills, time and resource management.
5. Methods used to assess the Fellow’s progress (e.g., seminars and tutorials).

**I7 Relationship of current application to other work in the supervisor’s department:**

In this section the supervisor should set out the way in which the fellowship applicant and the research project will relate to other work going on in the supervisor’s laboratory. The supervisor should describe how the project is similar to other ongoing work and the extent to which it is a new development. This section should include a clear statement of the proportion of the supervisor’s working time which will be devoted to supervision of the fellowship applicant.

**I9 State your views on the applicant’s scientific ability and suitability for further research training:** This section may be returned confidentially directly to Guts UK. Please notify Guts UK should the supervisor choose to do this. Please provide a summary addressing each of the following issues:

* The applicant and their suitability for a Guts UK Fellowship.
* The suitability of the project for the research training and career development of the applicant.
* Why the centre is appropriate for the work proposed.

**PART J: DECLARATION AND SIGNATORIES FOR TRAINING COMMITMENT SUPERVISORS ONLY**

Each proposed supervisor should wet sign the declaration.

**PART K: DECLARATION AND SIGNATORIES**

All applications must have a signed Standard Release Form, signed by an appropriately authorised member of staff.

All fellowship applications should be wet signed by the appropriate Head of Department of the prospective University and the Administering Authority (e.g., the institution's finance officer). In signing, the officials are indicating their formal approval of the application, their willingness to offer an appointment to the individual (if successful) for the tenure of the award subject to their normal employment practices, their approval of the salaries sought, and the acceptance of the terms and conditions associated with a Guts UK fellowship. **Electronic signatures are not acceptable on the hard copy of the application.**

**PART L: REQUEST FOR ASSESSORS**

**IMPORTANT: Please separate this section from the rest of the application form and return as a separate document by email.**