



NIHR ARC KSS FELLOWSHIP AWARDS:

ADULT SOCIAL CARE 2024

**Building research careers across
Kent, Surrey and Sussex**

GUIDANCE NOTES: NIHR ARC KSS FELLOWSHIP AWARDS

ADULT SOCIAL CARE 2024

These guidance notes are intended for those interested in applying for the ARC KSS Adult Social Care Fellowship Award scheme, 2024.

Please read these guidance notes carefully before you complete and submit your application.

Deadline: 5pm on Friday 28th June 2024

A webinar with Q&A will be held on **Monday 29th April at 10.30-11.30am**, register [here](#). The session will be recorded and made available afterwards.

If you have any questions or need further advice, please contact:
arckssacademy@kent.ac.uk.

Section 1. Background of NIHR and NIHR ARCs

1.1 What is NIHR?

The [National Institute for Health and Care Research \(NIHR\)](#) is the nation's largest funder of applied health and social care research. The NIHR was established in 2006 and is primarily funded by the Department of Health and Social Care (DHSC). Working in partnership with the NHS, universities, local government, health and social care providers, charities and local voluntary organisations, other research funders, people using services/patients, families/carers, and the public, the NIHR delivers

and enables world-class research that transforms people's lives, promotes economic growth, and advances science.

1.2 What are ARCs?

[NIHR Applied Research Collaborations \(ARCs\)](#) support applied health and social care research that responds to, and meets, the needs of local populations and local health and care systems.

Each NIHR ARC is made up of local providers of NHS and social care services, commissioners, local authorities, universities, private companies, and charities. These collaborations work together to conduct high quality, generalizable, applied health and social care research that addresses key health and social care issues in their region. NIHR ARCs also act to increase the rate at which research findings are implemented into practice.

There are 15 ARCs across England, which work collaboratively to address national research priorities, with individual ARCs providing national leadership in their areas of expertise.

1.3 What is ARC KSS?

The NIHR ARC Kent, Surrey and Sussex ([ARC KSS](#)) is one of the 15 ARCs across England, part of a £135 million investment by the NIHR to improve the health and care of people using health and care services, their families/carers and the public.

Hosted by Sussex Partnership NHS Foundation Trust and led by the ARC KSS Director, Professor Stephen Peckham at the University of Kent, the aim of ARC KSS is to improve the quality, quantity and relevance of applied health and social care research in the region.

The ARC KSS aims to provide infrastructure for the region to enable impactful research implemented into practice. To do this we will provide co-ordination, facilitation, management, and support for four core activities:

- Supporting and conducting applied research in health and social care.
- Capacity building in applied health and social care research.
- Supporting the implementation of findings into practices locally, regionally, and nationally.
- Involving the public in research and engaging with local communities, people using services, patients, their families/carers and the wider public.

Section 2. Introducing the Adult Social Care Fellowship Awards

2.1 What is the aim of the ARC KSS Adult Social Care Fellowship Awards?

The Fellowship Awards are offered as part of ARC KSS' wider offer to build capacity in adult social care research through a range of initiatives and activities.

The Fellowships will provide a comprehensive package of funding, mentorship and facilitated peer support. They will support the development of future and emerging social care researchers, enabling them to increase their research skills, knowledge and experience, confidence and engagement with academic researchers, professionals and organisations across the adult social care sector, thus expanding research capacity in the sector.

2.2 Who can apply for these Fellowship Awards?

To apply, you must fit the following criteria:

- You must be working in adult social care (or in academia with strong links to practice), from any professional background, and wish to build and develop your research skills and career via a dedicated Fellowship Award.
- You must be employed by an existing [ARC KSS member organisation](#) or an organisation that is eligible and willing to become a member (see Section 3.2 – under Section 4, employing organisation). For further details and advice, please contact arckssacademy@kent.ac.uk.

- You must have close links with and plans to embed the research project or research-related activity in local adult social care services in Kent, Surrey and/or Sussex. This includes, but is not limited to, services and support provided by the local authority, voluntary and community sector organisations, and private or not-for-profit care providers (e.g. homecare, residential or nursing care homes).
- You must have sufficient prior research knowledge and experience to undertake a research project or research-related activity independently, with supervision from an experienced academic researcher.
- As a Fellowship Award holder, you cannot have received funding for a research project or activity, >£50,000 as the project lead, in the last 5 years.
- Your proposed research must be relevant to adult social care and aligned to the [ARC KSS Adult Social Care theme](#). We will give particular priority to projects that focus on one of the areas identified in ARC KSS adult social care prioritisation activity, as below:
 - Adult social care assessment and care planning, including choices between forms of care and a focus on outcomes (wellbeing, quality of life)
 - self-directed support: direct payments, personal budgets, individual commissioning
 - prevention, especially the role of low-level social care
 - digital technology to support improvement in wellbeing
 - integration and joint working with health care/NHS/VCSE sector, particularly in intermediate care, discharge planning, admission avoidance and reablement.
 - support for unpaid carers
 - workforce sustainability and capacity
 - diversity, variation and inequality in access, transitions in and delivery of care.

2.3 What will be funded through the Fellowship Awards?

There are two options for applying to the Fellowship Awards:

1. Apply for the **Themed Project Fellowship**. This will be embedded in an ongoing ARC KSS/national project, led by Nick Smith, Research Fellow, University of Kent. This Award would be suitable for someone who wants to gain more experience and learn by ‘doing’, with mentorship, supervision and other support and learning opportunities to support them, as part of a wider research project. If you wish to apply for this award, please contact Nick Smith (N.J.Smith@kent.ac.uk) to discuss further.

You may not apply for both this Themed Project Fellowship and also one of the two Fellowships (open call) to support your own proposed project.

2. Apply for one of two **Fellowships (Open Call)** to develop your own research project or activity, with a tailored programme of training and development support.

If you apply through this route, you will need to identify and work with an experienced academic research supervisor to develop your application and ensure your supervisor is costed in your project, either in project costing or co-funding. If you would like any advice or support to find a supervisor, please contact Dr Stacey Rand (ARC KSS Social Care Capacity Building Lead): s.e.rand@kent.ac.uk.

The types of project or activity that could be funded include:

- conducting a small scale project, including evidence synthesis/literature review
- Undertaking a significant programme of research training
- Developing a programme of research activities (e.g., acting as a research champion within or across organisations, building partnerships between academia and practice)
- Involvement in research delivery, contributing to ongoing research
- Developing new research (e.g. working on a new project application)

For both types of Fellowship (Themed Project and Open Call), awardees will be supported by a comprehensive package of funding to complete their Award. This will include supervision, mentorship, training and resources, as costed within your Award. Alongside your own training and development plans within your Award, we will offer facilitated peer support and networking with the wider cohort of Fellows, regionally and nationally. Online drop-ins and facilitated sessions will focus on learning from the challenges encountered through your Award, developing new skills and knowledge, and networking. The full national peer cohort of Fellows will meet twice, in-person, in autumn/winter 2024 and 2025. Participation (likely, to be hosted in London and Leeds) is strongly encouraged. **Please allow for travel costs and time to attend in your project plan.**

All selected Awards will need to demonstrate a clear rationale and justification for the research from the perspective of benefit to people using social care services, their families/carers and the public.

All awardees will be supported to showcase the benefits of research in addressing existing sector challenges, as well as to disseminate and champion research engagement within and beyond their organisations.

2.4 What will we not fund?

The following will not be funded under this call:

- Research that is not relevant to adult social care and aligned to the [ARC KSS Adult Social Care theme](#) and its objectives.
- Projects that are not clearly embedded in or working alongside existing adult social care services.
- Research that will not have a direct benefit to the people using adult social care services, their carers/families and the public. We are looking to support projects and assess potential in the 'real world' of adult social care provision and practice.
- Activities or projects that have no potential to influence the conduct of day-to-day practice in the future and that do not address an area of local need or priority.

2.5 How much funding is available?

We can fund three Fellowships to a maximum of **£58,334 each**, for up to 18 months (to be completed no later than 31st March 2026).

- Salary costs (including NI and superannuation) to a maximum of **£30,334** for up to 18 months.
- **£8,000** towards academic supervision
- Up to **£20,000** towards project and training/development costs (e.g., travel, consumables, equipment, conferences, dissemination costs, such as to develop guides or resources, public and community involvement, course fees). This should also include travel and other appropriate costs (e.g., overnight accommodation and any support you may require) to attend the two in-person events that will bring the national cohort of Fellows together, likely to be held in London and Leeds.
- **Overheads, estates or indirect costs are excluded.**
- An experienced academic supervisor must be identified at application and their supervisory support costed into the Award. The supervisor would typically also support you in developing your application. If you require any assistance with identifying an academic supervisor, please contact Dr Stacey Rand (ARC KSS Social Care Capacity Building Lead): s.e.rand@kent.ac.uk with a brief summary of your proposed project or activity.
- Your organisation and/or any of your collaborators based at different ARC KSS member organisations (see section 3.2) will contribute **at least £2,500** in co-funding (pro rata if budget requested is less than 100% of maximum). This is required to demonstrate organisational support for the project and can be provided through direct cash or 'in kind' funding. Overheads, indirects and estates cannot be counted as co-funding. Co-funding should be costed in the application; see section 3.2 (under section 12 – detailed budget) for further detail.

2.6 What are the timelines for the Award?

Individual awards should be able to start on **1st October 2024**.

Projects (Open Call Fellowships) will be expected to include a 3-month initial period of protocol/project plan development, including consultation with stakeholders and adult social care services, alongside any research ethics and governance approvals you may require. A protocol/project plan should be submitted to the ARC KSS Academy within three months for feedback prior to the commencement of any data collection.

The total duration of the award will be no longer than 18 months and/or end by 31st March 2026 (whichever is first), including this initial protocol/project plan development period.

Section 3. How to apply

3.1 How do I apply?

To apply, please complete the application form and submit along with your current CV (maximum 3 pages) to arckssacademy@kent.ac.uk.

The deadline for applications is **5pm on Friday 28th June 2024**.

3.2 Application form - guidance

Please make sure you have read these guidance notes carefully in preparing your application. Include all requested information in the application form. We are not able to accept incomplete applications.

Section 1. Applicant details

Please provide overview details of your project including:

- Applicant name
- Contact details. *Your contact details including address, email, and telephone number.*
- Your professional role or job title
- Please list post-16 qualifications including A-levels, BTECs, NVQs, degrees, and accredited and professional courses/qualifications.

Section 2. Fellowship being applied for

Indicate if you are applying for the Themed Project Fellowship with Nick Smith at the University of Kent, or the Open Call Fellowship.

Section 3. Career and support details

- Tick the relevant box to describe the role that best fits you.
- Tell us if you are or have been in receipt of any research funding and please list all funding awards received in the last 5 years below. **To be eligible for the Fellowship Award, you must not, have received any funding for a research project worth more than £50,000 as a project lead, in the last five years.**
- **All applicants must have identified and named an academic supervisor.** The supervisor's name, contact details and a short summary of their experience/expertise (2-3 sentences) should be included.
- Please advise whether you have already identified an academic or professional mentor to support your proposed research? The mentor is different from the academic supervisor and does not need to be an academic researcher, although research experience and knowledge would be useful. Their role is to provide additional support to help you focus on your learning and development through the programme. Their name, contact details and a short summary of their experience/expertise (2-3 sentences) should be included. **Successful candidates will**

be provided with a programme of support, including a mentor, if they have not already identified one.

Section 4. Employer details

- Employer/Sponsor details - name and address of your employing/sponsoring organisation **
 - o If different, please also add the name of the sponsor organisation. The sponsor is the organisation that holds the oversight, indemnity, and governance arrangements for a research project. It is likely to be your employing organisation, but can be a different organisation if you hold the relevant contract or agreement with an alternative organisation.
- Organisational representative the contract should be sent to. Please name the key person in your organisation that has oversight of finance or HR and will be our contact for arranging the project contract and may also ensure governance oversight of the project and provide local support.

** NB. You must be employed by a member organisation of the ARC KSS or an organisation that could be added to the ARC KSS' membership. ARC KSS members include the local authorities and Universities in Kent, Surrey and Sussex. A full list of current member organisations can be found on our [website](#). If your organisation is not currently a member of ARC KSS, your organisation can apply to be one at the point of contracting, if your application is successful. Organisations that are eligible for membership are Universities/HEIs or health or social care organisations delivering health and/or care services in Kent, Surrey and / or Sussex. This would include local voluntary sector organisations and care providers, whether private or not-for-profit.

Section 5. Personal Statement

- Applicant research experience, interests and future plans. Please tell us about your prior research experience and your areas of interest. Tell us about your next steps after completion of your award. (300 words, to be completed by Open Call and Themed Project Fellowships applicants).
- Tell us how this fellowship will support your specific research career and/or career progression? Tell us about your career aspirations in research and how this fellowship will help you achieve these. (700 words, to be completed by Themed Project Fellowships only. This is additional to the section on your research experience and interests (300 words), so the overall word count for Themed Project Fellowships applicants is 1,000 words).

Section 6. Fellowship Overview

- Full project title
- Short title if you have one.
- Project duration – this should not exceed 18 months (or extend beyond 31st March 2026).
- Please indicate how your area of research is relevant to adult social care and aligns with the [ARC KSS Social Care theme](#). NB – please note the research areas of particular relevance and importance listed (see also section 2.2 above), which are based on research prioritisation work already undertaken.
- Collaborators – please name anyone who will be supporting you in the project and provide additional details where appropriate. Collaborators cannot receive direct funding but may be providing 'in kind' support, guidance, access to participants and facilities, or other ways of supporting your project. Their 'in kind' time can also be counted as co-funding (see section 7).

Section 7. Research Project or Activity Description - Public summary (250 words maximum) (Open Call applicants only)

A plain English, public summary is a clear explanation of your research. The assessors will use this summary to inform their understanding of your project. Assessors will include ARC KSS public

involvement members, social care practitioners and researchers who do not have specialist knowledge of your field. A good quality plain English summary provides an easy-to-read overview of your whole study.

When writing your summary consider including the following information where appropriate: aim(s) of the research, background to the research, design and methods used, public and community engagement and involvement (PCIE), impact, implementation and dissemination.

Please avoid the use of jargon and acronyms to a minimum. Further guidance is available at [Plain English summaries](#).

Section 8. Project or activity plan (1,000 words) (Open call applicants only)

Where your Fellowship is for a small-scale research project, we recommend the use of following headings:

- Research question, aims and objectives.
- Study design and methodology – including the data or information you intend to collect, or methods you will use (e.g. literature review).
- Analysis plan (including sample size if applicable).
- Ethical considerations or approvals required.
- Timeline or Gantt Chart.

It is essential that you identify the adult social care need that your project aims to address. Include the problem itself, the prevalence or scale of the problem, and how your project addresses the problem. You might include:

- ✓ the importance of the proposed research and its relevance to local and national priorities and needs in adult social care
- ✓ the anticipated outputs, outcomes, and impact of the proposed research for people using services, their families/carers and/or the public
- ✓ the potential benefits to service providers or commissioners where possible
- ✓ the potential for your project to inform or change practice for the better.

Where your application is for an activity (other than a small-scale research project), please outline your plan in detail to explain what you propose to do and how it fits into the remit of the Call. There is no set structure. Please explain how your proposed activity aligns the ARC KSS research priorities, will lead to benefit people using services, their family/carers and the public (including in future trajectory outside of the award), will seek to bridge the academia/practice gap, and/or will support your career development as a social care researcher.

Up to 10 relevant references can be provided at the end of the project or activity plan. These are not included in the word count.

Section 9. Public and Community Involvement and Engagement (PCIE) (Open Call applicants only)

ARC KSS is committed to appropriate and relevant involvement and engagement of people using services, family/carers and the public and other key stakeholders in all its activities. The earlier that the public can be involved in the research cycle, the more your research can benefit from the added perspective they bring, including the richness of the unique insight and experience they offer, the increase in confidence that the research question is relevant to the population's needs, ensuring the research methods are culturally and practically acceptable to participants and that the potential research outcomes are important to the public.

The ARC KSS guide on how to involve the public can be found [here](#). You are strongly encouraged to read and align your project with [NIHR public involvement payment guidance](#).

In this section, summarise the ways in which PCIE activities will be embedded throughout the project/activity lifecycle and how they will support the project/activity.

- **Please describe the ways in which people using services, carers/families and the public will be actively involved in the proposed research or activity? (250 words maximum)**

Remember to ensure that you provide appropriate training and support for your public involvement plans through:

- ✓ Bridging the inequality gap between those who are less experienced and confident, and those who are more experienced and confident.
- ✓ Support in applying for an involvement role in your project.
- ✓ Training and reward processes.
- ✓ Help with IT and working on virtual platforms.
- ✓ Confidence in expressing their views.

Please specify the funding you are requesting to cover your PCIE activities and provide the information specified.

- **Please explain how Equality, Diversity and Inclusion is being addressed in your project or activity? (250 words maximum)**

Consider and explain how you have considered EDI across your project, particular in your research methodology and study design, in your planned PCIE and in implementation. How will you include diverse participants in your project where relevant, have you included all relevant stakeholders? You may wish to refer to the [NIHR Race equality framework](#), particularly in your PCIE work, or other relevant EDI research policies or toolkits (like, the [EDI Toolkit](#)). Please include details of how you will reach out, involve, and engage where appropriate with:

- ✓ New and targeted networks of public engagement rather than relying on in house or existing collaborations that will just 'make do'
- ✓ Diverse communities and develop links within communities of particular interest to your study (e.g., housing groups) and third sector groups.
- ✓ People with lived experience of adult social care, including those who have been underserved and underrepresented.

Section 10. Pathway to practice, implementation, dissemination and impact: (Open call applicants only)

- **Tell us how your project will be embedded in relevant services and how this will support the transfer of findings into practice? (250 words maximum)**

Only projects that have a link to existing adult social care services and have involvement of service providers and/or practitioners relevant to the project will be funded. In this section you should tell us how you will be embedded in a service and/or adult social care practice while conducting this project.

- **Do you intend to implement and embed the project findings in practice or to influence policy. If so, how and in what timeframe? (250 words maximum)**

Tell us how your project will be used in practice or to inform policy, where, how and in what timeframe. You might include:

- ✓ How does the project align and create solutions for priorities in the social care system?
- ✓ What engagement have you done within the region's systems and people accessing services to know the project addresses their needs?
- ✓ How will you involve stakeholders throughout the project to facilitate implementation and impact?
- ✓ How will you enable your findings to be used in practice, who is your target audience, who will commission this 'service', are there workforce implications, how will you know it delivers value for money and is sustainable?
- ✓ How do you know your project is the potential to be generalisable outside of your organisation?
- ✓ How will your project influence practice and/or policy?
- ✓ What is your timeframe for implementation, including disseminating early findings?

You should have already engaged with the service(s) where you intend to embed your project to discuss your project and also, ideally, have identified other relevant stakeholders, even if you have not yet established networks or connections. Where you are planning to engage with new networks, individuals or groups, we suggest you develop a targeted approach, so you already at the application stage have a well-developed list of those you would like to connect with.

Award holders will be offered the opportunity to further discuss and develop their implementation plans with the ARC KSS Social Care Implementation Manager.

- **How will you disseminate the findings of your research? (250 words maximum)**

Please give details of any dissemination plans and specify potential outputs including journal articles and/or conference attendance. Please estimate likely costs to be included in your budget.

Section 11. Training:

The aim of the Fellowship Awards is to provide award holders with opportunities for further learning and development in social care research. This may include training and other development activities (e.g., short placements, attending conferences or other events). Please give relevant details including descriptions, timescales, costs, why you need the training and how it will support your research career/development (250 words maximum).

Section 12. Detailed budget including Co-funding

- Enter the total salary funding requested for the project.
- Salary costs (including NI and superannuation) to a maximum of £30,334.
- £20,000 towards non-pay costs such as academic supervision and project costs (e.g., travel, consumables, equipment, conferences/dissemination). This should include travel and other costs for attendance and participation in the two events (likely, in London and Leeds) to bring the national cohort of social care Fellows together.
- **Overheads, estates or indirect costs are excluded.**
- A supervisor must be identified and costed (either within the budget, as above, up to £8,000, or under co-funding) at the point of application.

A maximum of £30,334 is available for salary costs; up to £20,000 for project costs, including training and development (pro rata if your project is less than 100% of the available salary budget); and up to £8,000 for academic supervision pro rata. Please provide a detailed budget breakdown of the funding requested, including a description of additional items/activities.

Costs must be provided at current prices. Whilst allowances for incremental increases should be included, nationally or locally agreed pay increases should be excluded.

NB - Please note, overheads (i.e. indirect and estates charges) cannot be claimed as part of the funding requested. Salary costs can include National Insurance and superannuation contributions. You will probably need advice from your HR or Finance department on the amount to request for salary costs.

Co-funding of at least £2,500 (pro rata if less than 100% of the maximum budget for salary costs) is required from the employing organisation or another ARC KSS member organisation involved in the project, preferably from health and social care providers. This is required to demonstrate the organisational support for the Award. Co-funding is not necessarily financial and is often a release of staff time or non-staff costs ('in kind funding'). **Please note that an organisation's overheads, indirects and estates charges cannot be counted as co-funding.**

Examples of 'in kind' co-funding funding are (this list is not exhaustive. See our [Co-Funding Guidance](#) for further detail):

- Additional applicants' time to contribute to the project.
- Time for frontline staff to recruit and collect data for small or pilot projects.
- Meeting room space for the project e.g., visits or meetings
- Use of facilities for implementing the project.
- Staff time to extract data for use in the project.
- Consumables already available to the organisation that can be used by the project.
- Training provided to the applicants that is needed to undertake the project.

Please provide a breakdown of your co-funding that will support the project or costs associated with undertaking the research as described in the proposal. Please provide enough detail for each line to show how you came to the amount requested.

Please also indicate how much time will you dedicate to this Fellowship, i.e. how many days per week and over what time period.

Section 13. Statements of Support

The support of your line manager (in your employing organisation) and an academic supervisor are essential to undertaking this Fellowship. Please ask your line manager and academic supervisor to complete the relevant section and to indicate how they will support you in undertaking your ARC KSS Fellowship.

Section 14. Authorisations:

To ensure your application has been reviewed and approved by your organisation, all application forms should be signed by your line manager and a representative from your organisation to confirm that the application has been approved. The representative from your organisation may be a relevant Research and Development department contact, organisational finance contact or senior departmental lead within the organisation with authority to approve the submission and commitment of co-funding agreed.

If you are applying individually or collaboratively from Sussex Partnership Foundation Trust, Brighton and Sussex University Hospitals NHS Trust, University of Sussex or BSMS, please note that your application needs sign off first by the Brighton and Sussex Joint Clinical Research Office. Please contact: jcro@sussex.ac.uk.

Your form should also be signed by you as the applicant to confirm this is your own proposal and proposed project.

Please ensure all appropriate signatures and authorisations are obtained before submitting your application. No late or unsigned submissions will be accepted.

Electronic signatures will be accepted.

Section 5. What happens after I have submitted an application?

5.1. Equality, Diversity and Inclusion (EDI) questionnaire

After submitting your application, you will be invited to complete an online EDI questionnaire. We encourage you to complete this so that ARC KSS can monitor and ensure our funding opportunities and activities are unbiased and inclusive. This information will be collected anonymously and will not be shared during the assessment process.

5.2. Assessment of applications

See the flowchart overleaf for an overview of the assessment process and timeline. Applications will firstly be assessed to confirm applicant eligibility and that your application meets the remit. Therefore, please consider the call remit and guidance notes carefully to ensure your project is right for this call.

Applications that meet the screening criteria will be assessed by the review panel, according to the following criteria:

- **Call remit and alignment to ARC KSS Social Care research theme:** The assessment panel will consider how well your application fits the call remit and how closely it will support ARC KSS in its adult social care research themes. Consideration will be given to potential for individual development, potential for future research or change in practice/implementation and to what extent the research area addresses a local priority and/or aligns with NIHR national priorities and research agendas.
- **Project activity:** How appropriate is the proposed project activities and plan? Are the activities and methodology, if applicable, clearly explained and appropriate? Is the project timeline realistic and achievable?
- **Impact, Implementation and Dissemination:** What is the expected impact on the project and/or career development of the individual? Is the project likely to lead to a change in social care policy or practice within and/or outside of your organisation? Are there appropriate plans to ensure knowledge gained is shared and disseminated to inform practice?
- **Public and Community Involvement and Engagement (PCIE):** Are there clear plans for PCIE activity within the proposed work?
- **Personal research strengths and opportunities for personal development:** To what extent does the applicant have the right academic supervisor and support, skills and/or experience to deliver the activity and intended benefits? Does this present a good opportunity to support a career trajectory and/or someone who is developing or becoming involved in research to benefit their organisation? Do they demonstrate a commitment to research and evidence-based practice and include a training plan that will support this? Do they present a convincing argument for how their time on this Fellowship will be protected and can they demonstrate strong organisational support from their employer? Applications will also be assessed with respect to the stage of the applicant's research career and how much this award will support them in their career goals as a social care researcher.



5.3 What feedback will applicants receive?

Successful applicants will receive comments from the review panel and will be expected to address any significant areas of concern, with the support of the ARC KSS team and their academic supervisor, prior to commencing the project.

Unsuccessful applicants will receive feedback on areas of their project that could be strengthened and advice on whether the project can be supported by ARC KSS, e.g., support from ARC KSS teams where projects have potential but were not successful, recommendation of other funding streams or linking to experts that could contribute to the project. You will be given the opportunity to discuss feedback with a member of the ARC KSS team if you wish.

5.4 What are the expected contractual arrangements for the award, if successful?

The employing organisation of successful applicants will be contracted by the host Trust of ARC KSS, Sussex Partnership NHS Foundation Trust. This will be in the form of a collaboration agreement which sets out the responsibilities of ARC KSS and the organisation delivering the project. Standard project agreements templates will be used. Major changes to the content will not be considered. Execution of the contracting process should usually be completed prior to starting your award.

5.5 How will I report back to ARC KSS on the progress of my award, if successful?

Details of reporting will be included in your project collaboration agreement. There will be a formal review at month 3 for Open Call Fellowships. This will include review of your protocol and ethics approvals. There will then be six-monthly reports until the end of the project, at which point a final report will be requested. These formal reviews will require a short report form. They will be conducted by members of the ARC KSS team, including PCIE advisors, who will also be available to provide support should you need it at any time during the lifespan of the project.

You will also be expected to meet with your academic supervisor and mentor on a regular basis. They will be asked to provide feedback at each reporting stage.

5.6 Who do I contact if I have any more questions?

If you have any further questions, please email arckssacademy@kent.ac.uk.