



NIHR ARC KSS FELLOWSHIP AWARDS:

Knowledge Mobilisation 2024

Enabling evidence-based policy and practice across Kent,
Surrey and Sussex.

GUIDANCE NOTES: NIHR ARC KSS KNOWLEDGE MOBILISATION FELLOWSHIP AWARDS 2024/25

Round 1: Kent and Medway

**Hosts: Kent and Medway Partnership Trust (KMPT) and Kent and
Medway Integrated Care Board (KM ICB)**

These guidance notes are intended for those interested in applying for the
ARC KSS Knowledge Mobilisation Fellowship Award programme, 2024/27.

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

Deadline: 31st Jan 2025, 5pm

A webinar with Q&A will be held on the 7th January 2025 **11:00 – 12:00**
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

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, generalisable, 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 the 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.

[Health Innovation Kent Surrey Sussex \(KSS\)](#) is one of 15 Health Innovation Networks (HINs), established by NHS England in 2013 to adopt and spread innovation at pace and scale to improve health and transform lives.

Health Innovation KSS' Chief Executive Officer is Dr Hatim Abdulhussein and the team are made up of clinical and non-clinical experts who bring a range of skills and experience from across multiple sectors from health and social care, life sciences, academia and the third sector.

Dr MaryAnn Ferreux, is the Chief Medical Officer and also the KSS NIHR ARC Implementation Lead

SRO. Health Innovation KSS hosts the implementation arm of ARC KSS via its Implementation Leads who ensure that research conducted in the region is driven by local health and social care needs and that it is coproduced by those who use and who deliver services. Thus, seeking both granularity and implementation solutions that are owned by all stakeholders, and which ensure better outcomes and experiences for everyone.

Fellowship Rounds

There will be three fellowship rounds launched in 2024 and 2025, offering 8 fellowships (2 in Kent and Medway, 2 in Surrey, 2 in Sussex, and 2 additional, themed fellowships from either Kent, Surrey or Sussex).

For Round 1 the fellowship hosts will be KMPT (1 fellow) and KM ICB (1 fellow). There will also be an opportunity to apply for a themed fellowship in Coastal/ Rural Inequalities or Health Inequalities (1 fellow) based within Kent, Surrey or Sussex).

Section 2. Introducing the Knowledge Mobilisation Fellowship Awards

2.1 What is Knowledge Mobilisation?

Promoting impact is core to NIHR's mission to improve the health and wealth of the nation, as one of the five operating principles set out in Best Research for Best Health: The Next Chapter. Knowledge mobilisation is one of the processes that facilitates and amplifies the contribution of research to real-world settings within the health and social care system to get effective treatments and models of care into practice, thereby maximising the impact of research by enabling and supporting the translation of research findings into evidence-based, generalisable learnings that transform the lives of patients, service users and carers. Knowledge mobilisation is about getting the right information in the right way, to the right people at the right time.

2.1 What is the aim of the ARC KSS Knowledge Mobilisation Fellowship Awards?

The Fellowship Awards are offered as part of ARC KSS' wider offer to build capacity in knowledge mobilisation through a range of initiatives and activities to help those who deliver as well as research health and social care to develop skills and capacity in applied research and knowledge mobilisation.

The Knowledge Mobilisation Fellowships will provide a package of funding, including to cover staff costs for up to 2 days per week for 18 months, as well as supervision, mentorship and project costs. They will support the development of future and emerging knowledge mobilisation professionals, enabling them to increase their skills, knowledge and experience, confidence and engagement with academic researchers, professionals and organisations across the health and social care sector, thus expanding research knowledge mobilisation capacity across the region.

2.2 Who can apply for these Fellowship Awards?

To apply, you must fit the following criteria:

- You must be working in health (including public health) or social care (or in dual academia and practice), from any professional background, and wish to build and develop your knowledge mobilisation and research skills as well as career via a dedicated Fellowship Award.
- You must be employed by an existing [ARC KSS member organisation delivering health/care](#), or one that is eligible and willing to become a member.
- You must have close links with and plans to embed research knowledge or research-related activity within a QI/ service transformation team in local health or social care services in Kent, Surrey and/or Sussex. This includes, but is not limited to, services and support provided by

the NHS, 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 be able to undertake the project activity independently, with mentorship and supervision from the host organisation and HIKSS/University of Kent.
- Your proposed activity must be relevant to current health/social care needs and/or priorities local to your organisation or system, and where possible, aligned to the ARC KSS and Health Innovation KSS themes:
 - Social Care
 - Starting Well (Children and Young People's mental health)
 - Living Well with Dementia
 - Primary and Community Health Services
 - Public Health
 - Digital Innovation
 - Economics of Health and Social Care
 - Co-Production
 - Cross-cutting themes of population health and health inequalities

- [Proposed projects must be centred on quality improvement and/or service transformation.](#)

Examples of local strategic priorities may include:

- Data informed quality improvement approaches
- Innovative workforce models
- Improved integration and pathways. For example, implementation of improved Discharge to Assess pathways
- New innovative models of care delivery
- Implementation of evidence-based models of complex care pathways for integrated neighbourhood teams
- Implementation of community mental health transformation programmes
- Implementation of evidence-based practices that address clinical variation
- Implementation of sustainable practices
- Approaches that address healthcare inequalities which may include alignment with the Core20PLUS5 adults and children and young people priorities

2.3 What will be funded through the Fellowship Awards?

Apply for a fellowship to develop your own knowledge mobilisation project or activity, with a tailored programme of training and development support. Funding will be provided to backfill your time, expected to be 0.4 fte for 18 months, as well as supporting some non-staff project costs.

Knowledge Mobilisation Fellows will be guided by the Health Innovation KSS Implementation Team who will provide support to:

- Develop clear project plans.
- Undertake stakeholder mapping and build trusted relationships.
- Foster collaboration with practice and academia through existing networks, including through the ARC KSS, co-production and public involvement teams, and with the host organisations public involvement and EDI leads.
- Create communities of practice (COPs).
- Bridge the gap between research and practice.

- Encourage change and transformation through innovation and quality improvement.
- Support the scale and spread of the knowledge mobilisation projects.

The following activities will support knowledge mobilisation, capacity building and strengthen the translation of research into practice:

- Embedding in existing networks and where necessary creating new COPs.
- Participating in events to share learning at local, regional and national levels.
- Fellows to become 'knowledge brokers', supporting scale and spread of activities.
- Fellows will be encouraged to spend time within their host organisation and/ or other organisational teams to enhance and share learning.
- Be supported through supervision and mentorship to maximise impact in their host organisation, and wider system.
- Contribute together with other fellows towards developing a framework for embedding knowledge mobilisation into QI and service transformation teams.
- Acting as a champion within or across organisations, building partnerships between academia and practice.

Awardees will be supported by 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.

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

2.4 What will we not fund?

The following will not be funded under this call:

- Activity that is not relevant to quality improvement and/or service transformation within health and social care.
- Projects that are not clearly embedded in or working alongside existing health and social care services.
- Knowledge Mobilisation of research that will not have a direct benefit to the people using health/social care services, their carers/families and the public in Kent, Surrey and Sussex.
- Activities or projects that have no potential to influence the conduct of day-to-day practice currently or in the future and that do not address an area of local need or priority.

2.5 How much funding is available?

For Round 1, we will fund two Fellowships to a maximum of **£44,500 each**, for up to 18 months, to be hosted at either KMPT or KMICB.

- Salary costs (including NI and superannuation) to a maximum of **£40,650** for up to 18 months.
- Up to **£3,850** towards project and training/development costs (e.g., travel, training fees, consumables, equipment, PCIE costs).
- **Overheads, estates or indirect costs are excluded.**
- 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 provide 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 11 – detailed budget) for further detail. See Guidance on co-funding [here](#).

2.6 What are the timelines for the Award?

Individual awards should be able to start on **1st April 2025**.

Projects will be expected to report on the project progress to our Project Management Office (PMO) for a 3-month initial period of project plan development, including consultation with stakeholders, progress reports and a final report and lay summary. A project plan should be submitted to the ARC KSS Academy within three months for feedback prior to commencement.

The total duration of the award will be no longer than 18 months 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 31st January 2025, 5pm.

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. Career and support details

- Tick the relevant box to describe the role that best fits you.
- Please advise whether you have already identified an academic or professional mentor to support your proposed activity? The mentor is different from an 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 3. 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 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 health or care ARC KSS member organisation or a Health or Care organisation that could be added to the ARC KSS' membership. ARC KSS members include the NHS trusts, local authorities. ARC KSS member Universities in Kent, Surrey and Sussex are excluded from this application, unless the applicant holds a dual academic and professional role. 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 and Medway, Surrey and / or Sussex. This would include local voluntary sector organisations and care providers, whether private or not-for-profit.

Section 4. Personal Statement

- Applicant research/knowledge mobilisation experience, interests and future plans. Please tell us about your prior experience and your areas of interest. Tell us about your proposed next steps after completion of your award. (300 words).

Section 5. Fellowship Overview

- Select which host organisation you are applying to.
KMPT link [here](#)
KM ICB link [here](#)
- Themed projects: Applicable if you are applying for a themed KM Fellowship - coastal/rural or health inequalities. Please select which theme you are applying for: Coastal/ Rural Inequalities or Health Inequalities.
Themed projects can be based anywhere within Kent Surrey or Sussex and if outside of the Kent and Medway region, would not be hosted at KMPT or KMICB.

Full project title

- Short title if you have one.
- Project duration – this should not exceed 18 months.
- Please indicate how your proposed project is relevant to knowledge mobilisation for health/social care strategic priorities and aligns with the [ARC KSS themes](#). NB – please note the research impact areas of particular relevance and importance listed (see also section 2.2 above), which are based on research prioritisation work already undertaken.
- Please describe how your knowledge mobilisation project responds to a strategic priority within your organisation and/or to a strategic priority of the Kent and Medway Integrated Care Strategy. 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.

Section 6. Project or Activity Description - Public summary (250 words maximum)

A plain English, public summary is a clear explanation of your project or activity. The assessors will use this summary to inform their understanding of your project. Assessors will include ARC KSS public involvement members, health and 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 project/activity.

When writing your summary consider including the following information where appropriate: aim(s) of the activity, background, 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 7. Project or activity plan (500 words)

We recommend the use of following headings:

- Project aims and objectives
- Activities
- Outputs
- Impact
- Timeline or Gantt Chart.

It is essential that you identify the health or 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 activities and relevance to local and national priorities and needs in health or social care
- ✓ the anticipated outputs, outcomes, and impact of the proposed project 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 or policy for the better.

Explain what you propose to do and how it fits into the remit of the Call, and where applicable, how your proposed activity aligns the ARC KSS and Health Innovation KSS priorities. Detail how your project 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 will support your career development in knowledge mobilisation.

You should have already engaged with the service(s) where you intend to embed your project (NHS Kent & Medway ICB or Kent and Medway NHS and Social Care Partnership Trust (KMPT)), or if you are applying for a themed award outside Kent and Medway area, your intended embedding service, 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 Health Innovation KSS support team.

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. You may attach a Gantt chart separately and it will not be included in the word count.

Section 8. Public and Community Involvement and Engagement (PCIE)

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 project, the more your activity 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 activity is relevant to the population's needs, ensuring the methods are culturally and practically acceptable to participants and that the potential 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 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, 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, including those who have been underserved and underrepresented.

Section 9. Pathways to Practice, Dissemination and Impact

Describe your plans for knowledge mobilisation in terms of opportunities for scaling your project and the expected impact it will have at local, regional and national level.

Section 10. Training:

The aim of the Fellowship Awards is to provide award holders with opportunities for further learning and development in research knowledge mobilisation. 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 career/development (250 words maximum).

Section 11. Detailed budget including Co-funding

- Enter the total salary funding requested for the project.

- Salary costs (including NI and superannuation) to a maximum of £40,650
- non-pay project costs (e.g., travel, consumables, equipment, conferences/dissemination).
- Travel costs should include costs to travel to Knowledge Mobilisation Community face to face events.
- **Overheads, estates or indirect costs are excluded.**

A maximum of £40,650 is available for salary costs; and up to £3,850 for project costs, including training and development. 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 12. Statements of Support and Authorisations:

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

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 4. What happens after I have submitted an application?

4.1. 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.

4.2. Assessment of applications

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 in February, according to the following criteria:

- **Call remit and alignment to ARC KSS and Health Innovation KSS themes and local strategic priorities and needs:** The assessment panel will consider how well your application fits the call remit and how closely it will support ARC KSS in its theme aims. Consideration will be given to potential for individual development, potential for change in practice/implementation and to what extent the project 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 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/knowledge mobilisation strengths and opportunities for personal development:** To what extent does the applicant have the right 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 knowledge mobilisation to benefit the region? Do they demonstrate a commitment to 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/knowledge mobilisation career and how much this award will support them in their career goals.

4.3 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 Health Innovation KSS team, prior to commencing the project.

Unsuccessful applicants will receive feedback on areas of their activities/project that could be strengthened. You will be given the opportunity to discuss feedback with a member of the ARC KSS team if you wish.

4.4 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.

As these fellowships will be hosted with KMPT or KM ICB, your employing organisation will also need to have a contract set up with the host. This will take the form of an external secondment or honorary contract with the host for the duration of the award and will be processed alongside the contract with ARC KSS. Please note your employing organisation will need to liaise with the host organisation to set this up.

4.5 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. 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.

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

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

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