

## Guidance and further information: First into research fellowships

### 1. Background

The First into Research Fellowship is designed to support an IPEM member to dedicate time to perform an innovation or research project with a higher education institution or a recognised not-for-profit research institution. The aim is to provide funding to the applicant's employer to release the employer for up to 1 day a week and support any eventual supervision costs to a higher education institution. The funding will be a maximum of £15,000.

The applicant will have identified an original research project and an institute with which to support the research. Collaboration with other stakeholders is encouraged, however if there were any collaboration with commercial partners, the partners would not receive any funds for commercial purposes, the grant will be compatible only to cover healthcare employee time or research institution supervision.

There are no restrictions on the career stage of applicants, but applications led by early career IPEM members are highly encouraged. Early career is defined as those within the first 10 years of their career in Physics or Engineering in Medicine.

### 2. Eligibility criteria

- 2.1. Applications are open to Full Members and Fellows who have been an IPEM member for at least one year prior to the fellowship application.
- 2.2. Applicants should hold a degree or equivalent from a recognised University or Institution.
- 2.3. Applicants should be new to research by that this will be their first research project.

### 3. Application

- 3.1. A wide interpretation is permitted in the definition of 'innovation' or 'research'. This can be in any area relevant to physics and engineering applied to medicine and biology including healthcare practice, industry practice, research and teaching. Applications should be designed to fulfil IPEM's charitable objective of 'Improving health through Physics and Engineering in Medicine'.
- 3.2. Applications are encouraged that align with the Grand Challenges and Emerging Trends outlined in the [Science Leadership Strategy](#):
  - Clinical Safety & Security
  - Climate change & the environment
  - Workforce & skills
  - Alignment & collaboration
  - Smart digitisation
  - Personalised health
- 3.3. The funding regulations are:
  - The following costs are allowable: staff costs, costs for supervision/training, equipment costs, transport, accommodation, facilities and consumable costs.
  - IPEM will not meet any portion of the directly allocated staff costs, but the fund may be used to

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- cover directly incurred costs, such as salaries of research assistants
  - IPEM will support approved directly incurred non-staff costs in full. IPEM will not support overhead costs
  - Some directly allocated costs with appropriate justifications may be considered. For example, the costs of using research facilities such as imaging scanners.
- 3.4. The applicant should complete the application form, which includes the following key sections:
- **Relevance:** Outline how this proposal will contribute to achieving IPEM’s charitable objective
  - **Impact:** Describe how this research will have impact, in particular to a group of individuals, populations, scientific community etc
  - **Aims, objectives and hypothesis:** Clearly defined aims and objectives against which the success of the project can be evaluated and a concise statement of the research hypothesis (where applicable)
  - **Background:** Sufficient background to justify the aim of the project, including relevant journal references that highlight the clinical need
  - **Workplan:** The proposed programme of work, including research design and methodology, and clear key outputs, outcomes and deliverables.
  - **Timetable and milestones:** Provide details on the timeline for the proposed work outlined in the workplan, including key milestones and outputs
  - **Career development:** Provide details on how receiving this grant may develop your professional and research skills and highlight any future research aspirations you may have.
  - **Facilities:** Details on the facilities available to support the applicant throughout the work
  - **Funding requested:** Provide a breakdown and summary of costs
  - **Curriculum Vitae**
- 3.5. There should be a declaration statement from the Head of Department and, a short statement from the intended supervisor from the Higher Education Institute should be provided.

## 4. Assessment criteria

Applications will be assessed by the Prizes and Awards Committee based on the criteria outlined below:

- 4.1. Does this project fit with IPEM’s charitable objective?
- 4.2. Is the application original?
- 4.3. Is the work proposed to be undertaken of high research quality?

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- 4.4. Is there a clear justifiable need for this research?
- 4.5. Is the methodology and workplan viable?
- 4.6. Is this research likely to have a positive impact?
- 4.7. Are the personnel aspects proposed viable to successfully undertake the work?
- 4.8. Are any ethical issues raised and discussed?
- 4.9. Are the costings appropriate?

## 5. Assessment procedure

- 5.1. Upon submission of your application, the Operations and Governance Officer will confirm that the applicant meets the eligibility requirements and will remove any ineligible applications.
- 5.2. All eligible applications will be sent to the Prizes & Awards Committee to begin the peer review process. Suitable individuals from the Prizes and Awards Committee or Scientific Panel of Experts will be identified to review the applications.
- 5.3. Reviewers will assess the application form for each of the criterion in Section 4 above and will provide a written report providing feedback on each section of the application form.
- 5.4. The reports will be sent to the Prizes and Awards Committee, who will discuss each application and assessor report in line with the criteria in Section 4. The Prizes and Awards Committee will then decide which applications are viable. Viable projects are ranked and the top-ranking applications are funded in turn until the budget is used up. In some cases, and if there is still funding available, the committee may request more information from the applicant and will defer the decision for funding.
- 5.5. The recommendations of the Prizes and Awards Committee will be sent to STERIC who will ratify the decision.
- 5.6. The name(s) of those receiving a First into Research Fellowship will be announced in the Newsletter and on the website once applicants have been informed. Unsuccessful applicants will be notified by e-mail.

## 6. Regulations

- 6.1. This grant is open to IPEM full members and fellows, from UK or overseas. Applications from early career members are highly encouraged. Early career is defined as those within the first 10 years of

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their career in Physics or Engineering in Medicine.

- 6.2. In a year when a call is announced, a submission deadline will be given. We aim to fund projects every year, subject to funding being available. Successful candidates will be announced, usually by 30 September.
- 6.3. Candidates must complete the application form.
- 6.4. Applications will be considered by the Prizes and Awards Committee. Feedback will be provided to all applicants.
- 6.5. Grants will be made on the basis of the details supplied in the application form. Additional funding requirements due to price increases, incorrect information etc must be met by the requesting institution/candidate.
- 6.6. IPEM will ask for regular reports of the status of the funding, and unused awards, in part or full, must be returned to IPEM.
- 6.7. If successful, regular reports are required to be sent to the Prizes & Awards Committee containing information on the progress of the research project. The timings of the reports are dependent upon the intended length of the project. Typically, a quarterly report would be required to be submitted to the committee, outlining: i) details of the work completed so far, ii) any issues arising such as delays, alternative methodologies, iii) projected timescales for completion, iv) plan for the next quarter.
- 6.8. At the conclusion of the grant, a 1000 word report on the work done, including i) brief background, ii) details of the work undertaken, iii) whether original aims were met, iv) details of any issues which affected delivery of the work, v) details of output arising from the grant e.g. conference presentations, publications, patents, reports. This will be included in the next edition of IPEM's SCOPE magazine.
- 6.9. Where possible, the outcome of the grant will be published in an IPEM publication, such as a journal, eBook, topical report etc.
- 6.10. The applicant will present their work achieved from this grant at an IPEM event.
- 6.11. The recipient of the grant must acknowledge financial support from IPEM in any conference presentation or publication on the topic of the grant.
- 6.12. The maximum award that can be applied for is £15,000.
- 6.13. Candidates are restricted to 1 fellowship award during their career.
- 6.14. VAT Purchases of medical research equipment using a charitable donation in the UK is normally zero rated for VAT purposes (See Vat Notice 701/6 charity funded equipment for medical, veterinary etc

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uses). Your application needs to be explicit around the VAT position. Please check with your finance department because you need to provide the supplier with a written declaration of eligibility. Outside the UK other VAT/tax rules may apply and again the applicant is required to make enquiries in order to minimise the cost of the bid as appropriate. If VAT/tax is paid and subsequently found not to apply a refund must be given to IPEM.