

Guidance and further information: Translational Knowledge Exchange and Training

1. Background

The Translational Knowledge Exchange and Training grant is designed to empower an IPEM member to link with a translational academic, industry or clinical partner.

The aim is to provide experience in an alternative sector, enabling the translation of skills and knowledge from one area of practice to another.

The applicant will have identified a mutually beneficial and flexible short-term working arrangement with the translational partner, with a view to learning new transferable skills or collaborating on a piece of work to gain new skills and knowledge.

This grant will mainly support external visit(s) to a translational partner to build collaboration or enhance research skills. The funding will be up to £5,000 and will cover costs such as transport, accommodation and other non-salary costs.

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. The lead applicant must be a Full Member or Fellow who has been an IPEM member for at least one year prior to the grant application

3. Application

- 3.1. A wide interpretation is permitted in the definition of 'translational partner'. 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 following costs are allowable: transport, accommodation, consumables and other

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non-salary costs.

- 3.4. The funding for this grant will not fund employer costs including the costs of staff already being paid.
- 3.5. The application form must be completed, which includes the following sections:
 - **Background:** Context of the Translational Partner and of applicant's background
 - **Relevance:** Identification of the need for sharing/translating skills and how this grant will help achieve IPEM's charitable objective – to advance for the public benefit the application of physics and engineering applied to medicine or biology.
 - **Description of the partnership & key outputs:** Detailing what the applicant hopes to gain from this partnership and describe the main outputs intended to be achieved from this grant e.g. successful implementation of a new technique, writing a paper, presenting at a conference
 - **Timeline:** When the partnership is expected to begin and the length of time the partnership is intended to run and any other key milestones
 - **Cost breakdown:** Details of costs requested for travel, accommodation etc.
 - **Curriculum Vitae:** Please attach this as a separate document
- 3.6. The applicant must provide contact details from the Head of Department/Line Manager and from the Translational Partner to confirm that they are willing to support this project if successful. IPEM will contact the respective individuals to confirm this.

4. Assessment criteria

Applications will be assessed based on the criteria outlined below:

- 4.1. Does this partnership fit with IPEM's charitable objective?
- 4.2. Is the Translational partner suitable for the proposed work?
- 4.3. Will knowledge and/or skills be transferred between two of: healthcare, industry, academia?
- 4.4. Are the knowledge and/or skills to be translated clear and justified?
- 4.5. Are the costings appropriate?

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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, where suitable individuals will be identified to review the applications.
- 5.3. Each reviewer will review the application independently and assesses the application against the criteria above. 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 reviewed 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 name(s) of those receiving a Translational Knowledge Exchange and Training Grant 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, who have been an IPEM member for at least 1 year prior to the grant application. Applications from early career members are highly encouraged. Early career is defined as those within the first 10 years of 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 & 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.

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- 6.6. IPEM will ask for reports of the status of the funding, and unused awards, in part or full, must be returned to IPEM.
- 6.7. At the conclusion of the grant, the Prizes and Awards Committee will determine the most effective way to communicate the work achieved (i.e. SCOPE article, talk at an IPEM conference etc.)
- 6.8. Where possible, the outcome of the grant will be published in an IPEM publications, such as a journal, eBook, topical report etc.
- 6.9. The applicant will present their work achieved from this grant at an IPEM event.
- 6.10. The recipient of the grant must acknowledge financial support from IPEM in any conference presentation or publication on the topic of the grant.
- 6.11. The maximum award that can be applied for is £5,000.
- 6.12. Candidates are restricted to 2 translational knowledge exchange and training grants which must be separated by a minimum of 5 years.