

FST/ASME Educational Research Grants

**Application Form**

Deadline: Wednesday, 29 June 2022 by 11:59 PM BST

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Description automatically generatedThe Royal College of Surgeons of Edinburgh

FST/ASME Educational Research Grants

**Guidance Notes**

Applications for the joint FST/ASME small educational research grant(s) are invited from surgical trainees and consultants. Applicants must be a member of FST and/or ASME.

**Application Details**

Please see the application form below for the research proposal. Your attention is drawn to the following:

* Funding will be limited for grant applications up to £3,000. Applications seeking funding above this level of support will not be considered by the Committee.
* The small educational research grants are intended to support evaluation or research into surgical education and training.  Projects should either lead directly to improvements in surgical education/training practice or increase our understanding of an aspect of surgical education/training.
* Grants are awarded for projects for a period of one year only.
* Please note that requests for running costs to support established projects will be less favourably reviewed than those for pilot work that has the potential to facilitate applications for more substantial funding in the future.
* Research can be undertaken in the UK or abroad.
* Grants cannot be used for personal salary costs, travel, conference fees, or the acquisition of computing facilities.
* As part of the application, a brief curriculum vitae must be filled out by the applicant and any co-applicants on the appropriate page(s) of the form. Each curriculum vitae must not exceed one page.
* Evidence of understanding the local requirements for Ethics must be indicated. This may be a letter from the Chair of the Research Ethics Committee stating approval is not required, or details of the process. Where ethics approval is required, written confirmation must be in place before the start date of the project. No funding will be allocated without evidence of the necessary Ethical Approval.
* The application form must be countersigned by the applicant’s Head of Department/Supervisor and Administrative Authority ( Finance Officer, Secretary of Institution, etc.), of the institution where the research will be undertaken. Please note that the deadline for your institution for getting your application signed and getting financial and regulatory approval is typically 7-14 days ahead of the submission date. We advise you contact the appropriate people (e.g., Research Financial Services if you are affiliated with a university) at the early stages of planning your submission, as they will provide useful guidance on costing. The institution will be responsible for administering the funds.
* Applications should be typed in a font size of no less than 11pt. Research Proposals (Section 1 of the application form) must not exceed 1,000 words (excluding headings and references) and must include a word count. Applications which do not comply with this will not be considered.
* Only submissions on the official form will be considered. This must be completed as stipulated. Any extraneous material will not be considered.

Information supplied in this application will be held and used by the College for the purpose of administering this grant, for successful applicants this may include the College contacting award recipients some years after the award in order to see how the award has impacted on them and their careers.

**Equality, Diversity, and Inclusion Statement**

The College’s membership is diverse, and we aspire to ensure that this diversity is represented through our awards and grants. In all cases, we particularly welcome applications from suitably qualified individuals from protected characteristic groups. Reasonable adjustments for disability will be implemented for those who require them.

**GDPR Statement**

By submitting this application, you understand that RCSEd will process your personal data in accordance with the terms of the General Data Protection Regulation (GDPR). We will not share your data with any third party unless there is a statutory requirement for us to do so or unless we require to do so to deliver our services. Such sharing will only be undertaken where the appropriate Data Processing Agreements are in place and for tightly controlled purposes. The College will retain your data for the periods of time described in our privacy statement. Further details may be found on our website at <https://www.rcsed.ac.uk/privacy>.

**The closing date for receipt of applications is 11:59 PM BST.**

Completed applications should be sent electronically to: [awards@rcsed.ac.uk](mailto:awards@rcsed.ac.uk)

For any questions, please email [awards@rcsed.ac.uk](mailto:awards@rcsed.ac.uk)

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| --- | --- |
| FST/ASME Educational Research Grants Summary | |
| **Application deadline:** | Wednesday, 29 June 2022 (11:59 PM BST) |
| **Award available:** | Funding will be limited for up to £3,000. Applications seeking funding above this level of support will not be considered by the Committee. Please note that the funds cannot be used for personal salary costs, travel, conference fees, or the acquisition of computing facilities. |
| **Who is it for?** | Surgical Trainees and Consultants who are Members of FST and/or ASME, in good standing. |
| **Period/length of funding** | Funding will only cover up to one year of the research project. |
| **What activities can be supported?** | The small educational research grants are intended to support evaluation or research into surgical education and training.  Projects should either lead directly to improvements in surgical education/training practice or increase our understanding of an aspect of surgical education/training.  Please note that requests for running costs to support established projects will be less favourably reviewed than those for pilot work that has the potential to facilitate applications for more substantial funding in the future. |

**Only submissions on the official form will be considered. This must be completed as stipulated. Any extraneous material will not be considered.**

**Information supplied in this application will be held and used by the College only for the purpose of administering this grant. Grant recipients may be contacted some years after an award is granted to evaluate the impact of the award on the individual and their career.**

Application form and all supporting documentation should be sent by email to [awards@rcsed.ac.uk](file:///C:\Users\amikelsone\Desktop\awards@rcsed.ac.uk) by 11:59 PM BST 29 June 2022.

The Royal College of Surgeons of Edinburgh

Application Form for the FST/ASME Educational Research Grants

1. Details of Applicant(s)

|  |  |  |  |
| --- | --- | --- | --- |
| **Principal Applicant** | | | |
| **Forename(s)** |  | | |
| **Surname** |  | | |
| **Phone number** |  | | |
| **Email address(es)** |  | | |
| **Address** |  | | |
| **Membership** | FST Member | | ASME Member |
| **RCSEd College Reference Number**  *If applicable, please type your 5-to-6-digit reference number that can be found by logging in to your* [*RCSEd online account*](https://auth.rcsed.ac.uk/core/login?signin=f3d8f6ac808559728933b402318abad0) |  | [www.rcsed.ac.uk](https://auth.rcsed.ac.uk/core/login) | |
| **Date of birth** |  | | |
| **Title** |  | | |
| **Post held** |  | | |
| **Previous Awards**  *Please list any grants, fellowships, undergraduate bursaries etc. that have previously been awarded to the applicant by the RCSEd or ASME. (Declaring previous awards has no effect on the prospect of success with the current application but is useful to the College/ASME in tracking the research careers of those it has supported in the past).* |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Co-Applicant (1)** | | | |
| **Forename(s)** |  | | |
| **Surname** |  | | |
| **Phone number** |  | | |
| **Email address(es)** |  | | |
| **Address** |  | | |
| **Membership** | FST Member | | ASME Member |
| **RCSEd College Reference Number**  *If applicable, please type your 5-to-6-digit reference number that can be found by logging in to your* [*RCSEd online account*](https://auth.rcsed.ac.uk/core/login?signin=f3d8f6ac808559728933b402318abad0) |  | [www.rcsed.ac.uk](https://auth.rcsed.ac.uk/core/login) | |
| **Date of birth** |  | | |
| **Title** |  | | |
| **Post held** |  | | |
| **Previous Awards**  *Please list any grants, fellowships, undergraduate bursaries etc. that have previously been awarded to the applicant by the RCSEd or ASME. (Declaring previous awards has no effect on the prospect of success with the current application but is useful to the College/ASME in tracking the research careers of those it has supported in the past).* |  | | |

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| **Co-Applicant (2)** | | | |
| **Forename(s)** |  | | |
| **Surname** |  | | |
| **Phone number** |  | | |
| **Email address(es)** |  | | |
| **Address** |  | | |
| **Membership** | FST Member | | ASME Member |
| **RCSEd College Reference Number**  *If applicable, please type your 5-to-6-digit reference number that can be found by logging in to your* [*RCSEd online account*](https://auth.rcsed.ac.uk/core/login?signin=f3d8f6ac808559728933b402318abad0) |  | [www.rcsed.ac.uk](https://auth.rcsed.ac.uk/core/login) | |
| **Date of birth** |  | | |
| **Title** |  | | |
| **Post held** |  | | |
| **Previous Awards**  *Please list any grants, fellowships, undergraduate bursaries etc. that have previously been awarded to the applicant by the RCSEd or ASME. (Declaring previous awards has no effect on the prospect of success with the current application but is useful to the College/ASME in tracking the research careers of those it has supported in the past).* |  | | |

1. Details of Institution

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |

1. Details of Project

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| --- |
| **Title of project** |
|  |
| **Summary of proposal** |
|  |

1. Summary of Support Requested

Please outline how the requested funds will be allocated and provide a justification for the allocated funds in the table below. Please note that applications requesting funding > £3,000 will not be considered for this grant.

|  |  |  |
| --- | --- | --- |
|  | **£** | **Justification of Financial Support Sought** |
| **Running Costs** |  |  |
| **Equipment** |  |  |
| **Etc.** |  |  |
| **Total** |  |  |

1. Proposed Timetable

Please note that funding will only cover up to one year of the research project.

|  |  |
| --- | --- |
| **Proposed start date** |  |
| **Proposed end date** |  |
| **Duration of project (months)** |  |

1. Research Proposal

The proposal should be no more than 1,000 words (font size > 11), excluding headings and references. Proposals longer than this will not be considered. The following headings must be used.

|  |
| --- |
| **Background to investigation**  Provide a brief critical appraisal of the background literature explaining the need for the study. |
|  |
| **Research question(s)**  Clearly articulate an enquiry goal. |
|  |
| **Methods**  Demonstrate methods appropriate to answer the enquiry goal. |
|  |
| **Timetable** |
|  |
| **Benefit to surgical education and training** |
|  |
| **Key references** |
|  |

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| --- | --- |
| **Total Word Count of Research Proposal** |  |

1. Ethical Approval

Please note that funding will not be provided without the necessary ethical approval. If appropriate, please enclose a copy of your ethical approval with your application.

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| --- | --- |
| Ethical Approval Required: | Yes  No |
| Ethical Approval Obtained: | Yes  No  N/A |

1. Curriculum Vitae(s)

Please fill in details for the brief curriculum vitae for each applicant. This form must not exceed one page (font size > 11).

|  |  |  |
| --- | --- | --- |
| **Principal Applicant** | | |
| **Surname** | **Forename(s)** | **Address** |
|  |  |  |
| **Degree** (subject class, university, and date) | | |
|  | | |
| **Postgraduate Diploma** (qualification with dates) | | |
|  | | |
| **Posts held** (with dates)  Please identify tenure and source of funding of present post | | |
|  | | |
| **Recent publications** (including papers in press) | | |
|  | | |
| **Other publications** (including presentations) | | |
|  | | |

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| --- | --- | --- |
| **Co-Applicant (1)** | | |
| **Surname** | **Forename(s)** | **Address** |
|  |  |  |
| **Degree** (subject class, university, and date) | | |
|  | | |
| **Postgraduate Diploma** (qualification with dates) | | |
|  | | |
| **Posts held** (with dates)  Please identify tenure and source of funding of present post | | |
|  | | |
| **Recent publications** (including papers in press) | | |
|  | | |
| **Other publications** (including presentations) | | |
|  | | |

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| --- | --- | --- |
| **Co-Applicant (2)** | | |
| **Surname** | **Forename(s)** | **Address** |
|  |  |  |
| **Degree** (subject class, university, and date) | | |
|  | | |
| **Postgraduate Diploma** (qualification with dates) | | |
|  | | |
| **Posts held** (with dates)  Please identify tenure and source of funding of present post | | |
|  | | |
| **Recent publications** (including papers in press) | | |
|  | | |
| **Other publications** (including presentations) | | |
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1. Institution Form

By completing this form below, it is acknowledged that this application has been submitted through (i) The Head of the Department and (ii) The Institution where the research will be undertaken.

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| --- | --- |
| **Signature of Head of Department** | **Signature of Administrative Authority** |
| **Shape  Description automatically generated with low confidence** | **Shape  Description automatically generated with low confidence** |
| **Name** (Block capitals) | **Name** (Block capitals) |
|  |  |
| **Post held** (Please specify below) | **Post held** (Please specify below) |
|  |  |
| **Address:** | **Address:**  **Email:**  **Phone Number:**  **Official Stamp:** |

1. Post-Award Output

As a condition of award, successful applicants will be required to complete and submit the following:

1. A written report (max 1,500 words) on the research project. The report should be of publishable standard (meaning a report written to a high standard and including appropriate peer-reviewed references). In the report, acknowledgement should be given to FST and ASME for the financial support provided. This report will be shared with the committee of this grant and will be submitted to Surgeons’ News for consideration of publication. Moreover, it will be included in the College Research Report and may be used for promotional purposes by the College. By accepting the award, recipients are assuming a professional undertaking to submit a report for upon completion of their fellowship. Failure to comply with these terms and conditions will jeopardise future applications.
2. An accurate itemised account of costs incurred during the project, including any underspend of the funds and receipts, must be submitted alongside the report.
3. For the purpose of the aforementioned report, recipients are encouraged to submit good quality digital images (in jpg format) of their project. This should include photos of the recipient at work in a clinical hospital setting. This allows those reading about the research project to see research in action. By providing these images, you will be consenting to their use and distribution in College publications. Please note that where photographs of others, especially those of patients, children under the age of 16, and staff and restricted areas, completed consent forms are required.
4. Conditions of Award
5. The successful application details including the name of the awardee, awardee qualification(s)/job title(s), and proposed visit, may be shared with the Communications Department and Faculty Development Manager of the Royal College of Surgeons for a press release. These details will also be shared with ASME for their records.
6. The above details will also be presented in the College’s Research Report, Surgeons’ News, and the Awards/Grants page of the website. By accepting the award, the successful applicant agrees to be contacted for a press release and for these details to be shared on the college platforms mentioned above.
7. To promote the work of the RCSEd, it is mandated that details of all presentations and publications following on the work undertaken for this research project is also submitted to the RCSEd. We also ask that acknowledgement be given to the FST and ASME for the financial support provided when/if the recipient presents or publishes work resulting from the small research pump priming project.
8. The recipient of this grant may be invited to present a lecture on their work at an appropriate College meeting and/or write an informative piece for the Surgeons News.
9. The recipient may be invited to complete a short, anonymous feedback survey to collate views of award recipients and contribute to future improvements in the application process.
10. The recipient may be invited to participate in follow up interviews and/or surveys one, two and three years after receipt of the fellowship. These will review the impact that the funding has had and if the funding granted through the fellowship has had an impact on the recipients’ career or clinical practice.

By signing below, it is agreed that acceptance of the FST/ASME Educational Research Grants will also mean acceptance of the conditions of the fund as laid out above.

|  |  |
| --- | --- |
| **Name of Applicant** |  |
| **Signature of Applicant** |  |

1. Documents to be Submitted

Please ensure the following documents are submitted for consideration of the FST/ASME Educational Research Grant.

|  |  |
| --- | --- |
| Please indicate documents submitted |  |
| 1. Completed application form | Yes  No |
| 1. Ethical approval confirmation | Yes  No  N/A |

1. Submission

Applications and all supporting documentation should be sent by email to [awards@rcsed.ac.uk](mailto:awards@rcsed.ac.uk) by 11:59 PM BST Wednesday, June 29, 2022.