



## Manchester Academy for Healthcare Scientist Education Service Improvement and Innovation Fellowships

### Application Form Guidance

The application form is accessed via our online [Select Survey system](#). The form is divided into 5 sections as shown on the tabs in the screen shot below (Applicant Details, Authorisation, Project Details, Costs and Data Protection).



MAHSE Service Improvement and Innovation Fellowships

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Applicant Details

Authorisation

Project Details

Costs

Data Protection

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You must complete all the required questions which are highlighted with a \* in order to proceed through to the next section of the form. **Please note that once you have started the form you will not be able to go back and resume it at a later date.** We therefore recommend that you have your answers written and saved in another document and then you can copy and paste them into the online form when you are ready to submit it (otherwise you will lose your responses as soon as you exit the form and you will then have to start a new application).

Once you are in the form you must save your responses as you are completing it (by clicking on Save at the bottom of the screen).

When you have fully completed the form you must then click on 'Done' in order to submit the application.

The questions on the form are detailed below.

### Applicant Details

Includes the following questions:

- Principal Applicant (First name, Last name, Job Title, Area of Discipline, Work Address, Telephone number, Email address and How did you hear about the Fellowship scheme?)
- Co-Applicant 1 (Optional)

(First name, Last name, Job Title, Work Address, Telephone number, Email address)

- Co-Applicant 2 (Optional)

(First name, Last name, Job Title, Work Address, Telephone number, Email address)

[Applicant Details](#)

[Authorisation](#)

[Project Details](#)

[Costs](#)

[Data Protection](#)

Page 1 of 5

Please provide the details of the Principal Applicant and any Co-Applicants

**Principal Applicant (Please note that the Principal Applicant will be the main contact for this application)**

1. First Name\*

2. Last Name\*

3. Job Title\*

4. Please provide an indication of your salary band  
(this information will enable MAHSE to understand the profile of individuals who have applied for the Fellowship scheme and will assist us in evaluating our Research and Innovation Project)

- Band 1-3  
 Band 4-6  
 Band 7-9  
 Other, please specify

5. Area of Discipline\*

- Life Sciences  
 Physical Sciences  
 Physiological Sciences  
 Other, please specify

6. Work Address\*

Line 1

Line 2

Line 3

Postcode

7. Telephone Number\*

8. Email Address (Principal Applicant)\*

9. How did you hear about the Fellowship scheme?\*

- Through Trust (internal communications)       Twitter       MAHSE website  
 Email circular/e-newsletter       Other Website       Word of Mouth  
 Other, please specify

### Co-Applicant 1

10. First Name

11. Last Name

12. Job Title

13. Work Address  
(if different from the Principal Applicant)

Line 1

Line 2

Line 3

Postcode

14. Telephone Number

15. E-mail Address (Co-Applicant 1)

### Co-Applicant 2

16. First Name

17. Last Name

18. Job Title

19. Work Address  
(if different from the Principal Applicant)

Line 1

Line 2

Line 3

Postcode

20. Telephone Number

21. E-mail Address (Co-Applicant 2)

**Remember to click 'Save' once you have completed the section.**

## Authorisation

Please provide the details of the individual who has given authorisation for you to proceed with the project if the application is successful (this should be the relevant Head of Department or the Principal/Co-Applicant's line manager):

Includes the following questions:

- First name, Last name, Job Title, Email address
- Please select 'Yes' to confirm that authorisation has been sought prior to submitting the application

The screenshot shows the 'Authorisation' section of the application form. At the top left is the University of Manchester logo (MANCHESTER 1824) and the text 'The University of Manchester'. To the right is the title 'MAHSE Service Improvement and Innovation Fellowships'. Below this is a navigation bar with tabs: 'Applicant Details', 'Authorisation' (selected), 'Project Details', 'Costs', and 'Data Protection'. The page number 'Page 2 of 5' is in the top right. The main instruction reads: 'Please provide the details of the individual who has given authorisation for you to proceed with the project if the application is successful (this should be the relevant Head of Department or the Principal/Co-Applicant's line manager):'. The form contains five numbered questions: 22. First Name\* (text input), 23. Last Name\* (text input), 24. Job Title\* (text input), 25. Email Address\* (text input), and 26. Please select 'Yes' to confirm that authorisation has been sought prior to submitting the application: (radio buttons for Yes and No). Below question 26 is a confirmation statement: 'I, the Principal Applicant, confirm that the above named individual has authorised my application (evidence of authorisation will be requested by MAHSE if your application is successful).' and a prompt: 'Please click on Save and proceed to the next section by clicking on Next.' At the bottom are four buttons: 'Back', 'Next' (highlighted in blue), 'Save', and 'Cancel'.

**Remember to click 'Save' once you have completed the section.**

## Project Details

Includes the following questions:

- Title of Project (50 words)
- Aims and Objectives (100 words) *Describe the overall aims and objectives and outline the innovation/service improvement which this project will address.*

- Lay Abstract of Proposal (250 words) *Describe your project in a way that can be understood by a member of the general public.*
- Scientific Abstract of the Proposal (250 words) *Please provide a structured summary outlining the background to your innovation/service improvement, the aims of the work, plan of investigation and a summary of the potential benefits to patients and/or the service.*
- Background and Rationale (500 words) *What is the problem being addressed and why is it important?*
- Why is this innovation/service improvement important? (250 words) *How will it help improve how you deliver your service to patients/users?*
- Project Start Date
- Project End Date *(Please note that the project should be completed by 31 March 2018. Successful applicants will be required to submit an evaluation report to MAHSE around this time and share the outcomes of the project at an event in the summer of 2018).*
- Plan of Investigation (500 words) *Describe the proposed plan, including descriptions of methods, the overall design and analysis. You should add as much detail as possible, including, where appropriate, sample size, inclusion and exclusion criteria and a timeline.*
- Expected Output and Impact (100 words) *Please describe how the outputs of this project could be translated into service for the benefit of the NHS, in the widest context.*
- Dissemination (100 words) *Please describe your plans for disseminating the results of your innovation project (for example, planned publications and attendance at conferences or meetings).*
- Supervisory Arrangements (150 words) *Provide details of the supervisory team, how the applicant/s will be supervised (such as meetings, frequency of meetings, support arrangements, mentoring etc.), and the arrangements for releasing the applicant/s to undertake the project during work time.*
- Professional Development for the Applicants (150 words) *Please describe how the funding would enable you to develop your career and/or knowledge and skills (or the career, knowledge and skills of the applicants you may be supervising as part of the project). If available, please submit a draft personal development plan to [projects@mahse.co.uk](mailto:projects@mahse.co.uk) to support this section.*



32. Why is this innovation/service improvement important?  
(250 words) How will it help improve how you deliver your service to patients/users?

**B** *I* U ABC | [List Icons] | Format | Font family | Font size

[Rich Text Editor Icons]

33. Project Start Date\*

  
dd/mm/yyyy

34. Project End Date\*

(Please note that the project should be completed by 31 March 2018. Successful applicants will be required to submit an evaluation report to MAHSE around this time and share the outcomes of the project at an event in the summer of 2018).

  
dd/mm/yyyy

35. Plan of Investigation\*

(500 words) Describe the proposed plan, including descriptions of methods, the overall design and analysis. You should add as much detail as possible, including, where appropriate, sample size, inclusion and exclusion criteria and a timeline

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[Rich Text Editor Icons]

36. Expected Output and Impact\*

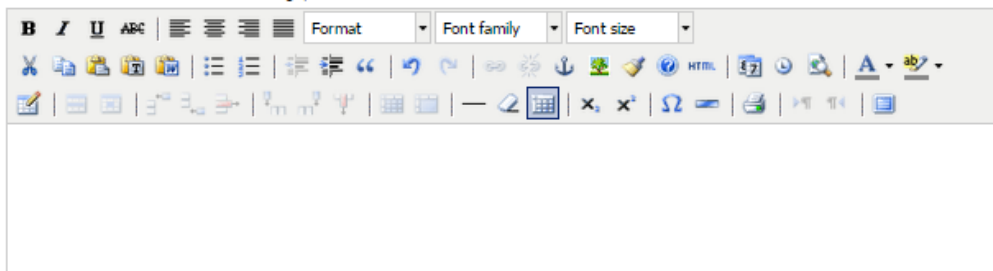
(100 words) Please describe how the outputs of this project could be translated into service for the benefit of the NHS, in the widest context.

**B** *I* U ABC | [List Icons] | Format | Font family | Font size

[Rich Text Editor Icons]

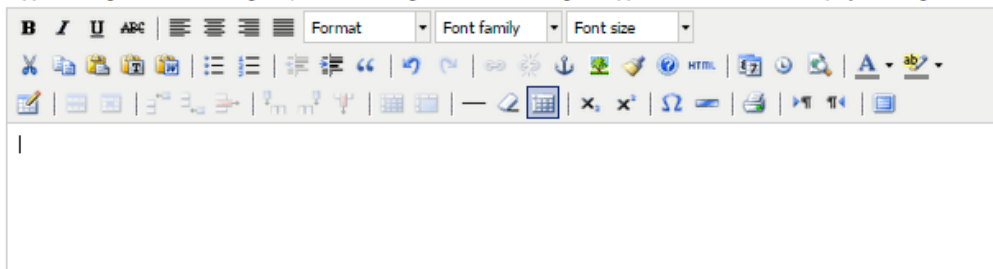
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**37. Dissemination\***  
(100 words) Please describe your plans for disseminating the results of your innovation project (for example, planned publications and attendance at conferences or meetings).



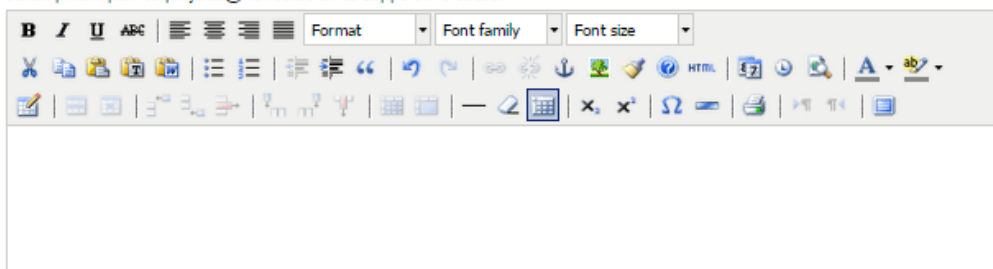
A rich text editor interface for question 37. It features a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), list creation (bulleted, numbered), indentation, link/unlink, insert table, insert image, and undo/redo. Below the toolbar is a large, empty text area for the user to input their answer.

**38. Supervisory Arrangements\***  
(150 words) Provide details of the supervisory team, how the applicant/s will be supervised (such as meetings, frequency of meetings, support arrangements, mentoring etc.), and the arrangements for releasing the applicant/s to undertake the project during work time.



A rich text editor interface for question 38, identical in structure to the one for question 37, with a toolbar and a large empty text area.

**39. Professional Development for the Applicants\***  
(150 words) Please describe how the funding would enable you to develop your career and/or knowledge and skills (or the career, knowledge and skills of the applicants you may be supervising as part of the project). If available, please submit a draft personal development plan to [projects@mahse.co.uk](mailto:projects@mahse.co.uk) to support this section.



A rich text editor interface for question 39, identical in structure to the ones for questions 37 and 38, with a toolbar and a large empty text area.

Please click on **Save** and proceed to the next section by clicking on **Next**.

**Remember to click ‘Save’ once you have completed the section.**

## Costs

Includes the following questions:

- Please specify the amount of funding you are applying for (up to £20,000)
- Please provide a breakdown of how you intend to use the funding (including staffing costs, consumables and any other costs associated with the project)



In this section please provide details of the amount of funding you are requesting and how it will be used.

40. Please specify the amount of funding you are applying for\*  
(up to £20,000)

41. Please provide a breakdown of how you intend to use the funding (including staffing costs, consumables and any other costs associated with the project)\*

**B** *I* U ABC | Format | Font family | Font size |

Please click on Save and proceed to the next section by clicking on Next.

Back   **Next**   Save   Cancel

**Remember to click 'Save' once you have completed the section.**

## Data Protection Statement

The information provided in this application form will be used by MAHSE and members of the Research and Innovation Project Funding Panel to assess the applications and to make contact with the Principal Applicant, Co-Applicants and the authoriser of the project throughout the stages of the application and shortlisting process. In addition, for successful applications, MAHSE will use the information for the administration of funding and for the final evaluation of the projects. MAHSE will also use the information provided during the evaluation of the entire MAHSE Research and Innovation Project.

Please select 'Yes' to confirm that all applicants and the authoriser of the project accept that the information in this application will be used for the purposes listed above.

**Remember to click on Save and to then click on Done to submit your application.**

The information provided in this application form will be used by MAHSE and members of the Research and Innovation Project Funding Panel to assess the applications and to make contact with the Principal Applicant, Co-Applicants and the authoriser of the project throughout the stages of the application and shortlisting process. In addition, for successful applications, MAHSE will use the information for the administration of funding and for the final evaluation of the projects. MAHSE will also use the information provided during the evaluation of the entire MAHSE Research and Innovation Project.

42. Please select 'Yes' to confirm that all applicants and the authoriser of the project accept that the information in this application will be used for the purposes listed above.

Yes  No

Please click on Save and then click on Done to submit your application.

Back Done Save Cancel

After you have clicked on Done and submitted your application you will receive a message on screen (and an email will also be sent to the principal applicant) to say that the application has been received. You also have the option to click on Print Response to get a copy of your completed application.