

# **Alzheimer's Society Clinical Training Partnerships**

## **Applicant Guidance 2022**



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## Clinical Training Partnerships

Guidance to support your application for an Alzheimer’s Society clinical training partnership is below. This document **does not** apply to our project grant, fellowship, PhD studentship, or Daphne Jackson Fellowship call. Applications that do not follow the guidance are likely to be rejected at shortlisting or submission stage.

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## **Introduction**

The aim of Alzheimer's Society's grants programme is to provide funding for new research in all types of dementia. Alzheimer's Society anticipates being an active partner in the research process, supporting the successful outcome and dissemination of research findings.

Our grant terms and conditions, conflict of interest policy and open access policy can be found on our website.

Please contact the grants team with any queries: [grantenquiries@alzheimers.org.uk](mailto:grantenquiries@alzheimers.org.uk)

## **Reasonable adjustments**

Please let us know if you require any reasonable adjustments to be made in relation to your application. If you are involving a person with dementia in your application and they require support completing any sections of the application form, please notify the Society to arrange this.

## **Submitting an application and review process**

Applications must be submitted through our online grants system which can be accessed here: <https://grants.alzheimers.org.uk>. Guidance on the online submission process can be found at the end of this document. Paper copies do not need to be sent.

The following guidance should be read in conjunction with the online application form.

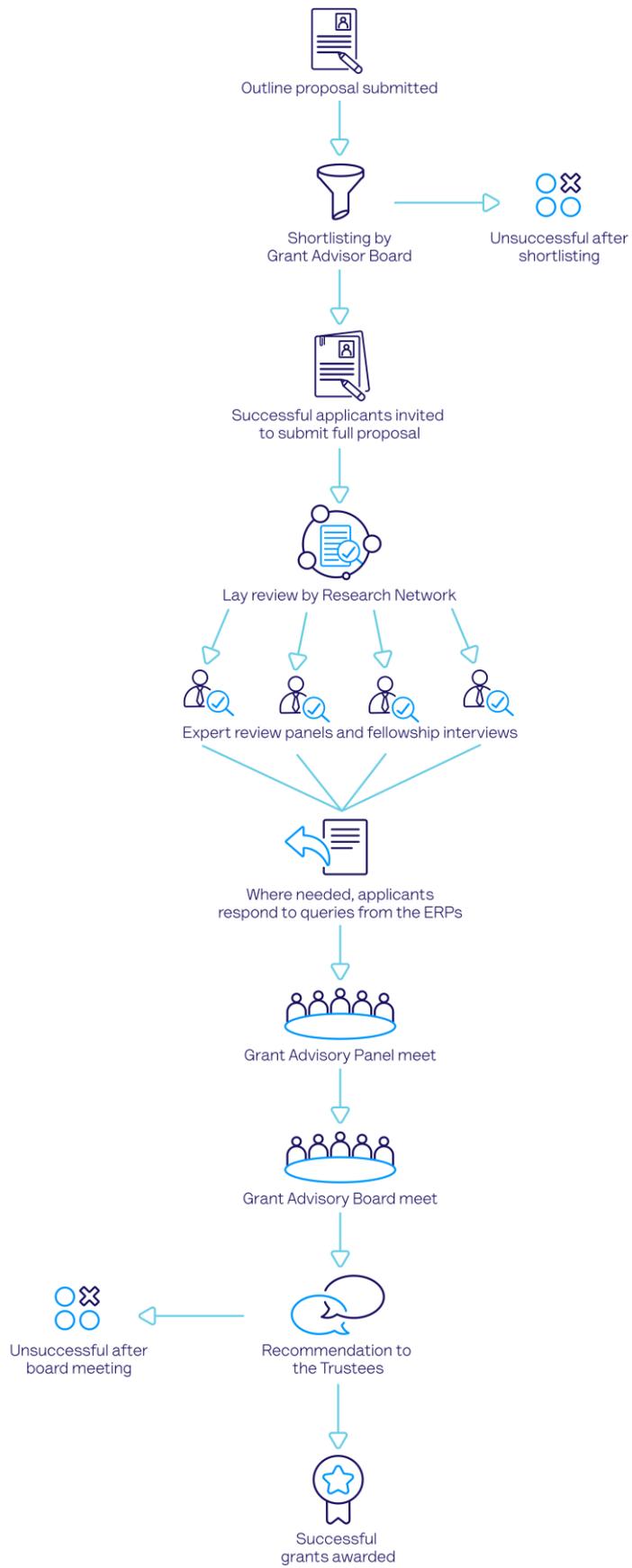
All applications that fulfil the eligibility criteria will be scientifically peer reviewed and lay reviewed by Research Network volunteers. Applications will be shortlisted based on those reviews. All applicants will be given the opportunity to respond to reviewer comments. Applications, reviews, and rebuttals will then be considered by our Grant Advisory Boards. Feedback is provided to all applicants.

## **Decision timeframe and start dates**

When completing your application, it is important that you include a realistic start date for your project if it is successful. As a minimum we would recommend two months after the time the funding decision will be communicated to allow for contracts to be approved and signed.

## **Application review process**

A summary of our review process can be found below. For more information about each step visit: <https://www.alzheimers.org.uk/research/researchers/grants>



## Resubmission policy

- Applicants may resubmit a revised application for the same project, though this is only permitted once if rejection is after submission of a full proposal.
- The Grant Advisory Board will expect the project to have been sufficiently revised to take into account any panel and further developments in the research field. The Society may reject an application at the validation stage before the expert review panel if it is deemed that the application has not been revised sufficiently.
- Resubmitted applications will be reviewed as new applications and will not be advantaged over the other applications; even if an application addresses the reviewer feedback this does not guarantee funding.
- At their discretion, the Grant Advisory Board may encourage the resubmission of an application, but this will be clearly stated in the feedback to applicants. Please note, if an application is encouraged for resubmission this will not advantage the application over others submitted to the round.
- If applicants are unsure about resubmitting an application, please discuss this with the research grants team.

## Application development

- Proposal outlines (scientific and lay) will be used to shortlist applications. Shortlisted applicants will be invited to then submit a full proposal.
- Applicants must refer to published literature in their chosen area of research. Those that do not are likely to be rejected at shortlisting.
- Applicants should demonstrate their understanding of the background of research on which the proposal is built and that they are aware of other research being conducted both nationally and internationally in the research area. Information on current research in this area and how the proposed project relates to the wider research field must be provided in the application form.
- Applicants must provide information about how their research connects with the wider dementia research environment at their institute.
- Applications must include sufficient detail in the case for support regarding the research methods, to indicate to reviewers that the project is appropriately designed and feasible.
- Applicants should fully justify the costs claimed in the application and show that the project demonstrates value for money for Alzheimer's Society.
- Applicants that wish to use Alzheimer's Society services or staff as part of their research project (beyond recruitment of participants) **must** contact the research team to discuss their application before submission. Email [grantenquiries@alzheimers.org.uk](mailto:grantenquiries@alzheimers.org.uk)

## Creating the right team

- The project team **must** include at least one person with a strong track record in dementia research, and the application should demonstrate how the project team will work together. It is strongly recommended that the team includes more than one person with a track record in dementia research.

- For fellowship and PhD studentship applications, the supervisory team **must** have dementia research and supervisory experience. Please refer to the eligibility sections for more information.
- For grants that are implementing evidence, consider including one team member with a strong track record in change management, measurement, and an understanding of implementation strategies.
- Although the involvement of people affected by dementia is now expected in research, the involvement of other non-academic stakeholders, for example practitioners, service providers, and commissioners, is less well established. Greater involvement of the audiences that your research is relevant to will help ensure that research addresses practice- or service-relevant problems and develops solutions that are more likely to be acceptable and implemented in the real world.
- Applications that propose a clinical trial or study **must** demonstrate that a Clinical Trials Unit has been involved in the design and development of the project.
- Appropriate statistical support within the team should be demonstrated for all quantitative studies.

#### *Co-applicant*

A co-applicant is considered to be an individual who will have intellectual input into, and part ownership of, the research if the application is successful. They are expected to be actively involved in the project but do not necessarily need to be funded by the project. E.g. appropriate methodologists or people affected by dementia. A co-applicant is not limited to a researcher; we encourage the involvement of non-academic stakeholders. We strongly encourage applicants to include early career researchers employed on grant proposals to be included as co-applicants if they are not lead applicants.

#### *Supervisor*

A supervisor/co-supervisor is considered to be a researcher who will provide mentorship and support to the applicant/student. One or more supervisors should have a track record in dementia research.

#### *Academic Champion*

A leader in dementia research who will provide career and project support to Dementia Research Leader Fellows. The champion must have a track record within the dementia field and substantial career experience in order to offer mentorship to the Fellow.

#### *Collaborator*

A collaborator is considered to be any individual named in the body of the application who will not be involved in the day-to-day execution of the project. E.g., someone providing technical advice, voluntary organisations or Applied Research Collaborations (ARCs). A letter of support or email correspondence must be attached from any collaborator indicating their support for the project.

#### *Authorised signatory*

An authorised signatory is considered to be a research institution member of staff that confirms the institution is willing to administer the award if successfully funded. This person is usually a member of the institution's finance department.

## Patient and public involvement

Patient and public involvement (PPI) is the term for involving people in your research who have personal experience of dementia - either living with the condition, carers and/or former carers. Meaningful PPI moves beyond communicating research to the public, to involving people in the design and delivery of research. Meaningful PPI enables people affected by dementia as 'experts by experience' to work with academics and clinicians to conduct high quality, relevant research.

Alzheimer's Society has a flexible approach to this as we believe it is important to engage with the right people to work in partnership to ensure your research is more relevant, credible, and impactful. So effective PPI could also involve gathering the views of people who use, or may in the future use, a health service or treatment that your research is focussing on.

Alzheimer's Society grant reviewers expect to see clear descriptions of your plans or evidence of PPI, and your reasons for doing so, in your applications. Your application will be enhanced by details of how you intend to meaningfully involve people or groups who will inform your research. These may include partnerships you have established independently, local PPI services or the Alzheimer's Society Research Network. If you would like to discuss the option of involving the Research Network in your PPI plans, contact [researchnetwork@alzheimers.org.uk](mailto:researchnetwork@alzheimers.org.uk)

### *Research Network Monitoring*

A unique aspect of our funding programme is our volunteer monitoring. We aim to match funded studies with two volunteer monitors who are members of the Research Network. Monitors meet funded researchers at least annually and during these meetings monitors receive updates on your project and give feedback based on their personal experience of dementia. Discussing your research with monitors gives you the opportunity to seek the views of people affected by dementia about your research and hear about their personal experiences. You can read more about monitoring on our website [here](#).

### **Additional PPI resources:**

- Applicants may find consulting the NIHR Research Design Services (RDS) useful when developing their application. Contact details for your local RDS are available [here](#).
- Application may find the [NIHR Research Design Service](#) patient and public involvement in Health and Social Care Research handbook useful when developing PPI plans.

## Research internships

Funding is available within some of our grants for research internships. These funds cover the stipend for an undergraduate, recent graduate, or someone wishing to gain research experience to conduct a 10-week research project led by the grant holder. Consumables for this project are expected to come from the consumables budget of the grant holder.

Research interns are expected to complete their 10-week project full time to gain the most from the experience and must present their findings to the Society in a report upon finishing.

## Implementation of evidence

If your proposal involves the **implementation of evidence**, please consider the following:

- Work in partnership with a decision maker from the organisation when the implementation activity will be taking place and consider naming this decision maker a co-applicant on the proposal.
- Applications should consider including one team member (co-applicant or collaborator) with a strong track record in change management, measurement, and an understanding of implementation strategies.
- Underpin proposals with an implementation strategy that is grounded in theory.
- Incorporate independent rigorous evaluation of the implementation process to generate robust evidence of impact and learning.
- Depending on the nature of the intervention, project teams may need to include an organisation that can influence wider community, social, or healthcare practice and opinion.
- Proposals should demonstrate sufficient evidence that the intervention is ready to be moved into the outside world, for example, citing data from up-to-date systematic reviews, relevant pilot/feasibility studies, or initial efficacy and/or effectiveness research.

## Participant recruitment

- If an application proposes to recruit participants, details must be given on all recruitment strategies and what may happen if the project fails to recruit.
- Applications **must not** solely use Alzheimer's Society as the main avenue for recruitment to the project.
- Applicants should not approach local Alzheimer's Society staff directly about support with recruitment, instead please email: [researchpartnership@alzheimers.org.uk](mailto:researchpartnership@alzheimers.org.uk)
- Join Dementia Research is a national service connecting people with research studies in their area.
- Alzheimer's Society is a National Institute for Health Research (NIHR) non-commercial Partner, meaning that studies funded by us may be eligible to access NIHR Clinical Research Network (CRN) support. The NIHR CRN supports researchers in planning, setting up and delivering high quality research to the agreed timelines and study recruitment target, for the benefit of the NHS and its patients in England. Contact your local CRN team as early as possible when planning your study to access their support: [www.supportmystudy.nihr.ac.uk](http://www.supportmystudy.nihr.ac.uk)

## General finance guidelines

### Eligible costs:

- Any direct expense required to complete the project
- Animal purchase and maintenance
- Travel related to the project

### Costs which should not be claimed:

- Indirect costs
- Publication charges (see Alzheimer's Society's open-access policy)

- Institutional overheads
- Retrospective funding for work already completed
- 'Top-up' funds for current research projects
- Overspending on current grants
- Advertising/recruitment of staff
- Stationery
- Staff facilities
- Financial services (e.g., accounting, auditing)
- Routine care for patients
- Databases (unless specifically required for the research project).

Requested salary costs should be based on a recognised pay model or the host institution's local salary scale, including London weighting if appropriate. Annual increments must be included, which should be based on the host institution's own salary scale. You should not include inflation on salaries. Alzheimer's Society will pay nationally agreed pay awards during the duration of the grant.

The way in which Excess Treatment Costs are paid for clinical research is changing from September 2021. Updated guidance can be found on the [NIHR website](#). If your grant involves excess treatment costs you will be required to submit the Schedule of Events Cost Attribution form with your grant application to the Society. You must email this form to [grantenquiries@alzheimers.org.uk](mailto:grantenquiries@alzheimers.org.uk) with your Society grant application reference number.

## Clinical Training Partnerships

This scheme aims to work in partnership with institutions that wish to increase the numbers of clinicians and healthcare professionals working in the field of dementia. Essentially, we wish to work with institutions that have high quality research ideas, to attract outstanding clinicians or practitioners to undertake dementia research.

We recognise that many practising clinicians or practitioners have difficulties finding time to apply directly for funding through our [clinician and healthcare professionals fellowship scheme](#) themselves. This training partnership scheme is designed to allow prospective supervisors to apply for the funding of multiple projects and appoint the fellows after the application is funded.

### Outline of award

Institutions can apply for two or three fellowships for clinicians or healthcare professionals (e.g., nurses or other allied health professionals) to undertake study towards a higher degree (usually a PhD). Funding is available for three years full time or four years part time.

### Funding available

Alzheimer's Society funding is intended to cover up to 50% of the total cost of each fellow and a maximum of £150k can be requested for each post. The remaining funding should be available from other sources.

Two or three fellowships can be applied for in any application.

Applications requesting three fellowships can apply for up to £225k.

Applications requesting two fellowships can apply for up to £150k.

## Principles

These clinician and healthcare professionals training fellowships are for practising professionals working in dementia health and care services to undertake study towards a higher research degree (usually a PhD) and who wish to develop a dual career that combines research and practice. The definition of who is eligible under these schemes is the same as our guidance for [clinician and healthcare professional fellowship scheme](#).

Fellows are expected to maintain and develop their professional practice-based skills during the course of the fellowship, and up to 20% of their funded time can be spent in NHS sessions or equivalent.

Alzheimer's Society will have a role in the recruitment of fellows to the advertised posts. Posts should be advertised widely.

The individual fellowship projects do not have to be complementary, but there should be consideration to joint support and development of appointed fellows. We particularly welcome applications that align with existing training schemes, so that fellows benefit from training and mentoring opportunities

## Eligibility

- We only accept applications for research projects that will take place at UK-based Universities, NHS sites or other recognised higher research institutions.
- Applications must be made by the prospective supervisor(s).
- The principal applicant will be the grant holder and should be based at the host institution.
- Applications **should not** name candidates at point of application.
- Individual applicants are encouraged to apply directly for an individual Clinician and healthcare professional fellowship award.
- Applications will be assessed on the richness and track record of the training environment and quality and relevance of the projects.
- Applications should describe the selection process for appointing outstanding candidates to projects if successfully funded. Alzheimer's Society is expected to be included in this selection process.
- Candidates appointed post-funding must meet the eligibility criteria described below.

Candidate eligibility for successfully funded applications (these are the same as for our current clinician and healthcare professionals training fellowship offer):

- Candidates must be eligible to work in the UK.
- The award is open to all professions working in dementia clinical and health services.
- Allied health professionals and nurses should have completed their professional training and hold registered membership of an appropriate body. AHPs and nurse applicants are expected to hold a Master's degree or equivalent post-grad research orientated qualification or experience.
- Professions with doctoral-level training should have completed the relevant qualification. For example, clinical psychologists should have completed a DClinPsy.

- Candidates should have completed appropriate College Membership exams before taking up the award.
- Candidates must demonstrate an interest in the proposed academic field (though previous full-time research experience is not necessary)
- Candidates must demonstrate potential as a doctoral researcher
- Candidates must demonstrate an understanding of how research can be used in practice
- Candidates should show willing to be an ambassador for Alzheimer's Society and for dementia research more generally

## Funding of fellows

Alzheimer's Society wants to attract outstanding candidates through this scheme.

We recognise that for some disciplines fellowships need to offer NHS equivalent salary to attract the best applicants and those not immediately out of training. Other professions will be able to attract outstanding candidates by providing a student stipend. Therefore, applicants can choose to offer either NHS equivalent salary or a stipend.

Where a stipend is offered, this should be in line with [Alzheimer's Society PhD stipend](#). Where a NHS equivalent salary is offered, this should be justified at a competitive rate.

## Case for support documents

As part of your online application, you will be asked to upload a scientific and a lay case for support document. Guidance on what to include in these documents is below.

### Scientific case for support

The scientific case for support document will be peer reviewed and considered by our Grant Advisory Boards. This document should contain **a two page introduction and two page outlines for each project** and use the headings below. The document should not use a font smaller than Arial 11pt. We recommend you titling this attachment 'Scientific case for support: project title' and including page numbers on your document.

All figures should be included within this document and cannot be attached separately. Applications that attach data and figures outside the case for support will be returned. You are allowed to attach a one page GANTT chart/project plan per project to the application, outside of the scientific case for support.

At the end of the case for support document, please provide references in full (including title, all authors, journal, year, volume, and page numbers). This does not count towards page limit.

### Headings for case for support document

For the two page introduction:

- Description of the types of profession(s) that the opportunities would be targeted to.
- Track record of recruiting and successfully supporting clinicians or healthcare professionals through research training degrees.
- Experience of supervision team, and training environment.
- Description of leveraged funding

For project outlines (maximum 2 pages per project):

- Aims of the project and significance of the research. For biomedical applications outline the hypotheses to be tested.
- Work which has led up to the project (include any preliminary or feasibility data).
- Detailed experimental design and methods to be used (include any power calculations and statistical methods).
- How will the results from this research be used?
- Involvement of people affected by dementia and other relevant stakeholders.
- Names of lead supervisors

## Lay case for support

The lay case for support will be reviewed by Alzheimer's Society Research Network volunteers. It is the only part of the application that they will see therefore it is important that it is not only comprehensible to such readers but also comprehensive.

- The lay case for support must contain a **one page introduction** and **one page outlines of each project to be supported**. The document should use the headings below and does not require referencing. You may wish to address the bullet points under each heading.
- Do not use print smaller than Arial 12 point.
- We recommend you titling this attachment 'Lay case for support: project title'.
- The [Research Network](#) are lay readers, but are engaged and interested in both research and dementia.
- Presentation, spelling and grammar are important. You may wish to use pictures and diagrams if this improves comprehension and readability but these must be included within the page limit.
- Use plain, non-technical language. We strongly suggest you include a glossary for unavoidable scientific terminology and avoid using unexplained abbreviations or acronyms.

### Headings for case for support document

For the one page introduction:

1. Why it is important to build capacity in this area, with this group of professionals
2. Describe the experience of supervision team, and training environment for the fellows.
3. Why the Society should invest in this project and how it offers value for money

For the project outlines (maximum 1 page per project):

#### 1. Introduction of the research area and your project

- What is already known about the problem that the project will address
- How the results of the study could benefit the lives of people affected by dementia to day or in the future – be as specific as possible.
- How the project complements national/international research in the area.

#### 2. Methods and techniques

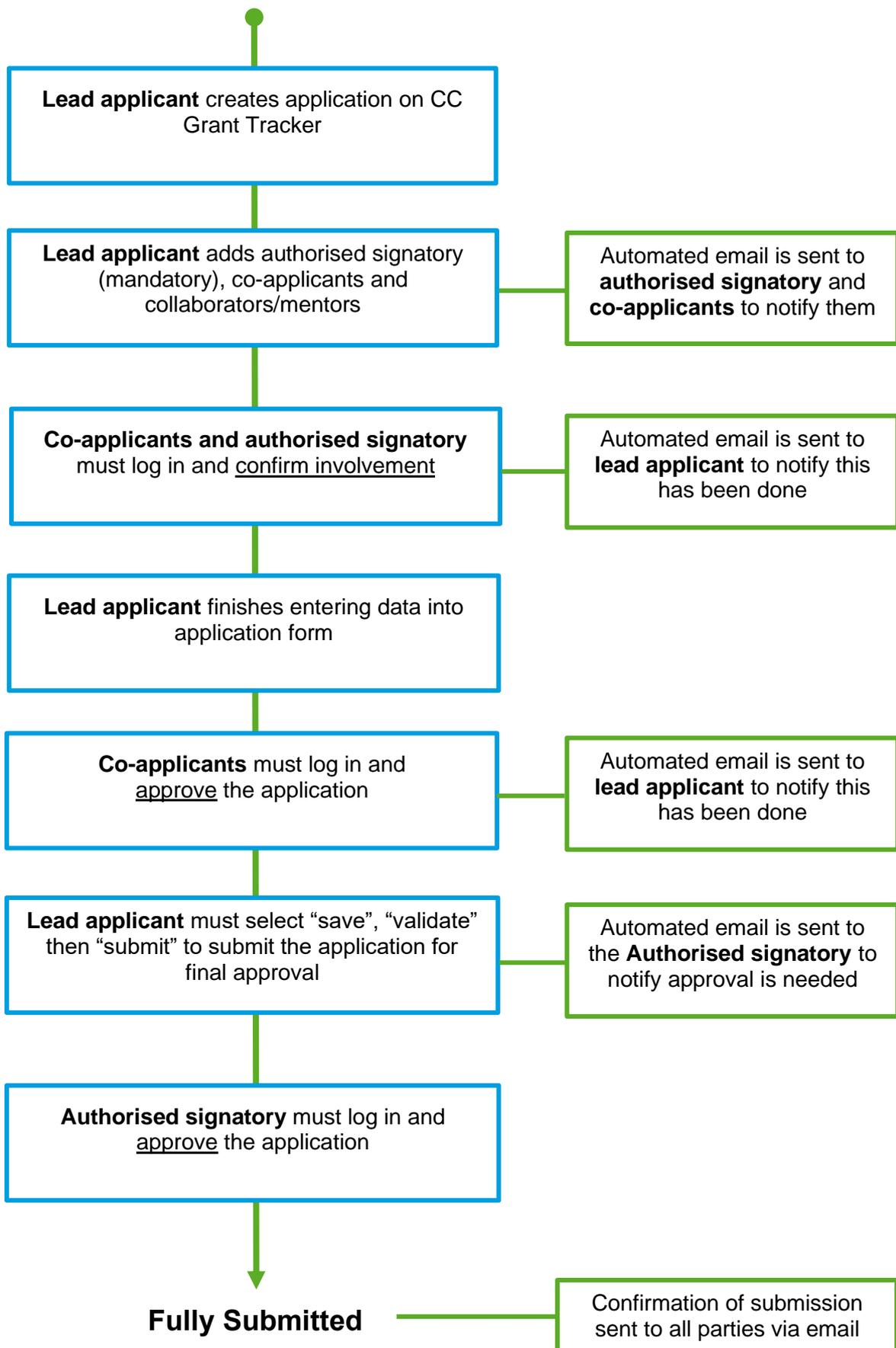
- Describe the methods and techniques used in the proposal.

- If the project proposes to use people as participants, describe and justify the number of people to be recruited and how this will be achieved.

### 3. Dissemination and implementation

- Dissemination plans for the outcomes of the project.
- How the findings could be put into practice or developed after completion of the project.
- Outline any plans to involve people affected by dementia in the project.

## Online submission process



## Pre-submission checklist

To help make sure you've completed the steps needed to submit your application please go through the list of questions below:

- Is your host institution a University, Hospital or Research Institution based in the UK?
- Is your CV up-to-date and fully complete?
- Have your co-applicants confirmed their participation and approved the application? Have they fully completed their CVs?
- Are your costs eligible and appropriately justified?
- Are your cases for support within the page limits?
- Does your lay summary use the appropriate language and writing style for a lay audience? Have you used the recommended headings?
- Are your attachments suitable and in the correct file format?
- Have you included a realistic project start date? (at least 2 months after the award date in March/October)
- Is your authorised signatory at your host institution ready to sign off your proposal to complete submission?



If you have any questions,  
please contact the  
Research Grants team

[Grant.enquiries@alzheimers.org.uk](mailto:Grant.enquiries@alzheimers.org.uk)