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**APPLICATION FORM – RESEARCH FELLOWSHIP**

**Information for Applicants**

**Introduction**

The Migraine Trust is seeking applications to fund two one-year fellowships. The fellowships aim to support the development of early career clinicians or scientists to conduct clinical or fundamental scientific research in headache disorders. Financial support has been provided to The Migraine Trust as a grant from Pfizer Ltd.

Applications will be ranked based on the quality, innovation and impact of the research proposal, the potential impact of the award on the career the applicant and the environment in which the research is undertaken (ability to support the research and career development).

Applications will be considered for fundamental scientific and clinical research or a combination of both that has the potential to enhance our knowledge of migraine and related headache disorders.

**The deadline for applications is Monday 9th January 2023.** All applications will be triaged by our scientific committee and appropriate applications sent for external peer review. We anticipate that final decisions will be taken by the scientific committee on 15th February 2023 and the fellowship should usually commence at the earliest possible practice time after acceptance. Applicants will be informed of a definitive decision by email as soon as practical.

Applications received will be evaluated to ensure they fulfil all the required eligibility criteria. Incomplete or incorrect applications will not be considered further.

**Length of tenure**

Funding is provided for a one-year fellowship.

**Value**

The award is designed to provide funding to cover the fellow’s salary costs based on the local economic context of where the fellowship is taking place. It will additionally cover appropriate research costs, necessary for the completion of the proposal. As The Migraine Trust is an [AMRC registered charity](https://www.amrc.org.uk/migraine-trust), the fellowship will not cover indirect costs; however, appropriate research institutes can benefit from Research England’s Quality Research funding allocations.

**The maximum amount of the total grant is £75,000 (12 months).**

Awards must be received and managed by the host institution – no administrative expenses should be deducted from the grant award. Payment shall be made in accordance with The Migraine Trust’s normal policy upon receipt of appropriate invoices and fellowship progress reports.

**Funding transparency**

The applicant must declare in advance to The Migraine Trust if they will benefit from any other source of financing to complete the fellowship and also declare any funding received after being awarded the fellowship.

**Essential criteria**

Applicants must meet the following criteria to be considered for a fellowship award:

* The applicant must attest to a desire to develop their career in headache disorders.
* The applicant must have had some initial exposure to headache disorders ideally in a secondary care neurology environment or research experience relevant to understand headache disorders.
* The applicant should be within 10 years of completing training (MD, PhD, specialty training, whatever was last) not including non-professional periods.
* The mentor must demonstrate sufficient experience to supervise the awardee.
* The project will take place at a UK host institution.

**Application**

Each application must include:

* Fellowship proposal following the template in the application form.
* Updated curriculum vitaeof the applicant (to include personal data, qualifications, language ability, academic training, clinical experience, research experience, honours achieved, full bibliography and any other material thought to be appropriate).
* Copy of most recent qualification certificate.
* Two reference letters (other than the fellowship mentor).
* Updated short curriculum vitaeof the fellowship mentor.
* Confirmation letter of support and acceptance from the host institution or fellowship mentor (to include where appropriate a description of the clinical programme, hours of work, type of work, time in the office/hospital, level of patient care).

**Host organisation**

The host organisation must ensure that the award holder is made aware of his/her responsibilities during the fellowship. Failure to comply with these conditions may lead to termination of the award and the society reserves the right to recover the funding in part or fully.

**Reporting**

The award holder must submit interim reports after three and six months of starting the fellowship, and a final report within three months following the end of the fellowship period. All reports must be signed and approved by the mentor.

All payments may be recovered if the final report is not received within six months of the end of the fellowship period.

The Migraine Trust will also request annual updates for five years following the end of the fellowship period to monitor the long-term impact of the fellowship on career progression.

**Data presentation**

The award holder is encouraged to present the results of their research at the next appropriate Migraine Trust International Symposium (MTIS) following completion of the fellowship where registration will be provided, and the award holder and mentor may be requested to participate in relevant outreach activities that promote the key aims of The Migraine Trust (e.g., writing blogs and speaking at patient awareness days).

**The Migraine Trust contribution**

The Migraine Trust’s contribution to the accomplishment of the fellowship should be acknowledged in all publications or presentations related to the research.

**Insurance**

Any insurance-related matters for the duration of the fellowship will be the entire responsibility of the award holder.

**Data use and privacy policy**

The Migraine Trust takes your privacy and the security of personal information very seriously and comply with regulations set out in the EU General Data Protection Regulation and the Privacy and Electronic Communications Regulations.

We use data from research funding applications to enable us to award and manage our grants process, specifically:

* Personal contact details, education and employment history, including salary details, may be used in the selection process
* Research plans, including costings, and ongoing developments will be recorded and communicated to funders and people with an interest in migraine through feedback reports and a variety of communication channels, including our newsletter and social media
* We will retain active contact with researchers to enable the effective dissemination of research outcomes and to send invitations for peer reviews of future applications
* All data pertaining to submitted applications and funded research projects will continue to be securely stored electronically and/or in hard copy

**Data protection**

Limited personal information will be used for carefully considered and specific purposes that fall within our legitimate professional interests and enable us to work effectively to carry out our charitable objectives.

* To meet The Migraine Trust’s obligations, some details of Awards will be made available on the charity’s website, reports, documents or mailing lists.
* Protection of any intellectual property will be fully respected. Nevertheless, and with the consent of the award holder, the trust may share the findings from the research fellowship with its members via its website or relevant publications.

Our Privacy Policy can be accessed on our website at [migrainetrust.org/privacy-policy](http://www.migrainetrust.org/privacy-policy/). It provides further information on what information we collect, how we may use it and how you can access the information we hold about you.

**Checklist**

* Read the information for applicants.
* Read the research grant conditions.
* Complete the application form.
* Ensure your application is signed by the relevant people.
* Submit your application by email to [research@migrainetrust.org](mailto:research@migrainetrust.org) before the deadline. Attach your completed application form as either a Word or PDF document. The signed page of the application form may be scanned and sent as a separate document. Remember to attach any supporting documents such as evidence of ethics approval.

**APPLICATION FORM**

This form must be fully completed with the required documentation in order to be considered for the fellowship award.

The full application in electronic form must be sent to The Migraine Trust by email to [research@migrainetrust.org](mailto:research@migrainetrust.org)

**Application deadline: Monday 9th January 2023**

Receipt of your application will be acknowledged.

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| **Where did you hear about this funding opportunity?**  (For example; The Migraine Trust website / ebulletin / Facebook / Twitter.  Through a professional body, such as BASH, ABN, etc.  If from an advert, please state the journal) |  |

1. **General**

|  |  |
| --- | --- |
| **Name** |  |
| **Nationality** |  |
| **Date of birth** |  |
| **Full contact address** |  |
| **Current working address** |  |
| **Current status (training in headache, if no longer training, when training ended and details and date of last qualification)** |  |

1. **Fellowship and host institution**

(Provide details of the organisation that will hold the award and be responsible for administering it. Must be in the UK)

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| --- | --- |
| **Length of the fellowship** |  |
| **Proposed dates** |  |
| **Proposed location** |  |
| **Department name** |  |
| **Institution name** |  |
| **Institution address** |  |
| **Mentor name** |  |
| **Mentor contact details** |  |
| **Title of proposed study** |  |
| **Institutional email address** |  |
| **Telephone** |  |

1. **Financial information**

Please refer to the ‘Information for applicants’ section above for details of the award’s value and note our research grant conditions. The total award is capped at £75,000.

As a charity and member of the AMRC, we can only fund a project’s direct research costs. This award cannot be used to contribute towards institutional overhead costs.

Please include Value Added Tax (V.A.T).

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| **Costs requested:**  (Please provide a detailed breakdown and justification of all resources requested to include salary and research costs) | **Total**  **£** |
| **Salary** |  |
| **Research costs**  Please give details: |  |
| **Travel and conference attendance** (maximum of £700)  Please give details: |  |
| For other expenses (justify in full): |  |
| **Grand total requested** |  |

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| **Where necessary, would you be granted paid leave of absence to take up this fellowship?** | YES/ NO  If YES please state the amount: £ |

1. **Research details**

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| Environment in which the Fellowship will be conducted |
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**Project summary** (This award concerns a one-year Fellowship to commence in Spring/summer 2023)

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| **Title of Fellowship project** |  |
| **Proposed start date** |  |

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| **Lay summary of research:** Provide a summary of the proposed research in language appropriate for a lay/non-scientific audience. Consider whether patients, their family and carers, and people unfamiliar with the subject will understand. The lay summary should help to put your research into context, including for patient/public members of our review panel. The Migraine Trust may edit your summary and use it on our website or in other publications to communicate about research we fund. Structure your summary to include; background, significance, your approach, aims and expected impact of the work. Maximum 250 words. |
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**Proposed investigation** (Describe the research proposed in more detail. This section should not exceed four pages)

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| **Research summary (abstract)**: Provide a summary of your proposed research, aimed towards an expert audience. This summary may be used on The Migraine Trust website or in other publications, or otherwise disclosed externally (for example, to share details of charity-funded research with the AMRC). Maximum 250 words. |
|  |
| **Background and rationale**: Outline the background and context of the research issue, why the issue is important and what previous work the project is based on. |
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| **Aims, objectives and hypotheses**: |
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| **Methods and statistical plan**: Indicate the work intended and the methods to be used including experimental design and justification for sample sizes, where appropriate. |
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| **Timetable/timeline and key deliverables (table or Gantt chart)**: Briefly outline key stages and expected achievements/outcomes |
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| **Relevance**: Briefly outline how the proposed investigation will contribute to the field and understanding and/or treatment. |
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| **Potential future impact of project on the headache field:** |
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| **Contingency plans:** |
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| **References**: Key literature related to the proposed research. Give citation in full, including the title of the paper and all the authors. |
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| **Patient / public involvement**: Outline how the public, especially patients, will be involved in the planning, design, implementation, management or dissemination of this research. |
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| **What do you expect to gain from the fellowship, to include the impact of the fellowship on your career?** |
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| Details of the applicants and mentors track record in the headache research field (For mentors, please enclose a CV and include any extra information below that you feel would be beneficial.) |
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**Further information about the use of animals, people or human subjects**

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| **Work involving the use of animals** | |
| **Please give details of Home Office licences including name of licence holder, Home Office Licence Reference Number, date of issue and end date:**  The Migraine Trust will consider proposals for which Home Office Authorisation or other relevant authorisation on use of animals has yet to be obtained, but no award will be made and no animal experiments may commence until confirmation is received that the appropriate licences or approvals have been granted. |  |

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| **Work involving people or the use of human subjects** | |
| **Please give details of the Ethics Committee:**  **In addition:** Please submit with your application evidence of Ethics Committee approval (or if not yet approved, details of an application).  The Migraine Trust will consider proposals before the consent of the relevant ethics committee is obtained, but no award will be made until it is satisfied about the ethical aspects of the proposal. |  |
| **If your proposal will involve research on gene therapy, please give details of steps to obtain regulatory approval:** |  |

**Data use and privacy policy of your research institute**

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| In submitting your application, you confirm that you are fully aware of the data protection requirements surrounding medical research, in particular the need for clear, informed, consent to be gained from all research participants and all clinical data to be anonymised when being shared or published.  Please provide details of the Data Use and Privacy Policy of your research institute (such as a link to where this is available on the institute’s website). |
|  |

1. **Required documentation (check list)**

* A clear fellowship proposal (documentation above)
* Updated curriculum vitaeof the applicant (including Academic record (degree, subject, institution, year, etc.)
* Copy of most recent qualification certificate
* Copy of passport
* Two reference letters (other than the fellowship mentor)
* Updated curriculum vitaeof the fellowship mentor
* Completed mentor section (please see the last page of this document)
* Confirmation letter of the fellowship acceptance from the host institution and mentor

1. **Acceptance**

**I have carefully read and completed the above application form and attached all the requested documentation. If my application is successful I agree to abide by the rules and regulations for this award.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Head of Department:**

**I have read the conditions under which grants are awarded and, if this application is successful, I agree to abide by them. I confirm that I have read and support this application and I agree to this research being accommodated and administered in my department, and that all necessary licenses and approvals have been obtained or are being sought.**

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| **Name of Head of Department** |  | | |
| **Email** |  | | |
| **Signature of Head of Department** |  | **Date** |  |

**Institution:**

**If a grant is made I will ensure that the funds provided are used for the purpose for which they have been given. I confirm that it is our intention to maintain our support for this department during the period for which this grant is requested. Costs quoted are correct and in accordance with the normal practice of this Institution. I also confirm that I have read and accept the conditions under which grants are awarded.**

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| **Name of Finance Officer** |  | | |
| **Email** |  | | |
| **Signature of Finance Officer** |  | **Date** |  |

**MENTOR SECTION**

**This section must be completed by the fellowship mentor IN CONFIDENCE AND MUST BE SENT INDEPENDENTLY from the full application and related documentation by email to** [research@migrainetrust.org](mailto:research@migrainetrust.org) **by 9th January 2023**

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| Applicant’s name |  |
| Title of proposed study |  |

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| --- | --- |
| Mentor’s name |  |
| Institution’s name |  |
| Mentor’s contact details: | Address:  Tel:  Email: |

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| Applicant’s scientific ability and suitability for this fellowship |
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| Why is your institution appropriate to hold this specific fellowship? |
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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_