



Health and Care Research Wales Research Training Award 2025

Application Form

EXAMPLE

Please read the Scheme Overview and Guidance document before completing this form.

The application form should be submitted electronically to the Health and Care Research Wales Faculty Awards Management System by **16:00** on **Thursday 13 February 2025**.

If you would like to discuss your application prior to submission, please contact Research-Faculty@wales.nhs.uk.

We take seriously our duty under the Equality Act (2010) to offer and make reasonable adjustments for people with disabilities applying to our research funding schemes, and to ensure that our panel members are aware of our responsibilities in relation to equality, diversity and inclusion and thus the need to treat all applications fairly.

If you would like to discuss reasonable adjustments to the application process, please contact Research-Faculty@wales.nhs.uk before the application deadline.

We are committed to improving the data and monitoring around researcher equality, diversity, and inclusion to enable us to develop action plans to help facilitate the equal representation of all groups across career stages and professions in the Welsh researcher population. We therefore ask all applicants to complete **Equality, Diversity and Inclusion information** as part of their online application.

Please note that if you are successful you will need to also apply via your chosen University's application process, Health Care Research Wales will not do this on your behalf.

Section A: Applicant and employer details

A1	Title	
A2	First Name	
A3	Last Name	
A4	Contact telephone number	
A5	Contact email address	
A6	Preferred pronouns	
A7	Profession (please select from list)	
A8	Organisation	
A9	Position	
A10	Department	
A11	Specialty area (please select from list)	
A12	Work contact address	
A13	Contract Type (fixed term or permanent)	
A14	Research area (please select from list):	

Section B: Employment history (relevant to this application)

Employer	Position	Responsibilities	Start date	End date

(Add additional entries as necessary)

Section C: Research achievements, skills and interests

Please provide an overview of your achievements, skills and experiences within your current clinical or practice role and in relation to four domains relevant to developing a research career, namely (1) contributions to the generation of new ideas; (2) contributions to the development of others; (3) contributions to the wider research and innovation community; and (4) contributions to broader society and towards wider societal benefit.

The CV has a limit of 1,000 words; you may decide how to distribute these across the modules. You should also include a brief personal statement.

(Max 1,000 words)

Section D: Qualifications and proposed course of study

D1	Undergraduate degree title (or equivalent qualification)	
D2	Undergraduate degree classification	
D3	Awarding institution/ university	
D4	Date of Award	
D5	Highest academic qualification (select from list)	

D6	Proposed master's level course	
D7	Proposed institution/ university	
D8	Course start date	
D9	Course duration (months)	
D10	Is your proposed course listed in Appendix One of the scheme guidance?	Yes/No
	If 'no', please detail how your proposed course meets the criteria outlined in s.1.4 of the scheme guidance	
D11	Please confirm whether you meet the entry requirements of this course	Yes/No

D12	Please select one of the following options:	<ol style="list-style-type: none"> 1. I am applying for tuition fees OR 2. I am applying for tuition fees and partial salary costs
	If applying for tuition fees and partial salary costs, please indicate whether you will be studying full-time or part-time	<ol style="list-style-type: none"> 1. I will be studying full-time (0.2 WTE/1 day per week salary replacement) OR 2. I will be studying part-time (0.1 WTE/0.5 days per week salary replacement)

D13 Explain what your specific research interest is, how it has developed and the relevance to the needs of the public, patients, service users and carers in Wales. Please also describe how the course you have chosen is structured (module options, mode of delivery), and why you have chosen this specific course. *(Maximum: 500 words)*

D14 Explain how your chosen course will contribute to your research development. Please state where you currently see yourself on a research career pathway, and how this award will support the progression of your future plans and lead towards a research leadership role. Please describe your plans beyond the term of this award and explain how you think the Research Training Award will contribute to your ongoing research career development. *(Maximum: 500 words)*

D15 Please describe how you will engage with the support and opportunities offered by the Health and Care Research Wales Faculty during this award and beyond to develop your research career. *(Max 500 words)*

Section E: Supporting roles

E1 Line Manager

Name	Email address	Job title	Organisation

Your line manager will be asked to provide a statement outlining how they will support you during the term of the award including confirmation of back-fill of the relevant sessions of your post where appropriate. They should also provide a statement of continuing support for your development as a researcher beyond the term of the award and outline the benefits of the award to your department/organisation.

As Line Manager they commit to the following:

- This training / professional development request is part of the applicant's current Development Review/ Appraisal or will be included in the applicant's Development Review/ Appraisal at the next opportunity.
- The time required by the applicant to complete the programme of study is recognised and as line manager you will facilitate the completion of the programme of study by agreeing study leave and/or backfilling of the staff member's time.
- On completion of the award, it is agreed that the applicant will be supported to return to their original WTE hours if they had been reduced during the course.

E2 Head of Department or R&D Director

Name	Email address	Job title	Organisation	Address

E3 Finance Officer

Name	Email address	Job title	Organisation	Address

Section F: Costs

Please complete the following tables with the applicant's details (we advise your employing organisation's finance officer supports completion of these tables). Please ensure you refer to the Guidance Notes for this award.

Annual Course Tuition Fees:

To be completed by all applicants:

	Year 1 (Academic Year starting September 2025)	Year 2 (Academic Year starting September 2026)	Year 3 (Academic Year starting September 2027)	<u>Total</u>
Annual Course Tuition Fees				

Salary Costs:

If applying for salary costs, please complete this information.

Current Grade/Band	
Current Spine Point	
Current salary (1.0 Whole Time Equivalent excluding on-costs)	

	Year 1	Year 2	Year 3	Total Salary costs
Salary Costs (incl. on costs) for 0.2 WTE (full-time study)				
OR Salary Costs (incl. on costs) for 0.1 WTE (part-time study)				
Overall total (Salary costs and tuition fees)	£			

Section G: Acknowledgments

Agreement to the Terms and Conditions

Acceptance statement is:

In confirming your role as Applicant in this application you confirm that the information given in this form is complete and correct and you take full responsibility for the accuracy of this submission. You confirm that the Supporting Roles mentioned on this application have been given access to the application and accepted their role in this submission. You shall be actively engaged in, and in day-to-day control of, the project. You confirm you understand progress reports will be required by the funding programme and no substantive variation in the scheme as outlined in the application will be permitted without prior reference to the funding programme.

We take seriously our duty under the Equality Act (2010) to offer and make reasonable adjustments for people with disabilities applying to our research funding schemes, and to ensure that our Panel members are aware of our responsibilities in relation to equality, diversity and inclusion and thus the need to treat all applications fairly.

If you would like to discuss reasonable adjustments to the application process, please contact Research-Faculty@wales.nhs.uk before the application deadline.

All applicants are asked to complete **Equality, Diversity and Inclusion information** as part of your online application. More information on how we will handle the data is provided in the Faculty Awards Management System.

Privacy Notice – Welsh Government Grants

We have an obligation to keep data secure and to use it appropriately. To fulfil our obligations under law and as a result of our partnership with the Welsh Government, Health and Care Research Wales adopts various procedures to use and protect data. This will impact on how we deal with you as an applicant and your Co-applicants.

Privacy Notice

The Welsh Government Grant Privacy Notice states how the Welsh Government will use the information provided at application stage. It is available here: <https://gov.wales/privacy-notice-welsh-government-grants>

Data Security – Data About You

Personal information will be held by Health and Care Research Wales in a network that is available only to Health and Care Research Wales staff. Your details and those of your Co-applicants will be retained in order to facilitate the running of the Health and Care Research Wales funding schemes. If your application is successful at any stage of our process, your name and organisation details may appear on the Health and Care Research Wales website. In addition, once funding has been agreed and the contract signed, your details may appear in other Health and Care Research Wales literature as a grant holder and will be passed to Welsh Government for inclusion in any of their publicly available databases of research projects. If you have any questions, please contact us at: Research-Faculty@wales.nhs.uk

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the data protection legislation, please see contact details below:

Data Protection Officer:

Welsh Government

Cathays Park

CARDIFF

CF10 3NQ

Email Address: DataProtectionOfficer@gov.wales

The contact details for the Information Commissioner's Office are:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: www.ico.org.uk

How to find out more

The Privacy Notice will be effective from 04 January 2023, and you can view it at [Privacy notice: Welsh Government grants | GOV.WALES](#). The Grants Privacy Notice makes sure we continue to comply with privacy law and regulation.

If you have any question or require any further help, please contact us at DataProtectionOfficer@gov.wales

Welsh Government expectations of grant recipients

Grant funding is one of Welsh Government's most important mechanisms for delivering ministerial priorities and making a real difference to the lives of people in Wales. Welsh Government has a duty to protect public funds, ensuring they are well-managed and used only for their intended purposes.

For further details about the types of behaviours, cultures and values Welsh Government expects to see 'lived out' by its grant recipients, please read the [Welsh Government document](#) outlining the expectations of grant recipients.