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# South West Integrated Clinical and Practitioner Academic (ICA) Programme

# NHSE-NIHR Internship (2024/25)

# Application Form – Spring 2024

**This application form is for the NHSE-NIHR Internship award only.** Please ensure that you read the Guidance Notes that are available along with the form to prepare your application.

* Applications should be written in plain English and accessible to a range of health and care professionals and health researchers.
* All sections of the form need to be completed. Incomplete application forms will not be considered.
* Emails/letters of support from your line manager and academic supervisor should be embedded within the document as either an image or as text with inclusion of the email header1 and signature or letterhead and signature2. Make sure that the contents are legible.
* If you require an alternative format for accessibility needs, please email **SW.ICAP@nihr.ac.uk**to advise us at least one month in advance of the deadline and we will look to reasonably adjust the process accordingly.

The deadline for receipt of applications is Tuesday 21st May 2024 by midday. Submit your application to **SW.ICAP@nihr.ac.uk****.**

**Useful links:**

NIHR ICA programme:[NIHR ICA webpage](https://www.nihr.ac.uk/explore-nihr/academy-programmes/hee-nihr-integrated-clinical-academic-programme.htm)

PPIE: [NIHR Briefing notes for Researchers](https://www.nihr.ac.uk/documents/briefing-notes-for-researchers-public-involvement-in-nhs-health-and-social-care-research/27371)

Inclusive Research: [NIHR Include project](https://www.nihr.ac.uk/documents/improving-inclusion-of-under-served-groups-in-clinical-research-guidance-from-include-project/25435)

Short film guides: ['A guide to starting out in clinical academic research’](https://vimeo.com/showcase/9710034)

EDI Toolkit: [EDI Toolkit (rdsresources.org.uk)](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.rdsresources.org.uk%2Fedi-toolkit&data=05%7C01%7CAlice.Jennings%40uwe.ac.uk%7C3f6358c297934b79a3b008db84837a51%7C07ef1208413c4b5e9cdd64ef305754f0%7C0%7C0%7C638249472463090843%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Kj%2Bh9ThBGkOl5%2FuluZf2Hd9WFEIwuSQvLVbDfteF65A%3D&reserved=0)

**Tips for embedding emails/letters**

There are various ways to embed emails/letters within the documents. Here is one way for the key document formats using Microsoft programmes.

1. To copy an email with header and signature in Outlook, select to forward the email and you should be able to copy the email into the document
2. For a Word document, use ‘Insert Object’, ‘Create from File’ and select the word document file.
3. For a PDF document, open with Microsoft Edge. Right click on the image and select ‘Web capture’. Select the area that you want to copy (max of one A4 page is optimal) and copy. Repeat for any additional pages.

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| **1. Applicant’s Details** |
| Applicant’s name: |  |
| Email: |  |
| Telephone: |  |
| Employer: |  |

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| **2. Registration information with an appropriate UK regulatory and professional body** |
| Regulatory/professional body:  |  |
| Registration number: |  |

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| **3. Information about previous applications (max. of 300 words)** |
| Must include:* If you have applied previously for an award and were successful, explain what you have achieved with the award and the outcomes?
* If you have applied previously for an award and not been successful, describe any activities or work you have done to progress since then?
* If you have not applied previously, write ‘not applicable’ below.
 |
| **Insert text here\*** |

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| **4. Provide reasons for applying for the internship award (max. of 200 words)** |
| Must include:* Interest in a clinical/practitioner academic career
 |
| **Insert text here\*** |

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| **5. Provide outline of proposed research activities, the planned outcomes and the potential impact on quality of patient care (max. of 600 words excl. references):** |
| Must include:* Background to the research area and up to 10 references (please add any references to section 6)
* Planned outcomes of the Internship and how these meet current development needs
* Specify how your planned research and related clinical practice will address team/service clinical priorities and needs and improve the quality of patient care
 |
| **Insert text here\*** |

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| **6. Patient and Public Involvement and Engagement (PPIE) and Equality, Diversity, and Inclusion (max. of 400 words)** |
| Must include:* How you will address PPIE requirements for health and care research and specify any PPIE activities you have done or plan to do during the award
* How the principles of inclusivity and equality will be considered as part of your plans
 |
| **Insert text here\*** |

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| **7. Career Development Plan (max. of 200 words)** |
| Must include:* How planned training will be of benefit and support your development
* What you anticipate your next steps will be
 |
| **Insert text here\*** |

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| **8. References:** |
| **Insert references here\*** |

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| **9. Timetable for the internship programme** |
| Provide a schedule for the key activities of the internship that specifies the planned duration below: |
| **Insert timetable here\***  |

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| **10. A spending plan for the £12,500 budget for the internship period** |
| Each successful applicant will be awarded up to a maximum of £12,500 to cover costs. Refer to the guidance notes for information about how funding can be used. It is recommended that the budget plans are checked by your organisation finance team.Please provide an overview of costings below; you are not required to provide full economic costings. The table below can be edited, and you can provide further breakdown of costing below.

|  |  |  |
| --- | --- | --- |
| **Expenses** | **Details** | **Total** |
| Salary backfill |  |  |
| Research costs |  |  |
| Academic Support |  |  |
| Career Development |  |  |
| Dissemination |  |  |
| **Grand total requested** |  |  |

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| **11. Letter of support from line manager** |
| Line managers are requested to confirm that they agree in principle to support the applicant and their application. Emails from work email address are acceptable. |

**Insert letter of support from line manager here\***

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| **12. Letter of support from clinical academic supervisor** |
| Supervisors are requested to highlight relevant areas of expertise and fit with current research themes. Emails from work email address are acceptable. |

**Insert letter of support from clinical academic supervisor here\***

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| **13. Curriculum Vitae (max. of 3 pages, 12 pt font) confirming the following:** |
| Must include:* Information about current employment with a provider of health and/or care services and post registration practice experience in line with eligibility criteria
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**Insert Curriculum Vitae here\***

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| **14. Applicant Declaration**  |

I confirm that I meet the criteria for a South West Integrated Clinical and Practitioner Academic Internship award, and I have included all of the requested information above.

I understand that the completed application form will be shared for the purposes of selection and administration of the awards and consent to this.

I understand that, if successful, a confirmation letter from my organisation of management support and financial plans will be required prior to the provision of funding.

**Signed (applicant):** ……………………………………………………. **Date:** ………………………

**Privacy Notice**

Information that is collected as part of this application will be used and protected in line with the NIHR Privacy Policy ([NIHR Privacy Policy](https://www.nihr.ac.uk/documents/nihr-privacy-policy/12242)). For the South West programme, we will retain a record of application for the purposes of monitoring and evaluation of the programme. Your rights in respect to your personal data will be respected in accordance to the UK General Data Protection Regulation (GDPR). To find out more or to exercise your any rights, please contact **SW.ICAP@nihr.ac.uk****.**