



NHSE-NIHR

South West Integrated Clinical and Practitioner Academic (ICA) Programme

**Expanded Internship award
Autumn 2024**

Guidance notes

For further information contact: SW.ICAP@nihr.ac.uk

Introduction

National Health Service England (NHSE) and the National Institute for Health and Care Research (NIHR) established an overarching Integrated Clinical and Practitioner Academic (ICA) Programme for registered health, social care and scientific professionals/practitioners (excluding doctors and dentists) who hold registration with [ICA approved regulatory bodies](#). The South West region has received national funding to support an expanded internship award for 2024/2025.

The expanded internships are short duration awards for health and care professionals who have, or aspire to have, research as part of their work. The internship provides an opportunity for professional development, education and training to explore incorporating research further into their role and professional practice. It may include knowledge mobilisation, a two-way dialogue between researchers and research users so that knowledge can be shared to create new knowledge to catalyse change.

This expanded internship award is for registered health and care professionals/practitioners in the following circumstances:

- in clinical or practitioner roles with little or no research experience to champion research and/or undertake activities to support and embed the application of research evidence in practice;
- in research delivery roles who want to use an internship to extend their research delivery skills, improve research delivery and engagement, and/or gain experience in wider aspects of the research process;
- in Enhanced or Advanced Practitioners roles who want to develop the research pillar of their role and/or to develop team research culture and confidence;
- aspiring to be clinical or practitioner academics who want to develop their research knowledge and skills to lay foundations for preparing to apply for a funding award such as the Pre-doctoral/Doctoral Clinical and Practitioner Academic Fellowship (PCAF/DCAF) and Pre-doctoral/Doctoral Local Authority Fellowship (PLAF/DLAF).

The internship award is unlikely to suit those who have completed research masters or doctoral degrees.

In the South West region, you have the opportunity to build an internship programme to suit your individual needs, circumstance and work needs. The objectives of the internship should align with team/service/regional clinical priorities, and it is important that applicants have the support of their line manager. Where your programme includes research activities, it is recommended that your research aligns to the NIHR remit for research for personal awards (see [NIHR remit for personal awards](#)).

Eligibility

The internship award is available to health and care professionals (excluding doctors and dentists) registered with one of the following ICA approved regulatory bodies ([ICA approved regulatory bodies](#)).

Academy for Healthcare Science*
General Chiropractic Council
General Dental Council
General Medical Council
General Optical Council
General Osteopathic Council
General Pharmaceutical Council
Health and Care Professions Council
Nursing and Midwifery Council
Social Work England*
UK Public Health Register*

** Funded from an alternative regional source*

To be eligible for the award, you will need to fulfil the following requirements.

- Current registration as a health and care professional with an ICA approved regulatory body.
- Have your main employment in the South West region with an NHS body, a provider of publicly or third sector funded health or social care services or a recognised Higher Education Institution (HEI). The South West region includes the following Integrated Care Systems: Cornwall and the Isles of Scilly, Devon, Dorset, Somerset, Bristol, North Somerset and South Gloucestershire, Bath, Swindon and Wiltshire, and Gloucestershire.
- At least one (1) year's post-registration practice experience.
- Agreed support from your line manager to undertake the internship.
- Agreed support from supervisor with appropriate expertise and experience to guide your internship programme (See Appendix 1).

Expectations of the award

The applicant for the award is expected to propose a plan for the award that meets one or more of the following expectations:

- Advancing research positive culture, embedding research into practice
- Building organisational leadership capacity for research
- Advancing specialism of research delivery
- Clinical/practitioner academic development.

A range of outcomes may result from the award from applying newly learned research knowledge and skills in practice, role modelling integration of practice-based research capabilities (see [NHSE Multi-professional Practice-based Research Capabilities Framework](#)), championing research, supporting change in research culture, to providing foundations for a clinical academic career.

Duration of the award

You are expected to take up the internship by 1st April 2025. To allow for personal circumstance and service requirements, you can plan your internship programme for up to a maximum period of 12 months. You will be asked to specify the planned duration of your internship programme and to provide an outline plan.

How much is the award and how can the funding be used?

The funding is available to provide tailored support for award holders. Each successful applicant will be awarded up to a maximum of £12,500 to cover costs including salary backfill, research training and development, research and other activities and supervision. The maximum amount allowed for supervision is £1,500. Suggestions on how the budget can be used are presented below.

Salary backfill: it is recognised that this may form the main budget expenditure. The most efficient backfill arrangements can be decided by the intern's team/service manager. The award will cover direct salary costs only (i.e. salary, national insurance, and pension).

Training and Development: it may be appropriate to access Masters level credited research methods training. Credited and non-credited research training courses should support delivery of the planned activities and research development. Courses that focus on professional practice and skills will not be supported.

Research and other activities: this could include anything related to the applied research objectives from patient and public involvement expenses, travel expenses, small equipment costs such as digital voice records or specialist software, engagement activities and dissemination costs to support delivery of your planned activities. Please note that routine equipment such as laptops or computers and open access publication costs will not be funded.

Supervision: it is essential to have supervision throughout the award from an appropriate supervisor. Supervision costs of up to £1,500 may be included in the overall spending plan. If you have more than one supervisor, the maximum sum of £1,500 for supervision still applies and it will need to be split between supervisors.

The award will be paid directly to the awardee's employer. It is recommended that the spending plans are checked by your organisation finance teams prior to submission. A confirmed finance plan will be required from successful applicants prior to commencement of the award.

Award Support and Monitoring

Successful applicants will be expected to attend two sessions with holders of Southwest ICA awards. The sessions will offer opportunities to engage with your peer group of awardees and review your progress to achievement of your programme plan.

A written progress report will be required at the half-way point of your programme (maximum of 2 pages) to provide an update on progress with objectives, challenges and successes, any amendments to plans (where applicable) and priorities for the remaining period.

A final report will be completed at the end of the award (maximum of 4 pages) to provide a summary of achievement of objectives and outcomes, challenges and successes, financial summary, and future plans.

Post award, monitoring of outcomes and impact of the award may continue for up to 5 years. Please ensure that you provide onward contact details.

Preparing an application

You will need to complete an online application form for this expanded internship award. A copy of the key content of the application form is included in Appendix 2. This will enable you to prepare the content of your application to share with your line manager and supervisor. It is expected that you will have discussed the application with your supervisor(s) and have the support of your line manager prior to submittal of your application. You will be asked to confirm you have the support of your line manager and supervisor on the form. Ensure that you allow sufficient time to discuss your plans with your line manager and proposed supervisor(s) and to prepare your application.

You will also be required to provide an outline budget/spending plan for the internship award. You will need to allow time to liaise with your organization's finance team to ensure that your budget is accurate and appropriate. Where available, it is recommended that you contact the research leads within their NHS Trust to discuss applying for this award and investigate what support and help is available within your organisation.

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There is further information about preparing a sound application in Appendix 3. You can also arrange to get further information or advice about the award by emailing SW.ICAP@nhr.ac.uk or the **named HEI contacts** included below.

HEI Contacts for ICA

The following people can be contacted with enquiries about potential academic supervisors with relevant expertise.

Bournemouth University: Prof Jane Murphy (jmurphy@bournemouth.ac.uk)

Health Sciences University, Bournemouth: Dr Michelle Holmes (mholmes@aecc.ac.uk)

Plymouth Marjon University: Prof Gary Shum (gshum@marjon.ac.uk)

University of Bath: Dr Tim Rennie (twr32@bath.ac.uk)

University of Exeter: Dr Sophie Gould (S.L.Gould@exeter.ac.uk)

University of Gloucestershire: Dr Liz Berragan (lberragan@glos.ac.uk)

University of Plymouth: Dr Lisa Bunn (lisa.bunn@plymouth.ac.uk)

UWE Bristol: Assoc Prof. Mary Cramp (mary.cramp@uwe.ac.uk)

Useful links:

NIHR ICA programme: [NIHR ICA webpage](#)

PPIE: [NIHR Briefing notes for Researchers](#)

Inclusive Research: [NIHR Include project](#)

Short film guides: ['A guide to starting out in clinical academic research'](#)

EDI Toolkit: [EDI Toolkit \(rdsresources.org.uk\)](http://rdsresources.org.uk)

Application Process

The online application form is available using the link or QR code below

<https://forms.office.com/e/M1G1LTrnfZ>



The deadline for receipt of a completed online application is **6pm, Wednesday 18th December 2024.**

The internships will be awarded in an open competition and selection for the award will be based on your submitted application. Following the submission deadline, applications will be checked for completeness. Incomplete applications or applications where the word count has been exceeded will not be considered. Complete applications will be circulated for independent review and scoring. A selection panel will review and discuss the applications and select candidates for the award. The selection processes and administration of the awards are overseen by NHSE South West.

Key dates

Webinar about the award	12.30 to 1.30 pm, Thursday 7 th November 2024
Closing date for applications	6pm, Wednesday 18 th December 2024
Selection panel review	Week of 6 th January 2025
Notification of Outcome	17 th January 2025

To attend the webinar on Thursday 7th November 2024, register your interest by either using the link or QR code below.

<https://forms.office.com/e/2uvysmuN0q>

Webinar: NHSE-NIHR South West
Extended Internship award
Autumn 2024



Appendix 1: Supervision

Identification of an appropriate supervisor or supervisors is important to help prepare a competitive application for the internship award. Ideally, your supervisor(s) will be based in the South West region for accessibility. However, it is recognised that some professional group may need to seek support from outside of the region. You can request assistance with identifying potential supervisors by emailing SW.ICAP@nihr.ac.uk or **named HEI contacts** listed on page 6 of these guidance notes.

An appropriate supervisor or supervisors will:

- have relevant supervisory experience to support the applicant
- have expertise and experience that align to the area of work and planned activities
- be available for the duration of the award and able to maintain regular contact
- have clinical/practitioner academic links to provide extended support and guidance
- able to provide continuation of support or help to find ongoing support where required (e.g. for PCAF application).

Supervisors are expected to contribute to the development and preparation of the application and discuss supervisory arrangements prior to submission. Where an application is successful, the supervisor is expected to support the award holder to develop their research knowledge and experience overall, to undertake the training and development programme and complete the planned activities proposed in their application.

The application form includes a section about supervision; it should clearly describe the reasons for the choice of supervisor(s), your planned arrangements for supervision and how the arrangements would support successful completion of the internship award.

Appendix 2: The application form

Key information and the main parts of the application form are included in this appendix.

What is involved in the application?

No part of your response will be submitted until you select the 'Submit' option at the end of this form. You can come back to this application later but your initial responses will not be saved. You may wish to prepare the following offline before embarking on completion of this form. Ensure you discuss and potentially share and gain feedback on these offline-prepared sections with your line manager and proposed supervisor ahead of submission.

- 1. A 300 word maximum personal development statement:** Why is this a great opportunity for me? Tell us why you are applying and how it would progress your development related to research.
- 2. A 500 word maximum statement about the proposed activities and planned outcomes:**
This should cover:
 - The focus of the programme
 - The proposed activities and how they meet identified development needs
 - Planned outcomes of the InternshipUp to 10 references may be provided (Harvard style) which are not included in the word count.
- 3. A 200 word maximum statement about the wider benefit:** How could this internship lead to wider benefits for your profession and employer? Explain how your planned activities will address team/service priorities and needs, and improve the quality of patient care.
- 4. A 200 word maximum statement about Equality, Diversity and Inclusion (EDI):** Please state how the principles of inclusivity and equality will be considered as part of your plans. Where relevant, provide an account of Public and Patient Involvement and Engagement (PPIE).
- 5. A 200 word maximum statement about supervision:** Please explain reasons for the choice of supervisor(s), your planned arrangements for supervision and how the arrangements will support successful completion of the internship award.

Ensuring eligibility

These questions will ensure that you meet eligibility ahead of adding personal data to the form. If you answer 'No' to any of the following questions, you will not be eligible for the internship award and you should not proceed with your application.

Which of the following professional regulatory bodies are you registered with? *

- Academy for Healthcare Science
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Optical Council
- General Osteopathic Council
- General Pharmaceutical Council
- Health and Care Professions Council
- Nursing and Midwifery Council
- Social Work England

UK Public Health Register

I am not registered with any of these (This indicates non-eligibility for this internship)

My main employment is in the South West region with a provider of publicly or third sector funded health or social care services or a recognised Higher Education Institution (HEI). Do you confirm this is the case? *

- Yes
- No

I have at least one year of post-registration practice experience. Do you confirm this is the case? *

- Yes
- No

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I have the support of my line manager to submit this application and undertake the internship if successful. Do you confirm this is the case? *

- Yes
- No

I have the support of an appropriate supervisor who has reviewed my plan and will provision supervision for the duration of the internship if successful. Do you confirm this is the case? * Yes

- Yes
- No

I will be able to commence this internship award by 1st April 2025. *

- Yes
- No

Applicant details

First name *

Preferred name

Last name *

Telephone number *

Email *

Please re-enter your email address here: *

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How would you like to be addressed? *

- They/them
- She/her
- He/him
- Other

Please provide your professional title (e.g. social worker) in the space below: *

What is your professional registration number? *

What year did you register with your professional regulatory body? *

What academic awards do you presently have? (not working towards) *

- Degree (level 6) or apprenticeship (standard 6)
- Postgrad certificate (6 credits, level 7)
- Postgrad diploma (120 credits, level 7)
- Masters (level 7) or apprenticeship (standard 7) - This internship may not be best suited if you have completed a research masters. You will need to justify in open answer statement 1 a gap in knowledge or skills relating to research.
- Professional doctorate (level 8) - This internship is not eligible for those with significant prior research training.
- PhD (level 8) - This internship is not eligible for those with significant prior research training.
- Other

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What academic awards (if any) are you presently enrolled in and actively working towards? *

- Degree (level 6) or apprenticeship (standard 6)
- Postgrad certificate (6 credits, level 7)
- Postgrad diploma (120 credits, level 7)
- Masters (level 7) or apprenticeship (standard 7) - This internship may not be best suited if this is the case. You may need to justify in open answer statement 1 a gap in knowledge or skills relating to research.
- Professional doctorate (level 8) - This internship is not eligible for those with significant prior research training.
- PhD (level 8) - This internship is not eligible for those with significant prior research training.
- I am not presently enrolled in any academic programme
- Other

Please provide the name of your employer in the South West region: *

If you are employed and have a 'specialist interest' (e.g. care of older people), please provide this in a single sentence in the space below:

Please confirm that your line manager is happy to be contacted should you be awarded this internship. *

- Yes - I understand this is a requirement of this application
- No - they are not happy to be contacted

Please supply the name of your line manager, their email address and phone number in the space below. *

Please confirm that your supervisor (or supervisors) is happy to be contacted should you be awarded this internship. *

- Yes - I understand this is a requirement of this application
- No - they are not happy to be contacted

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Please supply your supervisor(s) name, email address and phone number in the space below

*

Select the category/categories that best describe the purpose of your internship. *

- Advancing research positive culture, embedding research into practice
- Building organisational leadership capacity for research
- Advancing specialism of research delivery
- Clinical academic development

Open statements

The internship is designed to be a developmental opportunity. At this stage it is all about sharing your initial ideas and ambitions. Ensure that your statements are within the indicated word count for each statement. Incomplete applications or applications where the word count has been exceeded will not be considered.

Statement 1: Why is this internship a great opportunity for you? Tell us why you are applying and how it would progress your development related to research. If you have received research training post-qualifying, please clearly justify the need for this internship opportunity (max 300 words) *

Statement 2: Please provide a statement about the proposed activities and planned outcomes for the internship (500 word max). This should cover

- The focus of the programme
- The proposed activities and how they meet identified development needs
- Planned outcomes of the Internship i.e. what are your measures of success? For example: If you attend a training course at X to improve knowledge of PPIE, a measure of success: may be: "I would pass the end point assessment of the short course" or "I would use this training to deliver a patient engagement session".

Up to 10 references may be provided which are not included in the word count. *

Statement 3: How could this internship lead to wider benefits for your profession and employer? Explain how your planned activities will address team/service priorities and needs, and improve the quality of patient care (max 200 words) *

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Statement 4: Please provide a statement about how the principles of inclusivity and equality will be considered as part of your plans. Where relevant, include an account of any Public and Patient Involvement and Engagement (PPIE) (max 200 words). *

Statement 5: Please provide a statement explaining the reasons for the choice of supervisor(s), your planned arrangements for supervision and how the arrangements will support successful completion of the internship award (max 200 words). *

Timescales and costings of the proposed internship plan

When do you propose to start your internship (this must be by 1st April 2025)? *

What is the proposed total duration of your internship in months (from start to finish date)? *

Enter the amount you are requesting for **Salary Backfill**.

Provide a brief explanation of this amount e.g. grade, number of days or FTE requested. (NB:

Direct salary costs only will be paid.) *

Enter the amount you are requesting for **Personal Training and Development**. Provide a brief explanation/justification for the requested amount e.g. details of training course, module duration and costs. *

Enter the amount you are requesting for **Research Training and other activities**. Provide a brief explanation/justification for the requested amount e.g. PPIE costs, travel, equipment, etc). *

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Enter the amount you are requesting for **Supervision**. The maximum amount allowed is £1,500.

Provide a brief explanation for the requested amount. *

What is the total sum requested for the Internship? *

Provide a schedule for the key activities of the internship. *

Evaluation and submission

This final section is designed to assist the organisers and funders to evaluate the programme.

It is essential that you progress through this section, before the final option to submit your application is made available.

Please do not exit the form without submitting. You will receive an acknowledgement message once the form is successfully submitted.

Select one of the statements below that you identify with: *

- I am research inactive and research does not yet regularly influence decisions in my everyday practice
- I am largely research inactive but research aware: Research may not always answer my questions but does regularly influence my decisions in my everyday practice
- I am research aware and research active: I participate in primary research and/or actively synthesise evidence for the benefit of my own working and others
- I am a leader of research: I lead primary research projects and/or my synthesis of evidence leads to changes in policy or guideline development

How confident are you presently in reading/listening to, understanding and interpreting research dissemination (presentations, articles, conference proceedings etc) in order to make decisions about your practice? *

- Extremely confident
- Somewhat confident
- Neutral - I am not sure if I am confident or not confident
- Somewhat not confident
- Extremely not confident

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What would be an overall measure of success for you personally at the end of the internship?

*

This programme aims to serve those previously under-served with opportunities to train in research to date (both in terms of personal characteristics and professions). Examples of this include persons who have a disability, identify as LGBTQ+, have carer responsibilities or belong to professional groups currently under-served in research such as podiatry, dietetics or social work; list not exhaustive. Do you believe that you are part of an under-served group?

- Yes
- No
- I am not sure

If you think you might be part of an under-served group and would like to disclose your explanation of this please enter any detail that you would like to share in the section below. This is an optional response but may help enable the programme organisers and funders to be aware of how inclusively it is reaching out to the community:

You do not need to disclose this information but if you are happy to do so, this will enable the programme organisers and funders to be aware of the outreach achieved at this stage. Please select the employment status you believe to best describe yourself from the options below.

- Full time employed
- Part time employed
- A current postgraduate student
- I am self employed full time working
- I am self employed part time working
- I have a carer responsibility that reduces the full time equivalent employment, but which allows me time to take up this internship (via a short term increase in my hours that my employer is agreeable to)

Appendix 3: Writing a sound application

You have the opportunity to develop a bespoke development programme tailored to suit your specific needs and aspirations with your supervisor(s). The elements of your programme should be designed to help you to advance your knowledge and understanding of research, acquire practical research skills and develop or role modelling integration of practice-based research capabilities in line with the [NHSE Multi-professional Practice-based Research Capabilities Framework](#). For those looking to progress to an NIHR Integrated Clinical and Practitioner Academic programme award, key areas to consider are development of your project area, inclusion of both research activities (such as PPI, data collection and analysis, research dissemination) and research training to support these activities and improvement of your research profile for future funding applications. Overall, be clear about what you plan to do and show how the planned programme of work will help you progress as a potential clinical/practitioner academic in your application.

	<i>What goes wrong?</i>	<i>What do good applications have?</i>
Areas of activities, and outcomes	Applications which give little information about the area of your interest and/or does not clearly identify activities and outcomes that will advance your development will score less well. Areas that does not align to the NIHR remit will also be of lower priority.	A strong application will provide a clear justification for the area of your interest and explain the activities and outcomes that will help to advance development of research. It is written with feeling and is persuasive about the importance of the area of interest.
Training and development plans	A weaker application tends to read as if little thought has been given to development of the applicant is focused on more on practice than research development.	It is evident that the applicant is considering their clinical/practitioner career, and the proposed programme will develop research through defined activities. The best applicants consider the next steps in their career development plan and how they will share the knowledge and experience gained from the programme.
Timeline and costings	Limited details are provided.	A good application gives sufficient details about costs with justification for the costs and a timeline for the key activities of the programme. Applications that appear to be realistic, achievable, and feasible, and offer effective use of funds tend to do better.
The overall quality of the application	Applications tend to score less well where they do not comply with the word counts that are given (either too long or too short) or where the application is not structured and therefore can be harder to follow.	A good application is complete, well presented, and readable. It keeps to the correct length and complies with word counts; it is concise yet provides sufficient detail and background to enable a reader who does not work in their field to understand the area of interest and plan of work. It uses current policy or research, to justify the proposed work and references appropriately to sources of information.