

ARC RESEARCH AND IMPLEMENTATION FELLOWSHIPS 2020

APPLICATION INSTRUCTIONS AND CHECKLIST

In preparing your application, please use the checklist below to make sure that each item listed has been submitted by **Monday 16th September 2019**.

1	application form	submitted by applicant by email a) implementation fellowship application form (download) b) research fellowship application form (download)
2	curriculum vitae	submitted by applicant with the application form as an email attachment (pdf or Word)
3	institutional letter of reference and organisational support	form (download) to be submitted directly by referee 1 as an email attachment
4	professional letter of reference	submitted directly by referee 2 by letter/email
5	recent passport image or equivalent	submitted by applicant with the application form as an email attachment (.jpg file)
6	Backfill request form	Form (download) to be submitted referee 1 as an email attachment

ARC FELLOWSHIP 2020
SPECIFIC GUIDANCE FOR APPLICANTS

DOCUMENTS TO BE E-MAILED BY THE APPLICANT

1. Application form

Applicants are asked for their contact information, and the contact information for two referees. Applicants are asked to state their reasons for applying for the fellowship, and to describe their professional objectives. They are asked to discuss which implementation/research project they would like to do as an ARC fellow, and to outline the project proposal in some detail. The applicant should choose a project that interests them. If possible, the topic should be in line with the research themes of ARC EoE, however we might be able to accommodate projects from outside the ARC's research themes providing we can identify two senior investigators to supervise the Fellow. If the applicant wishes to propose a project from outside the ARC's research themes, then it would be helpful if he/she were to speak to possible supervisors prior to submitting their application and to name them in their application.

2. Curriculum Vitae

CVs should include employment, educational background, any publications and presentations; and interests.

The documents above should be emailed to angela.browne@cpft.nhs.uk by **Monday 16th September 2019**. The subject field of the e-mail should include the applicant's name and "Application for the ARC fellowship 2020" e.g. "A. N. Applicant: Application for the ARC fellowship 2020"

ITEMS TO BE E-MAILED BY THE APPLICANT'S REFEREES

3. Institutional letter of reference and organisational support

Institutional letters of reference must be submitted on the form provided. The referee should be the applicant's Chief Executive, Clinical Director or someone who can legitimately authorise the use of some of the applicant's contracted hours on the ARC fellowship, and should confirm that this time will be protected for fellowship work including attendance at the mandatory training workshops and action learning sets.

All applicants must ensure that the institutional reference is emailed by their referee to angela.browne@cpft.nhs.uk by **Monday 16th September 2019**. The subject field of the e-mail should include the applicant's name and "Application for the ARC fellowship 2020". e.g. "A. N. Applicant: Application for the ARC fellowship 2020"

4. A Backfill Request form

Backfill Request forms must be submitted on the form supplied (downloadable above). The Institutional referee or someone who has accurate information about the applicant's grade and annual salary should confirm the backfill cost for the applicant.

All applicants must ensure that the Backfill request form is emailed by their referee to angela.browne@cpft.nhs.uk by **Monday 16th September 2019**.

The subject field of the e-mail should include the applicant's name and "Backfill request form for the ARC fellowship 2020". e.g. "A. N. Applicant: Backfill request form for the ARC fellowship 2020"

5. A Professional Letter of Reference

All applicants must ensure that a professional reference for him/her is sent to angela.browne@cpft.nhs.uk by their chosen referee by **Monday 16th September 2019**. The reference can be submitted by letter/email and should address the following:

- 1) The period of time the referee has known the applicant and in what capacity;
- 2) The applicant's strengths and weaknesses;
- 3) The calibre of the applicant's work and potential for applied health research, service redesign and evaluation;
- 4) Any particular qualifications or reasons why the applicant should be selected to be an ARC fellow.

The subject field of the e-mail with the reference should include the applicant's name and "Application for the ARC fellowship 2020". e.g. "A. N. Applicant: Application for the ARC fellowship 2020"

COMPLETED APPLICATION FORMS CAN ALSO BE POSTED BY THE APPLICANT, TOGETHER IN ONE ENVELOPE MARKED 'CONFIDENTIAL,' TO:

Ms Angela Browne
CLAHRC Business and Operations Manager
CLAHRC East of England
Douglas House
18 Trumpington Road
Cambridge
CB2 8AH
