

UHS personal fellowship submissions

Guidance on where to start, timelines and finding support

Up to 1 year

- **Pre-submission preparations**

- decide which scheme is suitable for you
- attend training & workshops (e.g. statistics, grant writing)
- contact the Research Design Service (RDS-SC) for advice on methodology and protocol development, rds-sc@soton.ac.uk

Who can help?

- UHS Southampton Academy of Research
- UHS Grants team
- UoS Research Funding Development Team

4-6 Months

- **Expression of Interest Form**

- Download form from UHS grants website (*see link on right*)
- Send completed form to researchgrants@uhs.nhs.uk for review by UHS early career researcher/UoS fellowship champions
- Champions respond with next steps and signposts to suitable support

The [Expression of Interest form](#) is designed to inform the Trust and University of prospective applications to ensure we have the capacity to support you

8 weeks
(minimum)

- **Finance**

- Contact Grants finance to arrange UHS costing: researchgrants@uhs.nhs.uk
- Contact Finance Research Hub to arrange University costing: finrhub@soton.ac.uk

Costing requests received less than 10 days before funders' submission deadline will be rejected. Allow plenty of time for this aspect of your application

4 Weeks

- **Application support**

- supporting statements, PPI, intellectual property, contracts
- Applicants organise peer review (e.g. RDS review). This may take 10 working days
- Confirm signatories and notify them of likely submission date

Who can help?

- UHS Grants team
- UoS Research Funding Development Team
- Research Design Service

2 weeks

- **Pre-submission**

- Provide final draft application to:
 - UHS grants team - researchgrants@uhs.nhs.uk
 - RIS - funding@soton.ac.uk; Finance - finrhub@soton.ac.uk
- Final approval from Trust R&D Grants and/or University Finance and Deputy Head of School, as applicable

Final checks ensure that all the costings and supporting statements are correct

**Submission
Deadline**

POST DEADLINE:

- Applicants to send copy of the final application to UHS grants researchgrants@uhs.nhs.uk and University finance finrhub@soton.ac.uk
- Inform researchgrants@uhs.nhs.uk and funding@soton.ac.uk of the outcome!
- Shortlisted applicants will be invited to attend a mock interview several weeks in advance of their official funder interview.