

## Department of Immunology and Inflammation

### Standard Operating Procedure for Fellowship Applications

#### Background:

- The preparation of a fellowship proposal is a major task, and the funding landscape is highly competitive. A poorly prepared application is not going to be successful.
- We know from experience that support and input from colleagues during preparation significantly improves the calibre of proposals and gives the applicant a chance to address problems or pitfalls ahead of the external review process.
- Whilst the experimental plans should be evaluated by colleagues who are familiar with the technical aspects of the proposal, it is also important to obtain input from researchers further removed from the fellowship topic so that you get feedback on the broader perspective and the wider relevance of the proposal.
- Where appropriate, utilise the expertise of our [Patient Experience Research Centre](#) who have access to our network of community partners who can provide help with Lay Summary and Patient and Public Involvement and Engagement and co-production.
- The Department of Immunology and Inflammation champions a positive research culture and a key component of this is our long-standing practice of helping each other by providing constructive feedback on research proposals and providing mock interviews. **Do utilise this valuable support!**

#### What we require:

- To ensure the submission of the highest quality fellowship proposals, **it is mandatory for all postdoctoral and intermediate fellowship applications, submitted through the Department, to be peer reviewed.** This includes but is not limited to: Wellcome Early Career Award; Wellcome Career Development Award; MRC Clinician Scientist; MRC Career Development Award; NIHR Advanced Fellowship and ERC Starting Grants.
- Applications will not be submitted without confirmation of peer review.

#### How to meet the requirement:

- Peer review will be overseen by the [Departmental Research Committee](#).
- At least 8 weeks ahead of the funder deadline, the applicant should submit their application for peer review by sending it to the Research Committee email address ([imminf.research@imperial.ac.uk](mailto:imminf.research@imperial.ac.uk)). Members of the committee will review your proposal and provide feedback usually within 2 weeks.
- The applicant is only required to submit the science case – in Wellcome fellowships this is the section titled ‘Your Research Vision’, in MRC fellowships this is the ‘Vision and Approach’ section. For other sections, such as the training and development plan, submission is encouraged but not mandatory.
- If the application has already undergone review within the applicant’s research team or group, and the applicant feels further review is not necessary, they should provide written confirmation from the reviewer to the Research Committee email address ([imminf.research@imperial.ac.uk](mailto:imminf.research@imperial.ac.uk)). Once the Committee is assured that the proposal has been appropriately reviewed, confirmation will be provided to Department administrators and the application can be submitted.
- Reviews for PhD fellowships are not mandatory.