



UK NRP Call

Travelling Skills Awards for Nutrition-related Research

Applicant Guidance for completing and submitting an application

PLEASE NOTE THE DEADLINE FOR SUBMITTING AN APPLICATION TO THIS CALL IS 27 February 2020 16:00 (UK TIME)

KEY INFORMATION:

Full applications should be submitted through the Joint electronic-Submission [Je-S](#). For assistance please refer to the [MRC Guidance for Applicants](#).

Most of the requirements are the same as for a standard MRC Research Grant application. Where guidance in the present document differs from that in the MRC Guidance for Applicants, you should follow the guidance in this document.

Creating the Je-S Proposal: The lead Principal Investigator should login to their Je-S account, **select 'Documents'** from their home page, and then **select the 'New Document'** option and following the guidance below to create the correct proposal:

Select Council: MRC

Select Document Type: Standard Proposal

Select Scheme: Research Grant

Select Call Name: Travelling Nutrition Skills Awards 2020

Call Open Date: 16 December 2019

Call Close Date: 27 February 2020 16:00 (4pm GMT)

Application submission

The deadline for submission is the date by when your research organisation needs to submit your proposal to the MRC. You may need to submit your proposal to colleagues within your research organisation several days before the deadline so that they have time to approve the proposal for submission to the MRC.

Please ensure you comply with your research organisation's rules with regards to application submission.

Please check that at least one of your organisation's named 'submitters' will be available on the day you plan to submit it. Please note that they will need to submit no later than 16.00 UK time on the date the call closes.

The application

Please refer to the Call text for full details on the aims and remit of this Call.

When preparing your full application you should follow the [MRC Guidance for Applicants](#). The guidance below is additional to ensure you include the right kind of information and attachments for this specific Call.

The application has a number of components; the Je-S electronic proposal form, mandatory attachments, and optional attachments as listed below.

The Je-S proposal form

Only one research organisation may be entered in this section – this should be the PI's own institution.

The **project title** should be no more than 150 characters and reflect the aim of your application and the research area to be covered.

The **start date** should be realistic and would normally be between one and six months after the date of the decision-making meeting (March 2020).

'Other Support' - List any funding received in the last three years, including details of the project title, funder, amount, duration and whether the funding has been awarded or is under consideration at the time of application. Only funding secured by the applicant, either as principal or co-investigator, should be listed.

Ethical considerations

MRC expects all of the researchers it funds to adopt the highest achievable standards in the conduct of their research. This means exhibiting impeccable scientific integrity and following the principles of good research practice detailed in the [MRC Good Research Practice Guidelines](#).

A small amount of pilot work at the host organisation is allowable as part of an application to this Call, although this is not the main purpose of the award. It is recognised that any plans for pilot work may, therefore, be in an early phase of development. The Ethical Information sub-sections (human participation, research using animals, genetic and biological risk, and ethical committee approvals required) should only be completed where these details are fully known.

Any pilot work to be undertaken during the award must have all relevant approvals in place before the work can begin.

Je-S attachments Check List

Attachment Type	Maximum page length	Mandatory (M)/ Optional (O)	Additional Guidance
Covering letter	2 sides of A4	O	The cover letter must not be used to cover anything which should be included in the proposal form, case for support, or other required attachments. For more information please see MRC Guidance for Applicants (section 2.2.6)

Case for Support	Up to 8 sides of A4 including references	M	See specific guidance (below) for this Call.
Work plan or Gantt chart (Please use the Je-S Document Type Letter of Support , when uploading your Work plan / Gantt chart to the 'Attachments' section of the Je-S form)	Up to 1 side of A4	M	Diagrammatic timetabled representation of how the hosting will be organised over the award, and any key training points, proposed activities etc.
Justification for Resources	2 sides of A4	M	<p>The role of the Justification of Resources (JoR) is to enable the Panel to make an informed judgement on whether the resources requested are appropriate for what is proposed.</p> <p>The JoR should be used to fully and clearly justify the resources required and should not simply list the resources required.</p> <p>The Call text details the resources that can be requested.</p> <p>For further guidance please see Section 2.2.4 of the MRC Guidance for Applicants</p>
CV	A maximum of 2 sides of A4 for the CV	M	<p>For the applicant (PI), only.</p> <p>No other CVs or Publications are required and should not be attached.</p>
Publications	1 side of A4 for relevant publications	M	<p>For the applicant (PI), only.</p> <p>No other CVs or Publications are required and should not be attached.</p>
<p>Statement from PI's own institution (Head of Department).</p> <p>Applicants should select the Je-S document type 'Head of Department Statement', within the attachments section of the Je-S form.</p>	A maximum of 3 sides of A4 on headed paper and signed and dated	M	<p>Providing evidence that the PI has the required support for the move and that all necessary arrangements are in place. This should include views on the applicant's scientific ability and suitability for the award.</p> <p>Should the organisation be providing any additional support (financial or in-kind) it should be mentioned in this statement.</p>

Statement from the Host institution Applicants should select the Je-S document type ' Host Organisation Statement ', within the attachments section of the Je-S form.	A maximum of 3 sides of A4 on headed paper and signed and dated	M	Providing evidence that the chosen institution is happy to host the PI and that all necessary arrangements are in place. The statement should outline the guidance, training and support that will be provided to the PI, including an overview of how the candidate's research area fits/ complements the department's own interests. The statement should be signed by a senior staff member who will act as guarantor for the quality of the research environment and level of training and skills development that will be provided to the applicant.
Project Partner Letters of Support (Please note that the Partner Letter of Support is added to the project partner section of the form, and not the 'Attachments' section of the Je-S form.	A maximum of 2 sides of A4 on headed paper and signed and dated.	M if project partners are detailed in the proposal	Must be included from all named project partners. Details of any collaborating researchers or organisations (other than the lead research organisation) that will make specific contributions to the project. The organisations may be from the UK or overseas, and the contributions may be financial or in-kind.
MICA Form and Heads of Terms (<i>where required</i>)	Applicants are required to complete the MICA form template (available to download from the MRC website) , when appropriate to the application.	M if the host is from the Industry sector and pilot work will be undertaken for which the full details are known at the point of application	For more information see MRC Industry Collaboration Agreement (MICA)
Pathways to Impact	N/A	NOT REQUIRED	
Data management Plan	N/A	NOT REQUIRED	The management of any pilot data that might be generated during the award can be detailed in the Case for Support.
Reproducibility and statistical design Annex	N/A	NOT REQUIRED	
Technical Assessment	N/A	NOT REQUIRED	

All attachments should be completed in a sans-serif typeface (Arial or equivalent, not Arial Narrow) and font size of 11pt.

Please ensure you adhere to the above attachment requirements when submitting your proposal. Any missing, over length or unnecessary attachments may result in your proposal being rejected.

Case for Support

As this award is focused on the development of the award holder, applicants should consider and clearly articulate how the activities undertaken as part of the award are timely and will be beneficial to future career plans.

The Case for Support should include the following information:

Career intentions

Applicants should indicate the reasons for applying for the award and outline their short- and long-term research and career intentions:

- With reference to your research achievements to date, explain why this Award is timely at this point in your career
- What added value this particular Award will bring to your own research and career progression
- Degree of novelty and innovation – how the proposed plans will offer new and exciting opportunities to enhance your career development

Research area and importance

Explain the importance and need for research in this area, the rationale for the skills you wish to acquire, and future lines of research you might be planning:

- Why you have chosen to engage with this research area at this time. What important skills or expertise gaps exist?
- What particular unique skills/blend of disciplines/expertise do you intend to acquire? What niche are you aiming to fill?
- How will these skills help to answer important questions in the field of nutrition, health and disease?

Host organisation and skills to be acquired

- Detail the specific training and scientific considerations which led to the choice of proposed host department
- Describe the special features/facilities of the research training environment in the host institution
- Explain the suitability of the host organisation for gaining the skills/expertise you wish to acquire
- Who will provide you with the guidance and training? How will this be organised?

Format of the award

- With reference to the timetabled workplan diagram, explain how this award would be organised (e.g. full or part-time, the timing of specific training and research activities at the host organisation etc.)

Training and research activities

Details of work/activities that will take place as part of the proposed award:

- Description of the training to be provided and other planned activities that will take place at the host organisation
- A small amount of pilot work may be undertaken at the host institution. As far as possible, please provide a high-level description of the aims and objectives of any proposed pilot research, including general experimental approaches, study designs, and techniques you will use.

Future benefits: Use of knowledge and expertise gained

- How you expect to use the knowledge and skills developed through the Award once it has been completed
- How this may lead to future collaborations, co-creation and cross disciplinary research etc.