Technology Directorate Career Development Award: Instructions to Applicants

Introduction
The Technology Directorate (TD) Career Development Award (CDA) provides post-doctoral researchers in the Faculty of Health and Life Sciences with the opportunity to fully fund a piece of independent research using Shared Research Facilities (SRFs) within the TD.

Successful applicants to the scheme will be provided with funding up to a maximum value of £10,000 in support of an application to a named research fellowship funding call. The majority of the award must be used to offset the access fees of participating SRFs but there is also provision (up to 25%) to fund a variety of other activities, such as sample collection, in support of the project.

Eligibility
The scheme is open to any Post-Doctoral Research Associate in the Faculty of Health and Life Sciences, with at least nine months remaining on their contract at the time of application. Applications will only be considered with the specific approval of the PI responsible for the applicant’s funding.

The scheme is designed to provide research data that can be used in support of a research fellowship application. Applications will only be considered by candidates planning to apply to a named funding call.

At present, the scheme is only open to post-doctoral researchers in the Faculty of Health and Life Sciences. The scheme is not open to academic staff or research fellows (who should consider the Technology Directorate Voucher Scheme). Post-graduate students are also not eligible. If you’re unsure of your eligibility, please contact the TD Office (see Further Information at the bottom of this document).

Number of Awards
There will be a maximum of ten awards in the opening round of the scheme.

Application Process
The application process for the CDA consists of two stages; an initial expression of interest, that will be assessed by the applicant’s host institute, and a full application that will be assessed by the Technology Directorate Strategy Group (TDSG). The TDSG will make the awards and its decision will be final.

Expression of Interest
The first stage of the application process is for the applicant to submit an expression of interest (EOI) on Form A (appended). This will consist of a brief outline of the project setting out its aims, scientific context, and potential impact. Crucially, there will also be an indication of the TD facilities the applicant proposes to use for the project, as well as an estimate of the resources involved. At this
stage, the estimate of resources should be limited to the technical and scientific services required rather than a full financial breakdown.

In addition to the project outline, the EOI will also seek to capture details of the particular fellowship scheme the candidate is considering applying for, along with any additional information they can supply in support of their application. **The EOI form must also be supplemented with the applicant’s CV.**

The final part of the EOI process will be for the applicant to pass the completed form (including CV) to their PI who will provide a confidential commentary on the application. Please note: we highly recommend applicants discuss their intention to apply to the scheme with their PI before completing the EOI form.

Completed EOI forms will be submitted by the applicant’s PI directly to the TD, who will forward it to the appropriate Institute Dean. It is the applicant’s responsibility to ensure that the EOI reaches the TD before the submission deadline. We advise that applicants ensure their PI has enough time to complete their commentary and forward the application to the TD. We will send all applicants a brief email confirming receipt of their application. The TD will not, under any circumstances, follow up applications with PIs on the applicant’s behalf.

The host institute will assess the suitability of all EOIs and recommend a maximum of four to progress to the full application stage.

All applicants will be notified of the outcome of their EOI submission in writing at this point.

### Full Application

Those selected by institutes to progress from the EOI stage will be invited to submit full applications on Form B, which will be provided by the TD.

Full applications will capture a more detailed description of the proposed project, its potential impact, its contribution to the career development of the applicant and, critically, a detailed breakdown of the costs.

Completing the application form will require a consultation with the academic leaders of the Shared Research Facilities the applicant is proposing to use. This will both provide advice on the best approach to adopt and, as above, a detailed breakdown of the costs for the requested resources (N.B. applicants must ensure that the requested resources in the application meet the funding conditions outlined below). The TD will broker these conversations for all applicants who progress through the EOI stage.

Completed applications will be submitted directly to the TD office, where they will be distributed to the judging panel. All applicants will be required to attend a short interview following submission of their application. The interview panel will consist of the Head of the TD, a member of the TD Strategy Group and the Faculty Postgraduate Research Lead. During the interview, applicants will be given the opportunity to discuss their application and present their case. The panel will seek to judge the novelty of the approach and the contribution made by both the applicant and their PI.
Awards
All applicants will be notified in writing of the outcome of their application.

Successful applicants will receive a written instruction to proceed that will be copied to the research facilities they plan to use, their PI and their Institute Dean. Upon receipt of this instruction, they are free to commence work on the project.

Allocating time to work on the project will be done in close consultation with the applicant’s PI and their judgement will be final in the event of any dispute. The TD has no mandate to mediate in any such disputes and would encourage all applicants to discuss time allocation fully with their PI before making an application.

All work on the award must be completed within six months of receiving the written instruction to proceed. The TD will monitor the progress of all applicants during this period on an ad-hoc basis.

Upon completion of the award, all applicants will be required to write a short (500 word) report. This should provide details of how the project proceeded against its original objectives, how the work will be developed, and how it will contribute to the applicant’s fellowship application.

All awardees will also be required to undertake a short, informal video interview that will be used to promote future rounds of the scheme.

Funding Conditions
The value of the award will be up to a maximum of £10,000 and can only be utilised in the following ways:

To cover access charges for use of TD SRF(s)
Each TD SRF charges different rates for accessing the facility and the academic lead(s) will be able to advise you on the costs involved and the amount of access you’ll require to achieve your aims. Up to 100% of the award can be used to cover the cost of accessing the TD SRF(s).

To fund ‘other activities’ associated with the project
There may be other costs that need to be met in order to successfully deliver your project and the scheme does allow for an element of the award to cover such costs, up to 25% of the total value.

The following are all eligible costs for ‘other activities’ under the scheme:

- Consumables to support the project
- Travel and subsistence
- Sample collection costs

This list is not exhaustive and applicants are encouraged to check with the TD office for any items not mentioned above.

Worked Examples

Example 1:
Total value of award: £8,125
Cost of required access to TD SRF(s): £6,500
Maximum amount for ‘other activities’: £1,625 (25% of total award)

Example 2:
**Total value of award:** £10,000
Cost of required access to TD SRF(s): £9,000
Maximum amount for ‘other activities’: £1,000 (10% of total award)

**Timetable**
The following table summarises key dates in the CDA process:

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th May 2019</td>
<td>Competition opens</td>
</tr>
<tr>
<td>31st May 2019</td>
<td>Deadline for EOI submissions to reach the TD Office</td>
</tr>
<tr>
<td>9th July 2019</td>
<td>Notification of all EOI outcomes</td>
</tr>
<tr>
<td>9th July 2019</td>
<td>Successful applicants invited to submit full applications</td>
</tr>
<tr>
<td>12th August 2019</td>
<td>Deadline for submission of full applications to the TD Office</td>
</tr>
<tr>
<td>w/c 19th August 2019</td>
<td>Interviews</td>
</tr>
<tr>
<td>w/c 2nd September 2019 (TBC)</td>
<td>Assessment of applications by Technology Directorate Strategy Group</td>
</tr>
<tr>
<td>w/c 9th September 2019 (TBC)</td>
<td>Notification of full application outcomes</td>
</tr>
<tr>
<td>w/c 9th September 2019 (TBC)</td>
<td>Awardees invited to start their project</td>
</tr>
<tr>
<td>End of March 2020</td>
<td>Project completion deadline</td>
</tr>
</tbody>
</table>

**Participating Facilities**
The following Shared Research Facilities are participating in the scheme:

- Biomedical Electron Microscopy Unit
- Biomedical Services Unit
- Cell Sorting and Flow Cytometry Facility
- Centre for Cell Imaging
- Centre for Genomic Research
- Centre for Preclinical Imaging
- Centre for Proteome Research
- Computational Biology Facility
- Genemill
- Liverpool University Biobank
- Liverpool Magnetic Resonance Imaging Centre (LiMRIC)
- NMR Metabolomics Facility

**Further Information**
**Head of the TD:** Duncan Robertson ([dhlr@liverpool.ac.uk](mailto:dhlr@liverpool.ac.uk))
**TD Business Manager:** Ben Mollitt ([benmol@liverpool.ac.uk](mailto:benmol@liverpool.ac.uk))