

# 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

### 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](mailto: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](mailto:researchgrants@uhs.nhs.uk)
  - Contact Finance Research Hub to arrange University costing: [finrhub@soton.ac.uk](mailto: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](mailto:researchgrants@uhs.nhs.uk)
    - RIS - [funding@soton.ac.uk](mailto:funding@soton.ac.uk); Finance - [finrhub@soton.ac.uk](mailto: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](mailto:researchgrants@uhs.nhs.uk) and University finance [finrhub@soton.ac.uk](mailto:finrhub@soton.ac.uk)
- Inform [researchgrants@uhs.nhs.uk](mailto:researchgrants@uhs.nhs.uk) and [funding@soton.ac.uk](mailto: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.