**MRC IAA – Early Career Translational Fellowship (ECTF) Fund Application Form *(for use in bid development - cannot be used for submission)***   
***Link to MS form:*** [***https://forms.office.com/e/VXL9Hrs9YT***](https://forms.office.com/e/VXL9Hrs9YT)

**The Early Career Translational Fellowship (ECTF)** Fund supports Early Career Researchers (ECRs) and Postdoctoral Researchers (PDRAs) by facilitating knowledge transfer and commercialization activities. This initiative addresses the challenge of dedicating specific individuals within Queen's University Belfast (QUB) to drive early-stage projects, enhancing business awareness and engagement, seeding longer-term collaborations, and enriching the fellow’s career development.   
The ECTF Fund is structured into three distinct strands, each tailored to meet specific project needs and support impactful research and development:

1. **Partnership Fellowship**: This strand offers funding of up to £20,000 for a maximum duration of six months. It focuses on fostering partnerships with external organizations, with the expectation that external partners will contribute an equal amount in cash or in-kind support, ensuring mutual investment in the project’s success.
2. **Translational Fellowship**: With funding up to £40,000 for a maximum of six months, this fellowship aims to advance early-stage ideas toward practical application or commercialization. While external collaboration is encouraged, it is not mandatory, allowing researchers the flexibility to develop innovative solutions independently or through academic partnerships.
3. **Emerging Talent Fellowship**: Also offering up to £40,000 for a maximum duration of six months, this strand targets high-potential ECRs who may not have a fully developed research portfolio but demonstrate exceptional potential for impact.

While an Invention Disclosure Form (IDF) is not always necessary at the application stage, applicants whose projects fall under the Emerging Talent Fellowship may need to submit an IDF depending on the project nature. This requirement will be assessed to avoid unnecessary restrictions. For Partnership and Translational Fellowships, an IDF is not mandatory, but any project deemed fundable must submit the appropriate IDF prior to funding award confirmation and project commencement. For more information and to access the form please visit https://www.qub.ac.uk/Business/Commercialisation/IP-and-innovation/Got-an-idea/ or contact Maria Colligan (m.colligan@qub.ac.uk) in the Commercial Development Team.  
  
**Applications based on multi-/inter-disciplinary research are eligible and encouraged.**  
  
**Please ensure that you have read the MRC IAA guidelines before proceeding with this application. The guidelines can be found at https://www.qub.ac.uk/Research/Our-impact/impact-acceleration-accounts/FileStore/Filetoupload,1627536,en.pdf - UPDATE**  
  
If you would like to discuss your application before submission, please contact iaa@qub.ac.uk and include 'MRC IAA' in the subject line.

**Section 1 – ECTF Stand and Project Title**

|  |
| --- |
| 1. ECTF strand \*  *Please indicate which strand of the ECTF fund you are applying for:*   * Partnership fellowship * Translational fellowship * Emerging Talent fellowship |
|  |
| 2. Title of Project |
|  |

**Section 2 - Related Invention Disclosure**  
 **An Invention Disclosure Form (IDF) must be submitted two weeks prior to the submission of this application**. For more information and to access the form please visit <https://www.qub.ac.uk/Business/Commercialisation/IP-and-innovation/Got-an-idea/> or contact Maria Colligan ([m.colligan@qub.ac.uk](mailto:m.colligan@qub.ac.uk)) in the Commercial Development Team.

|  |
| --- |
| 3. Have you already submitted an Invention Disclosure Form (IDF) (i.e. is your application based on an existing invention already disclosed to the University?) \*  Yes / No (please complete an IDF) |
|  |
| 4. If you answered 'yes' to Q3, please provide relevant IDF number.  If you do not know the number, please contact Maria Colligan ([m.colligan@qub.ac.uk](mailto:m.colligan@qub.ac.uk)) in the Commercial Development Team |
|  |

**Section 3 – Principal Investigator Details**

|  |
| --- |
| 5. Name and Title \* |
|  |
| 6. Staff ID \* |
|  |
| 7. Current position \* |
|  |
| 8. University School/Centre Name \* |
|  |
| 9. Work Address \* |
|  |
| 10. Work Email \* |
|  |

**Section 4 – Named Fellow (ECR or PDRA)**

|  |
| --- |
| 11. Name and title |
|  |
| 12. Staff ID |
|  |
| 13. Current position |
|  |
| 14. University School/Centre name |
|  |
| 15. Work Email |
|  |

**Section 5 – Previous MRC funding**

|  |
| --- |
| 16. Have you previously received IAA/Proximity to Discovery/Confidence in Concept funding (for any project)? \*  Yes / No |
|  |
| 17. If you answered 'Yes' to Q16, please provide a short synopsis of the impact achieved and indicate whether a report has been submitted |
|  |

**Section 6 – Partner involvement**  
If you are applying under the *Partnership Fellowship strand* of the ECTFs, **you must complete this section as external collaboration is a mandatory requirement.** If you are applying under the Translational Fellowship or Emerging Talent Fellowship strands and do not have an external collaborator, you may proceed directly to Section 7.

|  |
| --- |
| 18. Please confirm there is an external partner on this project  Yes |
|  |
| 19. Name and Address of External Partner(s) (including department, if relevant) |
|  |
| 20. Main Activity of External Partner(s) |
|  |
| 21. How would you describe the partner? (e.g. Large commercial organisation, SME, Public sector organisation, etc.) |
|  |
| 22. Contact at the external partner(s) (Please include name, role and work email) |
|  |
| 23. Has a letter of support been provided?  Yes / No |
|  |
| 24. Letter of support (If available, please attach here) |
|  |
| 25. Does the Principal Investigator or any named University employee have an equity stake in the external partner organisation?   A Queen’s researcher can still apply for an MRC IAA award even if they have an equity state |
|  |
| 26. Please upload **details and approx. value** of the funding contribution from the external partner(s) to this ECTF.  Include cash (e.g. towards travel, accommodation, subsistence, consumables, project running costs) and/or in-kind towards the project (e.g. equipment/software access, staff time, materials, training courses etc.). |
|  |

**Section 7 – Background including underpinning work**

|  |
| --- |
| 27. Briefly outline your previous/current research that this application for IAA funding is based on. Please include relevant references (title & funder reference #) to previous awards, where appropriate (Max. 300 words) \* |
|  |
| 28. What is the technology, idea or opportunity that you would like to develop? (please provide a clear and concise overview including the unmet need, where relevant) Max 150 words \* |
|  |
| 29. Please provide details of any other external collaborators on this project to date (academic or industry) and the nature of their involvement (e.g. MTAs, co-inventors, owners of materials) |
|  |

**Section 8 - Fellowship Proposal**

|  |
| --- |
| 30. What are the Aims and Objectives of the ECTF activity you are seeking funding for? (Max 200 words) |
|  |
| 31. Describe the programme of work including specific tasks and activities needed to achieve the required outcomes to progress your technology or idea. (Max 250 words) |
|  |
| 32. Please provide Gantt chart or work plan of the proposed project activities (max 1 sides A4)  In order to ensure that the project remains on schedule, please include timings and monitoring arrangements (e.g. feedback/updates from partners, Commercial Development, PI, or external experts). |
|  |

**Section 9 - Project Management**

|  |
| --- |
| 33. How will the project be managed, and what experience does the team have of managing similar projects? |
|  |
| 34. With respect to Project delivery list any Risks and Mitigations (Max 150 words) |
|  |
| 35. Briefly outline any Equality, Diversity and Inclusion (EDI) principles that were considered in the project design/development (Max 100 words) \*  \* Rather than re-iterating Institutional level EDI (gender, race and disability) policies, when  completing this question please reflect on all aspects of EDI and how they are acknowledged and  adequately addressed within your working environment and project plans (See guidance notes) |
|  |
| 36. Please detail how you have considered the principles of Responsible Innovation in your project design/development (see Guidance Notes) |
|  |

**Section 10 – Translational Potential**

|  |
| --- |
| 37. Who will benefit from this project? Consider this in terms of time taken or what can be achieved? List benefits to QUB, to external partner(s) and other beneficiaries (Max. 300 words)  Benefits to the Fellow will be captured within the Personal Statement - Section 11. |
|  |
| 38. How will the ECTF accelerate the translational potential of your technology or idea? (Max. 300 words) |
|  |

**Section 11 – Personal Statement**

|  |
| --- |
| 40. Why should you receive an Early Career Translational Fellowship, what do you plan to do and what are your desired outcomes? Please focus on your personal qualities and career plans.  T*he proposed Fellow should sign the personal statement as the Named Researcher.*  Due to the nature of this funding scheme applications that are looking to extend research projects or that are targeting outputs of only research papers or future research grant applications **will not be considered.**  (If you would like some further support to complete your personal statement please contact [iaa@qub.ac.uk](mailto:iaa@qub.ac.uk) and include 'MRC IAA - ECTF' in your subject line). |
|  |

**Section 12 – Ethical and IP Considerations**

|  |
| --- |
| 41. Please provide details of any regulatory/ethical issues to be addressed prior to commencing the project. Also indicate if you have obtained or will need approvals for use of animal or human tissues. |
|  |
| 42. Please provide details of any externally owned IP, that you know of, where you would need access to complete the project or bring the technology to market. |
|  |

**Section 13 – Details of Costs**

All MRC IAA applications should be registered on the Research Application System (RAS). Applicants should work with the relevant Faculty Finance Office to calculate project budgets. **Please be in contact with your Faculty Finance Office at least 5 days in advance of submission.**

|  |
| --- |
| 43. List RAS # \* |
|  |
| 44. Proposed Start Date \* |
|  |
| 45. Proposed End Date \* |
|  |
| 46. Total duration of the project (in months) \* (Max. duration permitted is 6 months) |
|  |
| 47. Approx. PI time to be allocated to project \* |
|  |
| 48. Please upload details of the funding requested (Please do not include any overhead figures).  Please provide a breakdown of the budget and include cost and information on the following:  • Salary (and associated superannuation and NI contributions)  • Consumables  • Other (please specify) |
|  |
| 49. Total funding requested from QUB in £GBP \* |
|  |
| 50. Please provide details and estimated value of any contributions (cash and/or in-kind) from alternative internal or external sources (if any) |
|  |
| 51. Justification of resources \*  Please provide a brief justification of any resources requested. |
|  |

**Section 14 – Authorisation and confirmation of support**

|  |
| --- |
| 52. Please confirm the following \*  I accept and agree to the requirements detailed in the MRC IAA Guidelines.  Any external partner mentioned is aware of the application.  I have submitted an IDF at least 2 weeks prior to application submission.  I have approval from the Head of School or School Director of Research to proceed with this application  I confirm that PI and Co-I will attend the Innovation Training Programme.  I confirm that if successful I will complete an end of project report and annually provide update reports on commercial and translational progress. |
|  |
| 53. Please attach email communication confirming support for the application from the **Head of School or School Director of Research and external partner (if applicable)** |
|  |
| 54. Please feel free to upload any further information to support your application, such as details of partner organisations, further letters of support, quotes/emails from service or equipment providers, further details on your proposal, and any ethical approval which may be required. |
|  |

***Link to MS form:*** [***https://forms.office.com/e/VXL9Hrs9YT***](https://forms.office.com/e/VXL9Hrs9YT)