Vivensa Foundation Early Career Postdoctoral Fellowship Scheme

Guidelines for applicants 2026

TABLE OF CONTENTS

If you require this document in any alternative accessible formats, please contact us at grants@vivensafoundation.org.uk. We will do our very best to assist you.

1. INTRODUCTION

1.1 OVERVIEW

As part of our 2025-2030 strategic framework, we are committed to providing targeted support both to institutions which have demonstrated a long-term commitment to ageing-related research, but also to early career researchers, to ensure we continue to build and maintain research capacity in this important area. We are also signatories of the Concordat to Support the Career Development of Researchers, and have updated our Concordat action plan, in which we commit to regularly reviewing our existing Fellowship opportunities. With this in mind, and in consultation with our Research Grants Committee, it was agreed that supporting ageing-related researchers through the early postdoctoral career stage would build on our existing commitments to capacity building within the UK.

1.2 THE OPPORTUNITY

This scheme is targeted towards early career postdoctoral researchers who have i) one to three years' postdoctoral research experience at the time of the application deadline (taking into account any career breaks, parental leave etc.), and ii) demonstrated excellence and a capacity for independent research.

Funding has been made available to support four awards of up to £350k over three years full-time (and up to six years part-time, equating to a minimum time commitment of 0.5 full-time equivalent).

Submitted proposals **must** fit our basic eligibility criteria (as outlined in our eligibility Q&A), and the work proposed **must** address one or more of our priority research themes highlighted in Section 2.2. **Please note that we are only able to process a maximum of 30 applications in any one round. Therefore, in the event that it becomes necessary to manage a higher volume of applications, priority will be given to those that most clearly and credibly demonstrate alignment with our research themes.**

Multiple candidates can apply from the same academic institution, but **please note that only one candidate per Faculty / Department / School / Centre / Institute (or equivalent body) may apply**, and further details on this are provided in Section 2.1.

Full details of our eligibility criteria can be found in Section 2, including those related to eligible costs.

2. ELIGIBILITY CRITERIA

2.1 WHO CAN APPLY?

This scheme is for early career postdoctoral researchers who have one to three years' postdoctoral research experience at the time of the application deadline, and have demonstrated excellence and a capacity for independent research. When considering research experience and eligibility, we will take into account any career breaks, parental leave etc.

You are not required to have been previously funded by the Vivensa Foundation. In addition, as the Principal Investigator / lead applicant, you can either be currently based at **or** recruited into a UK university or other eligible research organisation when applying. However, you **must** apply with the support of a Primary Supervisor and the respective Head of Department / relevant authority, who are based at the prospective host university / research organisation.

Please note that only one candidate per Faculty / Department / School / Centre / Institute (or equivalent body) may apply. Multiple candidates can still apply from the same academic institution. Applicants are expected to discuss their intention to apply with their Head of Department or other relevant authority before beginning an application, as we actively encourage that an inclusive, transparent and fair candidate selection process takes place, where applicable. The Head of Department or other relevant authority will be invited to describe the candidate selection process in the application form submitted by the nominated candidate, including how under-represented groups have been actively encouraged to apply. If no selection process has taken place, they will be invited to explain why. **As outlined, we are only able to process a maximum of 30 applications in any one round. Therefore, in the event that it becomes necessary to manage a higher volume of applications, we will further prioritise those that most clearly and credibly demonstrate an inclusive, transparent and fair candidate selection process (in addition to aligning with our research themes).**

Both your Primary Supervisor and Head of Department / relevant authority will need to be invited to contribute to your application (more details on this are provided in Section 4.1). If the application is successful, you **must** be based at the eligible Department / Centre / Institute. Once awarded, Fellowships are not transferrable between institutions and cannot be transferred to another individual.

We welcome proposals with additional co-applicants, supporters and collaborators from within and beyond academia, including people with lived experience of issues relevant to the proposal. In addition, we encourage multidisciplinary research and, whilst studies should primarily focus on issues relevant to people and organisations in the UK, contributions from international collaborators are permitted where clearly justified.

In addition, successful applicants will not be precluded from applying for research funding from other sources during the course of their Fellowship, and indeed are encouraged to do so where feasible, relevant and non-duplicative. However, applicants may **not** hold multiple active Fellowship awards at any one time and should inform the Foundation of any other Fellowship applications both during the application process and throughout the Fellowship if successful.

There are no nationality and age restrictions for applicants, but you must have (or plan to obtain) permission to live and work in the UK. **The host institution is responsible for securing all necessary work permits for the Fellow**. If applicable, the Vivensa Foundation is an endorsed funder approved by UK Research and Innovation (UKRI) for the Global Talent visa (GTV) programme. For more information about applying to work in the UK as a researcher or academic leader under the GTV programme, please visit the UK government website. We have also published a news item on our website highlighting the experience of one of our postdoctoral Fellows applying for a visa through this route.

2.2 RESEARCH TOPICS

The focus of the proposed research **must** address one or more of the following priority research themes outlined in our 2025-30 strategic framework (on page 22). Specifically:

- Research that focuses on the underlying biological mechanisms of ageing-related conditions and disease, in particular, addressing inequalities in the rate of biological ageing and the links and interactions with the social determinants of health.
- Research that addresses the causes, management and treatment of specific conditions which have been shown to be under-addressed and under-funded in research relative to their prevalence in older age groups. In particular, we have identified age-related issues associated with:
  - vision
  - hearing loss
  - infection(s)
  - respiratory disease
  - musculoskeletal conditions
- Scaling and spreading person-centred interventions that have the potential to prevent, delay or reduce future health and social care requirements, particularly through the promotion of innovative VCSE-researcher-public sector partnerships.
- Planning for, designing and developing suitable homes and communities, particularly those that address the needs of underserved communities, for our ageing population.

All proposals, regardless of topic, should be aligned with the Foundation's key principles for research, in particular:

- Patient, care partner and/or public involvement (PPI) should be considered in all aspects of the proposed research and its development.
- Equity, diversity and inclusion (EDI) should be considered in all aspects of the proposed research and its development.
- A commitment to capacity building and researcher career development in ageing-related research during and beyond the lifetime of the proposed Fellowship – in line with our most recent published action plan in support of the Concordat to Support the Career Development of Researchers – should be demonstrated, with practical examples.
- Where appropriate, proposals should demonstrate a multidisciplinary approach to the proposed research.

We do **not** fund work that primarily benefits people outside the UK or organisations based outside the UK. In addition, we try to prioritise areas which are underfunded or are not associated with significant, dedicated national or international charities – so we do **not** accept applications with a specific focus on cancer.

As previously highlighted, at the eligibility checking stage, we will prioritise applications that address one or more of our priority research themes. We are only able to process a maximum of 30 applications in any one round. Therefore, in the event that we receive a higher volume of applications, priority will be given to those that most clearly and credibly demonstrate alignment with our research themes (see Section 4.2 for details). This approach is designed to support a fair, transparent and proportionate assessment process, make effective and responsible use of limited funding and capacity, and minimise time and effort for applicants, reviewers and institutions.

2.3 PERIOD OF SUPPORT

The Fellowship is intended to be flexible and may be undertaken on either a full-time or part-time basis. A full-time fellowship equates to 1.0 full-time equivalent (FTE) over 3 years. A part-time fellowship can be awarded for a maximum period of 6 years, which equates to a minimum time commitment of 0.5 FTE.

Typically, for full-time Fellowships we expect that any non-research activities required of you must be linked to your research and limited to 0.2 FTE per year for the duration of the Fellowship. For part-time Fellowships, time allocated to non-research activities will be limited accordingly on a pro-rata basis. However, if you have any questions regarding this and would like to discuss it further, please get in touch.

If you are applying for a part-time Fellowship, you will need to include your salary costs on a pro-rata basis accordingly (more details on completing your budget are provided in Section 2.4 below).

2.4 ELIGIBLE COSTS

In your application, you will be expected to provide detailed budgetary information on the funding you are requesting, phased annually in the first instance. Applicants may request up to £350k. This amount represents the upper limit of funding available per award, and applicants must only include costs that are required for the scale, duration and requirements of the proposed work.

The budget table within your application should also be reviewed and/or completed by the relevant Administrative / Finance Manager from your host institution (this individual must be invited to contribute to your application in the Grants Management Portal, and more information on this is provided in Section 4.1 and in our "how to" guide).

In your budget table, please set out the detailed costs being requested from the Foundation. Please do not include any part-funding or in-kind contributions from other sources in your budget table (you will be given the opportunity to detail these, if applicable, in a separate question).

Please note that apart from any specific cases listed here, we will not meet overhead costs for research institutions (more guidance on overhead costs is provided below). However, if applicable, we do expect funding to be allocated within the proposed budget to compensate any involved community partner organisation(s) for their contribution to the work at their full economic cost. Some useful advice on full economic cost recovery for community organisations is provided in the 'Community-facing organisations' drop-down on the "How we support you" page on our website.

The following information outlines the budget table headings and what you can and cannot apply for. For further information on completing your budget within the application form, please read our "how to" guide for using the Grants Management Portal.

When completing your budget table, please ensure that you make a realistic assumption regarding inflation when applying a cost uplift for future years.

At the eligibility checking stage, budgets will be reviewed by the Vivensa Foundation Grants Team to ensure that no ineligible costs have been included. **Amendments to the budget will not be permitted after submission**. Therefore, all costs should be checked carefully and thoroughly prior to submission, as any application containing ineligible costs that we believe will materially affect the feasibility of the proposed research (e.g. ineligible staff costs) will be deemed ineligible and will not proceed to the peer review stage.

COSTS FOR THE FELLOW

- **Basic salary**
  Please only include your basic salary costs (at the appropriate grade on the relevant pay scale) under this budget heading[1]. All amounts should include provision for relevant increases in pay grade / scale / spine point and inflation if necessary. **For this scheme, the Foundation will not fund salary costs for members of staff other than the Fellow.**
- **National Insurance and pension**
- **Local allowance**
  This includes London weighting, or other location allowances.
- **Relocation costs**
  You can apply for a maximum of £1000 towards relocation costs for the Fellow.
- **Career development / support costs**
  Career development / support costs will be met when there is a clearly defined explanation of how they will contribute to your career development, above that which is provided by the host institution as standard. Examples of career development costs include mentoring and training,

---

[1] The Foundation is a Living Wage Funder and we require all posts which are wholly or partially funded by us to be paid at least the real Living Wage, unless there are particular reasons for this not to happen. Please cost up any application for salaries at at least the real Living Wage. More information can be found on the Living Wage website. Please note that organisations do not need to be accredited Living Wage Employers to apply to us, but we do encourage organisations to consider whether this is a possibility for them.

which is actively encouraged for early career postdoctoral researchers. We would also expect these costs to relate to the answers provided in the relevant sections of the application form.

RUNNING EXPENSES

- **Consumables and other specific running costs**

  The cost of materials and consumables required to carry out the proposed research will be met but should be justified, with special regard to those categories of overhead costs which the Foundation will not meet. Estimated and/or combined figures for consumables / materials are not acceptable and must be itemised.

- **Travel and subsistence**

  Travel and subsistence costs for yourself, supervisors and other members of the team assigned to the research, where required by the nature of the work, will normally be met if suitably justified and should be based on the most suitable and economical form of travel.

- **Other eligible costs**
    - Steering group / meeting costs
    - Participant costs / expenses / incentives (if any)
    - Costs related to embedding equity, diversity and inclusion (EDI) in your proposed work and approach – we would also expect these costs to relate to the answers provided in the relevant sections of the application form
    - Transcription costs (if any)
    - Facility costs (if any), and these must be itemised and fully justified
    - Animal costs (if any) – these must be itemised and can include the costs of attaining appropriate licences

- **Clinical trials**

  A detailed justification for each cost will need to be provided. We may provide a reasonable contribution towards Clinical Trials Unit (CTU) staff participating in the research, providing appropriate justification is given when requested. Please read our Funding FAQs on our website for more information on research involving a Clinical Trials Unit.

- **Data storage / archive**

  Data storage, archiving and management costs may be met, on condition that they are reasonable and proportionate in the context of the research.

PATIENT, CARE PARTNER AND PUBLIC INVOLVEMENT

- We will meet justified payments for patient, care partner and public involvement (PPI). Please ensure that you have read the NIHR's "Payment guidance for researchers and professionals" page.

- In addition, please ensure that you have considered the UK Standards for Public Involvement in Research. We would also expect these costs to relate to the answers provided in the relevant parts of the application form.

EQUIPMENT (INCLUDING COMPUTER COSTS)

- Requests for study-specific items of equipment costing up to £10k may be met but should be fully justified. For requests over £10k, we will expect a detailed case to be provided and at least a 50% contribution towards the total cost of the equipment from the host institution and/or other funders. Suppliers' quotations will also be required.
- We would normally expect the involved organisations to provide access to major equipment, but where specific circumstances require substantial usage and/or the purchase of a major item of equipment specifically for the research, a detailed case should be provided, with the host institution contributing at least 50% of the costs.
- Computers and other IT equipment dedicated to the research may be met, on condition that full justification is provided.

OUTPUTS, OUTCOMES AND IMPACT

- **Impact-related costs**
  We will meet costs for the Fellow to attend conferences as a speaker and/or to present posters etc. to disseminate the findings from the research conducted during the Fellowship. Costs for other dissemination and impact-related activities related to the research may be applied for, provided that full justification is given. We would also expect these costs to relate to the answers provided in the relevant sections of the application form. We will **not** meet costs for attending an academic conference as a delegate only.
- **Open access / open data costs**
  These may be included in applications but should be fully justified and comply with the Foundation's Open Access Policy.

OTHER COSTS

- If applicable, overhead costs for any involved community partner organisation(s)' contribution to the research can be included under this budget heading.
- Non-UK costs (e.g. specialist tests or assays) may be met, on condition that full justification is provided. It will, however, be the responsibility of the host institution to reimburse the non-UK institution for carrying out such tests.

GUIDANCE ON OVERHEAD COSTS

- Apart from any specific cases listed above, we will **not** meet overhead costs (typically those identified as Indirect Costs and Estates Costs) for research institutions.
- Please note that this is because host universities receive a contribution to overheads via the Charities Research Support Fund. More information regarding this can be found in the 'What costs will you cover?' question in our Funding FAQs.

3. APPLICATION PROCESS AND TIMELINE

The application process will consist of four stages:

1. Online application
2. Eligibility check by the Vivensa Foundation Grants Team
3. Peer review and Panel review
4. An interview, if shortlisted

The application process for this call will follow the timetable below:

Activity	Date
Call for applications open: • Those interested in applying should contact their Head of Department / relevant authority to let them know. • If multiple applicants from a given Faculty / Department / School / Centre / Institute are interested in applying, an inclusive selection process should take place to select **one** applicant to apply. The application form will request details of this process.	Wednesday 18th March 2026
Deadline for submission of online applications, followed by eligibility checking	Friday 22nd May 2026 (5pm)
Peer review and Panel review of applications	June – September 2026
Full applications considered and shortlisted by our Research Grants Committee and Expert Panel	Tuesday 6th October 2026
Notification of the outcome of your application and, if shortlisted, invitation to attend an interview	Thursday 29th October 2026 (at the latest)
Deadline for interview presentation to be emailed to the Foundation, if shortlisted	Tuesday 10th November 2026 (1pm)
Interviews held by our Panel: • Either at our offices in London or via Zoom • **Please do ensure that you are available on this day**, as unfortunately there will be no flexibility with this date and timeframe	Thursday 12th November 2026 (9am – 5pm)
Shortlisted applicants notified of the outcome of their interview	Thursday 17th December 2026 (at the latest)

Every effort has been made to provide enough time for the various stages of the process while avoiding public / school holidays, but some clashes will unfortunately be unavoidable.

Based on this timetable, any awarded Fellowship would not be able to start until February 2027 at the earliest. However, please note that any successful Fellowship will not be able to commence until any pre- and post-award conditions have been met.

4. ONLINE APPLICATIONS

4.1 OVERVIEW

Online applications will open on Wednesday 18th March 2026 and close at 5pm on Friday 22nd May 2026.

BEFORE STARTING AN APPLICATION

Please ensure that you have read our general eligibility Q&A and our Funding FAQs on our website. You should also read our Terms and Conditions for Research Grants. Please also note, according to our:

- Resubmission policy, if your application is a resubmission of a proposal to a previous Vivensa Foundation funding scheme / call (either submitted directly to the Foundation or through a funding partner), you will be asked to describe how the application has been updated / revised in light of previous feedback and how it aligns with the themes and priorities of the current scheme. Resubmissions that fail to adequately address feedback from the previous review process will be deemed ineligible. Addressing previous review feedback is a necessary step for resubmission but does not guarantee funding. Eligible resubmitted applications will be considered as a new proposal and assessed alongside other applications to the call.
- Policy on use of generative AI in the research grant application process, all applicants must disclose the use of generative AI tools, the tool(s) you have used and for what purpose. Where possible, you must name the specific model(s) and software used and specify how the content was generated (including the prompts used). **This information is used for monitoring purposes and will not be used in the assessment process.** We acknowledge that AI tools offer significant potential to enhance research productivity and innovation. However, these should be used responsibly and in accordance with relevant legal and ethical standards, including data privacy, where these exist or as they develop. **Therefore, you should never input sensitive or personal data of others (i.e. third parties) into generative AI tools without consent**. In addition, the use of generative AI tools requires careful consideration to maintain academic integrity, research quality and ethical standards. **You, as an applicant, remain responsible for all research ideas and content contained within your proposal**. You are responsible for verifying the accuracy of any AI-generated content, maintaining academic integrity, respecting intellectual property rights, and considering potential bias.

You should also be aware that we will ask you to provide an ORCID iD when completing your application form. Any prospective applicants without an ORCID iD can register for one. We use the information included in your ORCID profile to help auto-populate the "About you" section of the application form. ORCID has published a range of help and support for researchers on registering for their iD and managing their ORCID profile.

THE APPLICATION FORM

Applications need to be submitted via our online Grants Management Portal. Please follow this link for a separate "how to" document with details on registering for an account and using the portal.

A blank PDF template of the application form will be available ahead of the scheme opening on our system. Please note, however, that this is only provided to help you plan your application **– only submissions made via the Grants Management Portal before the deadline will be accepted**.

Whilst you (as the Principal Investigator / lead applicant) are responsible for submitting the application form, other people (referred to on the portal as "Participants") can also be invited to contribute to the form. Please see the table below for more information on who can and needs to be involved at this stage of the application process:

Required	Optional
Primary Supervisor: You **must** invite a primary supervisor to complete the necessary section(s) of the application form. Your supervisor must hold a post at a UK university or eligible research organisation that will extend over the duration of the award and, if awarded, will need to provide a letter of support detailing the resources and space that you will have access to. **Administrative / Finance Manager:** An appropriate Administrative / Finance Manager **must** be invited to complete a declaration on behalf of the host institution (the lead institution). This individual should also review and/or contribute to the financial details section of the form, if required. **Head of Department / relevant authority:** You **must** invite the Head of Department / relevant authority to complete a section of the application form related to the organisational strategic commitment to ageing-related research and the selection process, as well as complete a declaration on behalf of your host Faculty / Department / School / Centre / Institute (or equivalent body). **Please note:** The application cannot be submitted until all required external participants have completed their contributions.	**Co-applicant(s):** You may, if you wish, invite co-applicants to review and contribute to the form. These may be a mentor and/or others who will support the proposed work. **Please note:** Once any optional participants have been invited, it will not be possible to submit the form until they have completed their contribution **or** you have indicated on the portal that they are no longer required to contribute.

Detailed information on inviting external participants, and contributing to an application as an external participant, is provided in our "how to" guide for using the Grants Management Portal.

4.2 ASSESSMENT CRITERIA

Once submitted, the Vivensa Foundation Grants Team will conduct an initial review of the application to confirm:

- Satisfactory completion of the form (e.g. that answers have been tailored to the scheme and have given sufficient detail to enable assessment etc.).
- That it meets the eligibility criteria for the scheme, as outlined in Section 2. In particular, the application clearly and credibly addresses the Vivensa Foundation's priority research themes. As previously stated, we are only able to process a maximum of 30 applications in any one round. Therefore, in the event that we receive a higher volume of applications, ranked priority will be given to those that most clearly and credibly demonstrate i) alignment with our research themes and ii) an inclusive, transparent and fair candidate selection process.
- The proposed budget does not include any ineligible costs that could affect the feasibility of the project (e.g. ineligible staff costs).
- Where the application is a resubmission, it fully addresses the feedback provided from the previous review process.
- That the proposal is not duplicative when checked against other grants previously / currently funded. You can find details of research grants that have been previously funded on Europe PubMed Central.

Any applications that do not meet or are triaged according to the above criteria will not proceed to further assessment, and applicants will be informed at this point if this is the case.

All remaining eligible applications will then go through external peer review, following which they will be assessed by an Panel comprising independent experts alongside members of our Research Grants Committee.

Recognising the impacts of COVID-19 on research activity: We are aware that COVID-19 has resulted in disruptions to research activities for the majority of researchers. As a result, the impacts of COVID-19 will be taken into account when assessing applicants' record of outputs and career progression and we will be providing guidance on this matter to peer reviewers and panellists.

EXTERNAL PEER REVIEW CRITERIA

Applications will be assessed by peer reviewers using the following criteria:

> Quality of the proposed work, for example:

- Has the applicant provided clear, detailed and well-referenced background information?

- Have they provided a clear and compelling justification of its need and/or novelty?

- Is the research question(s) and/or proposal clear, credible and detailed?

- Will the work make a significant contribution to knowledge and understanding in the field?

- Is the work ageing-related?

> Methodology and feasibility, for example:

- What are the strengths and weaknesses of the proposed methodological approach(es)?

- Is the proposed methodology robust / appropriate and will it answer the research question(s)?

- Does the proposed methodological and statistical plan adequately address the choice of sample size and diversity of sampling (e.g. of participants, animals, tissues, cell lines etc.), where applicable.

- Is the overall approach convincing, coherent and effective?

- Is the research achievable in the timeline proposed?

- Does the applicant acknowledge potential problem areas and consider alternative tactics?

> Research team and environment, for example:

- Is the applicant and the wider team well-suited to carry out this work?

- Does the applicant and the wider team have a track record in the work that is proposed, commensurate with experience and taking into account the impacts of COVID-19 on research activity?

- Is there appropriate support / expertise available within the wider team and/or the collaborative arrangements?

- Does the applicant and the wider team have appropriate access to facilities, equipment, samples and/or resources?

PANEL REVIEW CRITERIA

Ahead of the Panel shortlisting meeting, members will have access to the external peer reviewers' assessments. They will then assess applications on the same criteria as the peer reviewers, as well as the additional criteria outlined below:

➢ Dissemination and impact, for example:

- Are there detailed plans for dissemination beyond the academic community with a clear demonstration of the knowledge and connections that will enable the work to change practice and/or policy?

- Is there a credible, feasible and specific plan to achieve benefit beyond the academic community and improve the health and social care of older people, where appropriate?

➢ Equity, diversity and inclusion (EDI), for example:

- In relation to i) the people involved, ii) the proposed research and its development and iii) the protected characteristics that the Equality Act 2010 protects, as well other characteristics, is there a well-considered and compelling approach to EDI?

➢ Patient, care partner and public involvement (PPI), for example:

- If appropriate, has the applicant considered PPI principles and processes in all stages of the research and its development, which takes into account the UK Standards for Public Involvement in Research?

➢ Capacity building, career development and support, for example:

- Does the proposal demonstrate a clear and genuine focus on capacity building / career development, and provide evidence of the quality and suitability of any training and/or institutional support?

➢ Consideration of risks and ethics, for example:

- Have ethical issues surrounding the proposed programme of work been adequately addressed, especially regarding participants and/or the use of animals, where applicable?

- Are appropriate approvals being sought and/or in place?

- Have the risks to the proposed work, its delivery and those involved, as well as the proposed mitigation plans, been adequately addressed?

➢ Requested funds, for example:

- Is the financial support requested necessary and sufficient?

- Do the requested funds take into account all aims and activities (e.g. training, PPI, dissemination activities etc.)?

- Are the requested funds well-justified? If relevant, is there any appropriate external financial and/or in-kind support offered?

Following the Panel shortlisting meeting, applicants will be notified whether they have been invited to interview according to the timeline specified in Section 3.

If invited to interview, the applicant will be required to give a 10-minute timed presentation on their research and future aspirations, as well as addressing peer and Panel feedback received from the shortlisting meeting. After the presentation, there will be questions from the Panel which will examine a variety of topics, including but not limited to, your research experience, motivation and long-term goals, your role in the development of the proposal, and how you plan to engage with mentors and the wider research community, including the Foundation. In total, it is anticipated that the interview will be no longer than 1 hour.

FEEDBACK ON YOUR ONLINE APPLICATION

All applicants, whether successful at interview or unsuccessful at either the shortlisting or interview stage, will receive feedback. We will be providing information on the eventual success rate for the call at a later date.

4.3 CHECKLIST

Make sure you have completed all the relevant tasks on this list before submitting your application:

☐ Have you read these guidelines, our general funding FAQs and our Terms and Conditions for Research Grants?

☐ Have you provided detailed and relevant / tailored answers to all mandatory questions in the application form?

☐ Have you uploaded all requested documents in the appropriate file formats?

☐ If your application is a resubmission, have you fully addressed the feedback provided from the previous review process?

☐ Has your Primary Supervisor read the application and completed the relevant section(s) to ensure that the application can be submitted before the deadline on the Grants Management Portal?

☐ Have all other invited participants read and understood the various guidelines to ensure that the application can be submitted by the deadline on the Grants Management Portal?

☐ Has an Administrative / Finance Manager from the host institution read the financial details section of the application and completed their declaration to ensure that the application can be submitted before the deadline on the Grants Management Portal?

☐ Has the Head of Department / relevant authority read the application and completed their section / declaration to ensure that the application can be submitted by the deadline on the Grants Management Portal?

5. SUPPORT AND FURTHER INFORMATION

5.1 SUPPORT FROM THE FOUNDATION

- Download a blank application form template. Please note, however, that this is only provided to help you plan your application – only submissions made via the Grants Management Portal before the deadline will be accepted.
- Read our:
  - Policy on use of generative AI in the research grant application process.
  - Resubmission policy.
  - Advice regarding age-friendly language and imagery.
  - General Funding FAQs, including what our Research Grants Committee would say a good application looks like. We have also recently written a news post giving our top 10 tips for writing a stronger research funding application.
  - Funder action plan for the Concordat to Support the Career Development of Researchers.
  - Terms and conditions for research grants.
  - Open access policy.
  - Sample Intellectual Property agreement, if relevant.
- For guidance on navigating and using the Grants Management Portal, please see our "how to" guide.
- As stated earlier, Vivensa Foundation is an endorsed funder approved by UKRI for the GTV programme. For more information about applying to work in the UK as a researcher or academic leader under the GTV programme, please visit the UK government website. We have also published a news item on our website highlighting the experience of one of our postdoctoral Fellows applying for a visa through this route.
- Join the Vivensa Academy, which aims to:
  - Facilitate better understanding and foster relationships between academic and clinical researchers, as well as community organisations, working with older people.
  - Act as a supportive place to find new collaborators, mentors and advisors and to sustain nascent networks for the longer term.

5.2 EXTERNAL GUIDANCE

- For information regarding patient, care partner and public involvement (PPI) in research, please do visit the National Institute for Health and Care Research (NIHR) website for various PPI resources. For guidance tailored specifically to lab-based research, please refer to this practical guide to patient and public involvement in lab-based research.
- Applications that include NHS resources will need to adhere to the Department of Health and Social Care AcoRD guidance. You can also read the AcoRD FAQs online.
- For applications that include clinical research, you might consider visiting the NIHR Research Delivery Network for help and support.

- For more information on including underserved groups in research, you might be interested in a website hosted by the NIHR, which provides guidance for ensuring health research is inclusive. NHS England has also created a good practice guide for engaging with under-represented groups in health research.
- For more information on improving the integration of sex and gender in biomedical, health and care research, please visit the MESSAGE (Medical Science Sex and Gender Equity) project website.
- Read about our joint commitment for better inclusion of older adults in research and health studies.
- For more information on equality, diversity and inclusion in research design, please read this practical guide on integrating equality, diversity and inclusion into research applications.
- If your proposal includes experiments involving animals, please refer to the NC3Rs website for a range of resources, including guidance on the use of animals in bioscience research, a webinar on using both sexes in animal experiments, and the Experimental Design Assistant (EDA), which can support the design of your experiments.

5.3 CONTACT INFORMATION

If you have any queries regarding the scheme, including if you need any alternative accessible formats at any stage of the application process, please contact grants@vivensafoundation.org.uk. We will do our very best to assist you.