

## **THE SIR JULES THORN CHARITABLE TRUST**

### **THE SIR JULES THORN PhD SCHOLARSHIP PROGRAMME 2016**

#### **GUIDANCE NOTES FOR APPLICANTS AND RECIPIENTS**

##### **(1) PURPOSE**

The Trust's PhD Scholarship Programme is intended to support the work of Senior Clinical Lecturers, and at the same time encourage talented young scientists to pursue a career in clinically relevant scientific research.

##### **(2) HOW THIS IS ACHIEVED**

- a. The Trust offers PhD scholarships each year to selected medical schools which are each invited to submit one project application from a Senior Clinical Lecturer.
- b. A post-graduate student is awarded a PhD scholarship to work on the project for 3 years supervised by the Senior Clinical Lecturer. The student should have a first degree at first or good upper second level, or a Master's degree.
- c. The award is not available to fund research related to cancer or HIV/AIDS.

##### **(3) APPLICATION PROCEDURE**

- a. Medical schools invited to participate should make submissions to the Trust in accordance with the timetable shown in section (5).
- b. The funding opportunity should be advertised and candidates selected on a competitive basis.
- c. The application should be accompanied by a statement of nomination from the Dean or equivalent.
- d. The Trust will make the final decision on whether the application is appropriate to its aims.

#### **(4) WHAT THE SCHEME PROVIDES**

A total grant of £84,000 over the three years of the research project, to be allocated at the University's discretion between stipend, fees and research consumables.

#### **(5) TIMETABLE**

- a. BY 22 JANUARY 2016 : The Trust should receive the following (one set in electronic format plus one hard copy):-
  - i. Details of the nominated Clinical Senior Lecturer, including a curriculum vitae and a list of relevant publications. The submission should make clear the experience of the Senior Clinical Lecturer in supervising PhD students and/or other supervisory responsibilities.
  - ii. The statement of nomination, stating *inter alia*, the reasons for his/her selection, including the relevance which the funding of a PhD student would have for the Senior Lecturer's work and for the University.
  - iii. A specification of the project to be undertaken (no more than two pages).
- b. BY MID FEBRUARY 2016: The Trust will convey its decision on the allocation of funding, allowing student recruitment with a confirmed position.
- c. BY THE END OF MARCH 2016: The Trust to be informed of the student to whom the scholarship has been awarded. A curriculum vitae should be provided, including details of the first degree and the reasons for his/her selection.

#### **(6) FUNDING AND REPORTING ARRANGEMENTS**

Funding will be provided annually in arrears on application from the grant holding institution conditional upon receipt of the following documentation:

- a. Within two months following the end of the first and second years, the Trust should be provided with a brief report on the progress of the research project, signed by both the student and the Senior Clinical Lecturer. The format for this report is provided at Appendix 1.

**Please note:** Funding cannot be released until this report has been received.

- b. Within three months of the conclusion of the PhD project a report of the work should be submitted to the Trust. Copies of publications should be provided, together with details of further publications envisaged, and other achievements. The format for this report is provided at Appendix 2.

**Please note:** The final instalment of the Scholarship cannot be released until the final report has been received.

- c. Each report should be accompanied by the completed Financial Summary form at Appendix 3, supported by a print out from the university finance department listing all transactions relating to the project, signed by the Finance Officer, showing how the funding has been utilised. It is recommended that the Finance Officer is kept apprised of the allocation of the PhD Scholarship once the PhD student has been selected and the award confirmed.

**Please note:** Payment cannot be made until financial reports have been received.

The Trust should be informed if/when the PhD degree is awarded, and a copy of the thesis should be provided in electronic format.

The Trust is developing an Open Access policy for all publications arising from work funded under the PhD Scholarship Programme. Although the Trustees' have yet to approve the final draft of this policy, applicants should be aware that it will come into force during the life of the 2016 PhD Scholarship Programme.

## (7) ADMINISTRATIVE INFORMATION

All submissions, reports or questions should be addressed to

The Director  
The Sir Jules Thorn Charitable Trust  
24 Manchester Square  
London W1U 3TH

Tel: 0207 487 5851

E-mail: [director@julesthorntrust.org.uk](mailto:director@julesthorntrust.org.uk) with a copy to [info@julesthorntrust.org.uk](mailto:info@julesthorntrust.org.uk)

### NOTE

Readers, Professors and Wellcome Trust Clinical Scientists are not eligible for nomination as the Clinical Senior Lecturer.



**FORMAT FOR ANNUAL REPORTS  
THE SIR JULES THORN PhD SCHOLARSHIP PROGRAMME**

1. **Section 1** - Progress towards goals stated in original application, scored from 1 (poor) to 5 (excellent), with reasons (brief) for any score lower than 3.
2. **Section 2** - Summary of expenditure against budget with reasons for any significant variance (greater than 10%) of actual expenditure against budget, either under spend and/or overspend.
3. **Section 3** - Brief comparison of actual activity undertaken during the period against forecast from previous report (see 6) except for year 1.
4. **Section 4** - Brief narrative of work undertaken in past 12 months, detailing key achievements, areas of concern etc.
5. **Section 5** - Any proposed adjustment of original project goals &/or timelines with reasons.
6. **Section 6** - Bullet point forecast of anticipated activity for the next 12 months.
7. **Please note that failure to submit annual reports may result in a delay in the Trust paying subsequent grant instalments.**

Reports should be sent as an e-mail attachment to [director@julesthorntrust.org.uk](mailto:director@julesthorntrust.org.uk) with a copy to [info@julesthorntrust.org.uk](mailto:info@julesthorntrust.org.uk).

RESEARCHER NAME				
INSTITUTION				
PROJECT TITLE				
PERIOD OF REPORT	From:	DD/MM/YYYY	To:	DD/MM/YYYY

**SECTION 1 PROGRESS TOWARDS GOALS**

	Poor 1	Unsatisfactory 2	Satisfactory 3	Good 4	Excellent 5
Goal 1 (state)					
Goal 2 (state)					
Goal 3 (state)					
Goal 4 (state)					
<b>Reasons for poor or unsatisfactory progress:</b>					
Goal (state)	Reason				
Goal					
Goal					
Goal					

**SECTION 2 COMPARISON OF ACTIVITY ACHIEVED AGAINST FORECAST**

	Forecast activity (from previous report section 5)	Actual activity	Notes
1			
2			
3			
4			
5			

**SECTION 3 BRIEF NARRATIVE OF WORK UNDERTAKEN, KEY ACHIEVEMENTS & AREAS OF CONCERN (expands on 'Actual activity' from Section 2 above)**

<b><u>Work undertaken:</u></b>																
<b><u>Key achievements:</u></b>																
<b><u>Areas of concern (if any):</u></b>																
<b><u>Articles Published or 'in press' during the year (copies to be attached to report)</u></b>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Title</th> <th style="width: 20%;">Publication Name</th> <th style="width: 15%;">PubMed ID No.</th> <th style="width: 15%;">Date Published</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Title	Publication Name	PubMed ID No.	Date Published												
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**SECTION 4 PROPOSED ADJUSTMENT TO GOALS &/OR TIMELINES**

***NB. Any proposals made in this section will require approval by The Sir Jules Thorn Charitable Trust after formal written request by the applicant.***

Original Goal/Timeline	Proposed change	SJTCT Approval <i>(for office use only)</i>

**SECTION 5 FORECAST ACTIVITY FOR THE NEXT 12 MONTHS**

1	
2	
3	
4	
5	

<b>SIGNED: PhD Student</b>		<b>DATE</b>	
<b>NAME: PhD Student</b>			

<b>SIGNED: PhD Supervisor</b>		<b>DATE</b>	
<b>NAME: PhD Supervisor</b>			

**Please do not forget to attach your financial summary before submitting this report to The Sir Jules Thorn Charitable Trust.**

**Failure to attach your financial summary may result in a delay in transferring the next instalment of your scholarship.**

## Appendix 2 – Final (End of Project) Report format



### THE SIR JULES THORN PhD SCHOLARSHIP PROGRAMME

#### FORMAT FOR FINAL REPORTS

**THE FINAL REPORT** will be used by the Trust's medical advisors to assess the quality and outcome of the research. It should be sent to the Director **no later than 3 months after the cessation of funding unless agreed otherwise by the Trust**, and should comprise:-

1. A completed **overview** form (attached).
2. A **scientific report** containing all relevant data. *Inter alia* It should include comments under the following headings:
  - a. Aims / Objectives  
Restatement of aims/objectives as specified in the original application.
  - b. Report on research undertaken  
This should provide sufficient information – both qualitative and quantitative - for the Trust's medical advisors to assess the quality of research work which has been carried out and should include comments on how far the aims and objectives have been met. Copies of all publications should be attached.
  - c. Clinical benefit  
What clinical benefits have resulted / could result from this research?
  - d. Intellectual Property  
Specific reference should be made to any discovery arising from the research, whether it is to be patented, and the prospects for commercial exploitation.

The overview form and scientific report should be submitted as e-mail attachments (PDF or Microsoft Word) sent to [director@julesthorntrust.org.uk](mailto:director@julesthorntrust.org.uk) with a copy to [info@julesthorntrust.org.uk](mailto:info@julesthorntrust.org.uk). In addition, Please send **one** paper copy (single-sided if possible) to The Sir Jules Thorn Charitable Trust, 24 Manchester Square, London W1U 3TH.

#### PLEASE NOTE:

- (1) The concluding payment of the grant cannot be made until the final report has been received by the Trust.
- (2) References to the research may be made on the Trust's website.
- (3) A copy of the thesis based on the research, and submitted for a PhD degree, should be submitted to the Trust within one year of the conclusion of the project



**THE SIR JULES THORN PhD SCHOLARSHIP PROGRAMME**

**FINAL REPORT OVERVIEW**

**THE PROJECT**

<b>Project Title</b>			
<b>Trust Reference No.</b>			
<b>Research Start Date</b>	DD/MM/YYYY	<b>Research End Date</b>	DD/MM/YYYY

**THE REPORT**

<b>Report Submission Date</b>				
<b>Period of report</b>	<b>From</b>	DD/MM/YYYY	<b>To</b>	DD/MM/YYYY

**THE REPORT AUTHOR**

<b>Author Name</b>	<b>Title</b>	<b>Position</b>

**1. What were the original aims and objectives of the research**

	<b>Aim / Objective</b>
<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	



**2. To what extent have the original aims and objective listed at Question 1 been achieved, and what were the main reasons for any significant variation?**

<b>Aim / Objective</b>	<b>% Achieved</b>	<b>Reasons for significant variation (less than 75% achievement)</b>
1	%	
2	%	
3	%	
4	%	
5	%	
6	%	

**3. Lay and Executive Summaries of the research undertaken and outcomes achieved – NOT TO EXCEED equivalent of 1 side of A4 paper.**

**4. What clinical benefits could result from this research, and within what timescale?**

	<b>Clinical Benefit</b>	<b>Timescale</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		

5. What articles (published or in press) arose directly out of the project? What poster presentations were given? Copies should be attached

Article title	Publication Name	PubMed ID No	Date Published

6. Have any discoveries resulted from the research which will / could lead to a patent application? If so, what are the prospects for commercial exploitation (low, medium or high)?

	Patentable discovery details	Prospects for exploitation
1		
2		
3		
4		
5		
6		

7. Any other comments you wish to record.

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<b>SIGNED: Student</b>		<b>DATE</b>	
<b>SIGNED: Supervisor</b>		<b>DATE</b>	

Please do not forget to attach your financial summary before submitting this report to The Sir Jules Thorn Charitable Trust.

Failure to attach your financial summary may result in a delay in transferring the final instalment of your scholarship.

## Appendix 3 – Financial Summary

### THE SIR JULES THORN CHARITABLE TRUST PhD SCHOLARSHIP FINANCIAL SUMMARY

<b>Trust Reference</b>	
<b>Institution</b>	
<b>Project Title</b>	
<b>Supervisor Name</b>	
<b>Student Name</b>	

	Year 1	Year 2	Year 3	Total for Project
<b>From date (dd/mm/yyyy)</b>				
<b>To date (dd/mm/yyyy)</b>				
<b>STIPEND (Note 2)</b>				
Month 1				
Month 2				
Month 3				
Month 4				
Month 5				
Month 6				
Month 7				
Month 8				
Month 9				
Month 10				
Month 11				
Month 12				
<b>Total Stipend</b>	£0.00	£0.00	£0.00	£0.00
<b>TUITION FEES (Note 3)</b>				
<b>CONSUMABLES &amp; MATERIALS (Note 4)</b>				
Item 1				
Item 2				
Item 3				
Item 4				
<b>Total Consumables &amp; materials</b>	£0.00	£0.00	£0.00	£0.00
<b>TRAVEL (Note 4)</b>				
Trip 1				
Trip 2				
Trip 3				
<b>Total Travel</b>	£0.00	£0.00	£0.00	£0.00

**EQUIPMENT** (Note 4)

Item 1				
Item 2				
Item 3				
Item 4				
<b>Total Equipment</b>	£0.00	£0.00	£0.00	£0.00
<b>TOTAL FOR YEAR</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

**NOTES:**

1. This form should be completed and returned to The Sir Jules Thorn Charitable Trust each time a narrative report (annual or end of project) is submitted. This financial summary may be submitted as a MS Excel spreadsheet or PDF document.
2. An amount should be entered for each month a stipend is paid.
3. A single annual amount for tuition fees should be entered.
4. Lines may be added/removed under the headings for Consumables & Materials, Travel and Equipment to ensure all important items are included in the summary. Brief details should be given for the items listed i.e. under Travel details may include date, person travelling, destination and reason for travel. This information may be provided within the narrative report or financial summary.
5. It is suggested that this financial summary is maintained on an on-going basis by the Supervisor and/or accounts department.
6. This form should be accompanied by a print out from your university accounts department showing all transactions relating to this project.