Faculty of Medical Sciences Bridging Funding Scheme Guidelines

The Bridging Funding Scheme supports the salaries of research and technical staff between funding contracts. The establishment of the scheme was made possible through receipt of Wellcome Trust Value in People Awards and, since 2011, its Institutional Strategic Support Fund has allowed us to continue this important initiative. The scheme has successfully retained key members of research staff, providing stability in employment and continuity in career progression for the researcher and the retention of essential skills and expertise for the University.

Eligibility

The scheme is open to research and technical staff within the Faculty of Medical Sciences whose employment depends upon external research funding. In exceptional circumstances can be used to support new PhD graduates (see d. below). The expectation is that a third of the costs will be met by the PI, Institute/School and the Faculty Bridging Funding Scheme. Bridging will normally be considered for a period of up to 6 months. Applications will be reviewed and approved by the Dean of Research and Innovation and reported to the Faculty Research Strategy Committee.

Applications will be considered where:

a) The request is to support a member of research or technical staff within the Faculty of Medical Sciences whose employment depends upon external research funding, either on a fixed-term or open-ended contract, including clinical research staff.
b) A research grant application has been submitted prior to the application for bridging or a clear plan for submission with an identified and imminent application submission date that has been agreed with the Institute Director or Head of School.
c) There is a reasonable chance of receiving future funding.
d) There is a good case for retention of the knowledge and skills of a new PhD graduate who is not an employee. PIs who are interested should contact the Dean of Postgraduate Studies in the first instance to explore this option before submitting a bridging application.
e) There is a period of at least one month from the date of submission of the bridging application to the requested start date of bridging funding (to allow reasonable time for administration).

Application process

Applications for Bridging Funding should be on the Bridging Funding Application Form http://www.ncl.ac.uk/medical/research/bridging/ and accompanied by the current CV of the applicant.

Applications should be sent by e-mail from the Director of Institute/Head of School as evidence of support to Marjorie Holbrough marjorie.holbrough@ncl.ac.uk
Decisions will normally be made within 2 weeks of application receipt and the Principal Investigator will be informed of the outcome.

*Please note that Bridging funds will not be awarded retrospectively.*

**Conditions of agreement**

The Principal Investigator and Institute Manager will be informed of successful applications by e-mail. During the agreed bridging period the PI has responsibility to:

1. Inform us as soon as the outcome of external funding application is known and provide details on the:
   - source of funding;
   - date of commencement of funding;
   - duration of the funding;
   - alternative arrangements made to continue the employment of the researcher if the expected source of funding (external grant application) has been unsuccessful?

   [Please note that the bridging period will be reduced where external funding is secured before the agreed bridging end date, but a bridging extension may be considered and awarded if there is a further gap until future funding is secured.]

2. Ensure completion and return of the Bridging Evaluation Form
   [http://www.ncl.ac.uk/medical/research/bridging/](http://www.ncl.ac.uk/medical/research/bridging/)
   This includes:
   - a brief description of the key outcomes for the individual and research group;
   - the main benefits of the award to the individual and the group (including any publications);
   - information on the post-bridging funding arrangements;
   - the post-bridging contact details of the researcher;
   - an outline of the researcher’s future career plans.

All correspondence and enquiries should be sent to Marjorie Holbrough
[marjorie.holbrough@ncl.ac.uk](mailto:marjorie.holbrough@ncl.ac.uk)