



The Daphne Jackson Trust

Writing a Proposal

The application process for a Daphne Jackson Fellowship is unlike any other in the fields of Science, Engineering, Technology and Mathematics and so the proposal is a little different to a normal academic research proposal. These guidelines detail how to write and present your proposal, comprising of a research project and retraining programme. They indicate the order of the sections required for the proposal and the required content in each.

Section 1: Cover Sheet

This should show details of Applicant – Name, address, telephone (home and mobile), email address.

Section 2: Reasons for Applying for a Fellowship

Give reasons for your career break, why you think you are ready to return and how you will overcome any work-life balance issues. Include your suitability for holding a fellowship and commitment to return. **(max 400 words)**

Section 3: Title of Project

Popular Summary

Briefly describe the aims of this project using non-technical terminology so it could be read by a layperson. This section should also spell out the impact and possible practical applications of the proposed research. **(max 350 words)**

Scientific Abstract

Briefly describe the project to a scientific audience. **(max 150 words)**

Section 4

Host Organisation

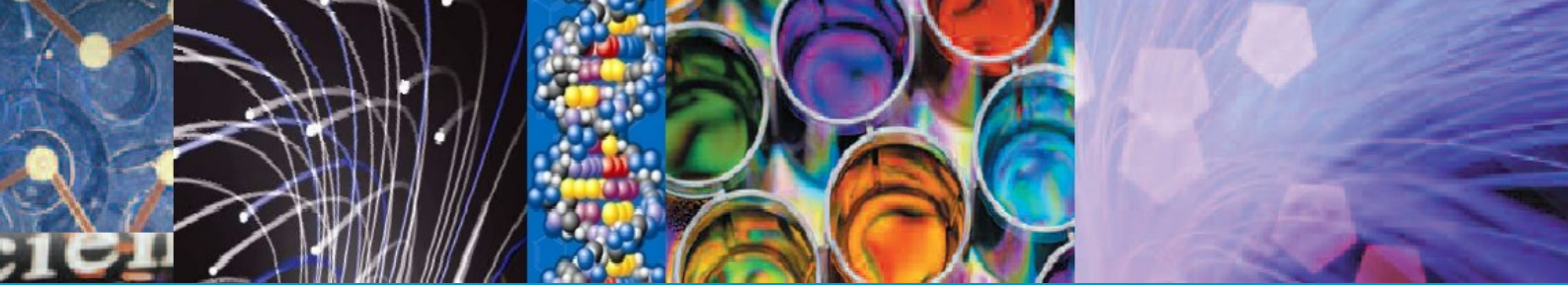
Brief details of the host organisation and proposed supervisor(s). **(max 200 words)**

Retraining Programme

Briefly describe the retraining programme including planned training in research methods/ techniques & personal development. Distinguish between new and refreshed skills. **(max 400 words)**

Section 5: Proposed Research Plan

Outline your proposed research. You should describe the hypothesis to be tested and the research methods to be used. The study design should be described in sufficient detail for our Awards Committee to understand what is proposed. Describe how your retraining will be useful for the project. **(maximum 1500 words) (written in the First Person)**



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Section 6: Ethical Approval and Licenses

Will your project require NHS Ethical Approval, University Ethical Approval, a Home Office License for work with vertebrates, a NHS Research Passport, a Letter of Access for HEI researchers and/or other license? Please investigate and briefly document your findings and the potential timescales.

Section 7: Timetable (1 page in landscape)

Provide a Gantt chart illustrating the proposed research including the retraining elements. Indicate major outputs/landmarks. *(Inserting a section break at the bottom of the page before the table and another after the table enables you to select landscape orientation within that section without affecting the remainder of the text).*

Section 8: References

Any literature referred to in the proposal should be listed here.
A smaller font can be used here to keep this to one page.

Section 9: Future Planning

Describe your career plans and how you intend to acquire future employment following your fellowship. How will the fellowship aid your future career? **(max 400 words)**

Presentation of Proposal

Body Text Font:	Calibri 12pt
Titles and subtitles:	Calibri Bold 20pt, 16pt and 14pt
Line Spacing:	1.15
Margins:	As Default (2.54cm)
Page Footer:	Name. Page No. Date

Please provide a word count at the end of the subsections which have a word limit. Each section should start on a new page. The whole proposal (excluding section 3) should be written in the first person.

Drafts and submissions

Liaise with your fellowship advisor about the first drafts of your proposal. Please note that your **first draft copy** should be submitted electronically to your fellowship advisor. Please give the file name the following prefix: *draft_yourname_date*.

If you receive an invitation to apply, please submit an electronic version of the pre-interview proposal to your fellowship advisor before the agreed deadline. Please give the file name the following prefix: *preinterview_yourname_date*.

Your proposal will be discussed at the interview and you will most likely be asked to make amendments to your proposal. When your fellowship advisor is satisfied with your changes, please give the file name of the document the following prefix: *final_yourname_date*

If you have any questions regarding how to write your proposal please contact your fellowship advisor.
