

Training Fellowship applications – common errors

<p>Failing to complete all sections of the Je-S proposal form</p>	<ul style="list-style-type: none"> ▪ Not completing the 'Qualifications and Experience' (select qualifications by ticking box to left of 'Year Awarded' and saving) and 'Sponsor' sections ▪ Maximum time working on a project per week: 37.5 hours ▪ All Training Fellowships must be 24 months in duration
<p>Lack of detail on costs requested</p>	<ul style="list-style-type: none"> ▪ Please provide a brief breakdown of costs including consumables
<p>Omitting compulsory documents</p>	<p>These documents must be included as part of the application:</p> <ul style="list-style-type: none"> ▪ Data Management Plan ▪ Justification of Resources – must not exceed two sides of A4 ▪ CVs for the applicant and their Sponsor only- CVs must not exceed three sides of A4 (including publications) ▪ Letter of support from the Head of Department and Mentor- must be dated, signed and on headed paper or in the form of an email (to include email addresses) ▪ Case for support - must not exceed five sides of A4, including references, Gantt charts etc. ▪ Personal statement – not to exceed one side of A4
<p>Including unpermitted additional documents</p>	<p>These are the only additional documents that may also be included as part of your application but are not compulsory:</p> <ul style="list-style-type: none"> ▪ Cover letter (exceptions agreed with the Office e.g., overseas applicants, invited resubmissions, must be noted in the cover letter) ▪ Experimental design and methodology appendix to the Case for Support, not to exceed one side of A4 ▪ Letters of support: must be dated, signed and on headed paper or in the form of an email (to include email addresses)

Please note:

- Any extra documents uploaded, that are not listed above, including Gantt charts, papers in press etc., are not permitted. If included, your application will be returned
- Further information on application requirements can be found in the [NC3Rs Applicant and Grant Holder Handbook](#). Researchers using animals are strongly advised to read Section 4.6 carefully, before preparing an application, to ensure that all relevant required information is included in the appropriate sections of the application