# Translate Secondment Scheme

The Leeds City Region is a driving force for the UK healthcare sector, with world-leading clinical expertise and research and development capacity across its universities, hospitals, healthcare and medical device manufacturing sectors.

**Translate: Medical Technologies in the Leeds City Region** is a partnership of universities in the Leeds City Region with world-class expertise in the development of new medical technologies. It aims to develop nationally leading capability in Medical Technology Innovation in the Leeds City Region, establishing a sustainable community of academic, industry and clinical partners that are connected and committed to working in partnership to deliver a strong local economy and patient benefits. The programme is financed by the HEFCE Catalyst Fund.

Our primary areas of interest are:

* [Evaluative and enabling technologies](http://www.translate-medtech.ac.uk/key-strengths/evaluative-and-enabling-technologies/)
* [ICT and e-health](http://www.translate-medtech.ac.uk/key-strengths/ict-e-health/)
* [Imaging and diagnostics](http://www.translate-medtech.ac.uk/key-strengths/imaging-and-diagnostics/)
* [Implantable devices](http://www.translate-medtech.ac.uk/key-strengths/implantable-devices/)
* [Rehabilitation and assistive technology](http://www.translate-medtech.ac.uk/key-strengths/rehabilitation-assistive-technology/)
* [Surgical and medical equipment](http://www.translate-medtech.ac.uk/key-strengths/surgical-medical-equipment/)
* [Wound care and infection control](http://www.translate-medtech.ac.uk/key-strengths/wound-care-and-infection-control/)

*The Translate remit encompasses medical devices, materials, and software that may be used in human health applications.  It excludes the development and discovery of pharmaceuticals and cancer therapeutics.*

All technologies pursued via secondments must fall within this remit.

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| **Purpose of the scheme** | To develop the innovation skills and translational capability of medical technology researchers in the Leeds City Region.  **Applications to this scheme must address at least one of the two following aims:**   1. **To develop specific translational skills** 2. **To progress technologies towards commercialisation and clinical application**   **This scheme is not intended to support basic research.** |
| **Types of secondment available** | **Outgoing secondments** provide an opportunity for **academics**, **researchers**, **research students** to broaden their experience, supporting:   * The acquisition of new knowledge and skills * The development of new collaborations * Access to unique laboratories and facilities * Technology progression   Applications for outgoing secondments should be led and submitted by the proposed secondee, i.e. an academic, researcher or PG research student based at one of the Translate partner universities: University of Bradford, University of Huddersfield, Leeds Beckett University, University of Leeds, University of York.  Host organisations can include:   * Hospitals and other healthcare providers – supporting insight into clinical needs * Industrial companies and enterprises – providing an appreciation of commercial priorities, market drivers, health economics, manufacturing constraints * Innovation teams – offering knowledge and expertise in progressing medical technology opportunities * UK or international laboratories – providing training, access to equipment, and opportunities to develop collaborations to progress a medical technology opportunity * Technology intermediaries, including regulatory bodies   **Incoming secondments** enable individual academics and/or research teams within the Translate partner universities to host clinicians, industrialists or innovation specialists. The rationale for incoming secondments will be reviewed on a case-by-case basis, but might include facilitating new collaborations with clinicians or industry to enhance knowledge and skills, or to work on a specific problem to progress a medical technology opportunity.  Applications for incoming secondments should be led and submitted by the proposed host, i.e. an academic, researcher or PG research student based at one of the Translate partner universities: University of Bradford, University of Huddersfield, Leeds Beckett University, University of Leeds, University of York. |
| **Funding** | Funding (up to a max of **£2.5K\***) is available to cover the following costs:   * Travel to/from the host organisation * Accommodation and subsistence costs for the duration of the secondment   Other associated costs will be considered on a case-by-case basis.    Please note that this scheme does **not** provide funding for conference attendance, electronic equipment (such as laptops), or salary costs.  (\*Applicants are encouraged to seek co-funding from, for example, their originating university - where appropriate.) |
| **Duration** | Up to a **maximum of three months**. Secondments can be fully flexible, full- or part-time, with several visits over the duration.  Phase II secondments must be completed by 30 April 2018. |
| **Key Dates** | The Translate programme will fund secondments in three rounds.  **Closing date: Secondments to be completed by:**  Phase I: 31 January 2017 30 September 2017  Phase II: 30 April 2017 31 December 2017  Phase III: 30 September 2017 30 April 2018  Up to 30 secondments will be funded in total. |
| **How to apply** | Completed applications should be emailed or posted to:  Dr Danielle Miles - X101 Medical and Biological Engineering - University of Leeds - Leeds LS2 9JT – D.E.Miles@leeds.ac.uk  Completed applications must be received by **5pm on Saturday 30 September 2017**. |
| **Assessment process** | Applications will be assessed by a panel comprising business and innovation development professionals, staff development, and academics from the Translate partner universities. Input from non-academic stakeholders on the Translate Advisory Board will be sought as appropriate.  The panel will consider the following:   * Acquisition of new knowledge and skills * Impact on career development * Benefits for the host organisation * Development of new collaborations * Opportunities to progress medical technologies towards commercialisation or clinical application |
| **Conditions of award** | Successful candidates will be required to:   * Attend two Translate workshops * Provide a final report (template to be provided) * Provide a minimum of three blog posts about their secondment for the Translate website   Successful candidates may also be invited to present at Translate events. |

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| **Brokering partnerships** | Applicants will be expected to approach the secondment scheme with a clear aim or idea that they wish to explore. The Translate Team may be able to assist in providing clinical and/or industrial contacts. |
| **Further information** | If you would like further information, help with finding a secondment opportunity, or to discuss a possible proposal, please contact:  Dr Danielle Miles, Technology Innovation Manager  [d.e.miles@leeds.ac.uk](mailto:d.e.miles@leeds.ac.uk) Tel: 0113 34 30921 / Mob: 07711 484475 |

# Translate Secondment Scheme – Outgoing Secondments – Application Form

**APPLICANT DETAILS:**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Job title / role** |  |
| **Research group** |  |
| **University** |  |
| **Email address** |  |
| **Line manager / supervisor** |  |

**HOST ORGANISATION DETAILS:**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Name of contact:**  **Title**  **Forename**  **Surname** |  |
|  |
|  |
|  |
| **Email address** |  |

**Please provide a letter from your host organisation confirming that they are willing to host you for the duration of your secondment.** If your secondment is approved, it will be necessary to obtain a collaboration agreement before funds can be released. It will also be a condition of funding that relevant Health and Safety procedures are put in place to support your secondment.

**DURATION / START AND END:**

|  |  |
| --- | --- |
| **Please indicate if full or part time, or provide information on the number and length of visits.** |  |

**PURPOSE OF SECONDMENT:**

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| --- |
| **Please provide an outline of the secondment and the anticipated benefits in terms of personal development, benefits to your immediate research community, and benefits to the host organisation.** (Max 500 words.) |

**DISSEMINATION:**

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| **Please describe how the knowledge, skills and learning derived from your secondment will be disseminated to your wider research group.** (Max 200 words.) |

**FUNDING REQUESTED:**

|  |  |
| --- | --- |
| **Travel** | £ |
| **Justification** (breakdown of costs) | |
| **Accommodation / Subsistence** | £ |
| **Justification** (breakdown of costs) | |
| **Other** (please specify) | £ |
| **Justification** (breakdown of costs) | |
| **TOTAL** | £ |

**SIGNATURES:**

|  |  |
| --- | --- |
| **Applicant:** | **Date:** |
| **Line manager / supervisor:** | **Date:** |

**CHECKLIST (please tick):**

|  |  |
| --- | --- |
| **I have included a letter from the proposed host organisation** |  |
| **I have approval from my line manager / supervisor** |  |

**LINKS TO OTHER TRANSLATE ACTIVITIES:**

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| **Finally, if your application arises from one or our workshops, from interactions with a member of the Translate team, or any other Translate event or activity, please tell us about it**. (Max 200 words.) |

# Translate Secondment Scheme – Incoming Secondments – Application Form

**HOST DETAILS:**

|  |  |
| --- | --- |
| **Research group** |  |
| **University** |  |
| **Main contact person to be responsible for visitor:**  **Title**  **Forename**  **Surname** |  |
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|  |
| **Job title / role** |  |
| **Email address** |  |

**VISITOR DETAILS:**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Job title / role** |  |
| **Organisation** |  |
| **Email address** |  |

**Please provide a letter from your visitor confirming that they are willing to take up the secondment.** If the secondment is approved, it will be necessary to obtain a collaboration agreement before funds can be released. It will also be a condition of funding that relevant Health and Safety procedures are put in place to support your incoming secondment.

**DURATION / START AND END:**

|  |  |
| --- | --- |
| **Please indicate if full or part time, or provide information on the number and length of visits.** |  |

**PURPOSE OF SECONDMENT:**

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| --- |
| **Please provide an outline of the secondment and the anticipated benefits to you and your immediate research community, and to the proposed visitor.** (Max 500 words.) |

**DISSEMINATION:**

|  |
| --- |
| **Please describe how the knowledge, skills and learning derived from your secondment will be disseminated to your wider research group.** (Max 200 words.) |

**FUNDING REQUESTED:**

|  |  |
| --- | --- |
| **Travel** | £ |
| **Justification** (breakdown of costs) | |
| **Accommodation / Subsistence** | £ |
| **Justification** (breakdown of costs) | |
| **Other** (please specify) | £ |
| **Justification** (breakdown of costs) | |
| **TOTAL** | £ |

**SIGNATURES:**

|  |  |
| --- | --- |
| **Applicant:** | **Date:** |

**CHECKLIST (please tick):**

|  |  |
| --- | --- |
| **I have included a letter from the proposed visitor** |  |

**LINKS TO OTHER TRANSLATE ACTIVITIES:**

|  |
| --- |
| **Finally, if your application arises from one or our workshops, from interactions with a member of the Translate team, or any other Translate event or activity, please tell us about it.** (Max 200 words.) |