**Secondment scheme toolkit for KEC practitioners**

**Big innovation, small budget**

[](http://www.translate-medtech.ac.uk/case-studies/big-innovation-small-budget)

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**Key**

**Grey text:** Indicates text that does not need to change

**Red text:** Indicates an instruction to the KEC professional running the scheme

**Green text:** Indicates example text from the Translate secondment scheme

*Remove this page and adapt these documents and forms*

*This toolkit as part of a full guide to running a secondment scheme, available to download from*

[*http://www.translate-medtech.ac.uk/case-studies/****big-innovation-small-budget***](http://www.translate-medtech.ac.uk/?post_type=case_study&p=2008&preview=true)

# Guidance for applicants

<< Add introductory text about your programme>>

<<Example: 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.>>

|  |  |
| --- | --- |
| **Purpose of the scheme** | <<Add info on the purpose of the scheme>>  <<Example: 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** | <<Add info on types of secondment available>>  **<<Example: 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** | <<Add info on funding available, and what funding can be used for>>  <<Example: 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** | <<Add info on duration of the secondments>>  <<Example: 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 <<date>>. |
| **Key Dates** | <Add your key dates, list any phases in which you plan to review and feed back>>  Following three successful previous rounds the Translate programme is funding an additional round of secondments.  **Closing date: Secondments to be completed by:**  Phase IV: <<28 March 2018 <<31 October 2018>> |
| **How to apply** | <Add details on how to send in the forms>>  <<Example: Completed applications should be emailed or posted to:  <<address>> <<email address>  Completed applications must be received by **<<time>> on <<date>>** |
| **Assessment process** | <<Add details on how the applications will be assessed for transparency>>  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** | <<Add any conditions of being given the support>>  << Example: 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.>> |
| **Brokering partnerships** | <<If you will provide support to applicants in finding a secondment, note that here>>  <<Example: 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** | <<Provide information for asking questions>>  <<Example: If you would like further information, help with finding a secondment opportunity, or to discuss a possible proposal, please contact:  <<Name>>  <<email>>  Tel: <<00000 000000>> / Mob: <<07000 000000>> |

**Outgoing secondments – application form**

This application form is ready to use, there is no need to adapt unless you want or need to. Just remove this box!

**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:**

|  |
| --- |
| **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:**

|  |
| --- |
| **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 ACTIVITIES:**

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

**Incoming secondments – application form**

This application form is ready to use, there is no need to adapt unless you want or need to. Just remove this box!

**HOST DETAILS:**

|  |  |
| --- | --- |
| **Research group** |  |
| **University** |  |
| **Main contact person to be responsible for visitor:**  **Title**  **Forename**  **Surname** |  |
|  |
|  |
|  |
| **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:**

|  |
| --- |
| **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 ACTIVITIES:**

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

# Blog template

This application form is ready to use, there is no need to adapt unless you want or need to. Just remove this box!

**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

We are keen to use your experiences to promote the secondment scheme to potential new applicants and to highlight the outcomes of your secondment. In our newsletters – this type of content is the most read. This is an excellent opportunity to raise the profile of you, your role and your research.

Completing a minimum of three blogs was a condition of your Secondment Award.

Try to take some photos or videos of what you’re up to whilst you’re on secondment that we can use.

|  |  |
| --- | --- |
| **Title:** | Click here to enter text. |
| **First name:** | Click here to enter text. |
| **Surname:** | Click here to enter text. |
| **Organisation:** | Click here to enter text. |
| **Position:** | Click here to enter text. |
| **Email:** | Click here to enter text. |
| **Phone number:** | Click here to enter text. |

|  |  |
| --- | --- |
| **Secondment organisation:** | Click here to enter text. |
| **Secondment supervisor/colleague name:** | Click here to enter text. |
| **Secondment supervisor/colleague email:** | Click here to enter text. |

Attach a professionally taken or high resolution photo of yourself.

Email address for return: <<email>>

|  |
| --- |
| **Blog 1: Before your secondment** |
| **Suggested title of your blogpost:** Click here to enter text. |

In ~300 words write a blog for the website in the first person perspective (My name is Dr Joe Bloggs and I am interested in…).

* Describe your current role and research interests
* Why you decided to apply for a secondment
* How the secondment will help you progress key technologies
* Where will your secondment take place and why is this the ideal host?

What you want to get out of your secondment opportunity, think about…

* The acquisition of new knowledge and skills
* The development of new collaborations
* Access to unique laboratories and facilities

Technology progression

|  |
| --- |
| **Blog 2: During your secondment** |
| **Suggested title of your blogpost:** |

In ~300 words write a blog for the website in the first person perspective (My name is Dr Joe Bloggs and I am interested in…). Think about…

* What are the main differences between your usual role and the one in your secondment
* What are the main differences you have observed in the organisations
* Any other observations made
* What you’re learning and looking forward to in your remaining time

|  |
| --- |
| **Blog 3: After your secondment** |
| **Suggested title of your blogpost:** |

In ~300 words write a blog for the website in the first person perspective (My name is Dr Joe Bloggs and I am interested in…). Think about…

* Briefly describe your secondment opportunity
* How did the secondment benefit you?
* What was the highlight of the secondment opportunity?
* What learning will you take back to your usual role/ what will change?
* Do you have any advice to give those considering taking secondment opportunities?