



TERMS AND CONDITIONS FOR THE FACULTY OF DENTAL SURGERY RESEARCH FELLOWSHIPS - 2021

These guidelines relate to the TWO Faculty of Dental Surgery Research Fellowships that will be offered in 2021:

- The Faculty of Dental Surgery Research Fellowship
- The Joint FDS RCSEng - British Orthodontic Society (FDS RCSEng-BOS) Research Training Fellowship

1. INTRODUCTION

Shortlisted applicants for fellowships are normally interviewed in April each year, and a final decision is made in early May.

The application forms Part A-D for both fellowships are similar – please complete all sections.

The successful applicants will be asked to complete a form indicating their acceptance of the award and their start and completion date within one month of receipt of the offer letter.

(i) **Eligibility**

Research Fellowships are designed primarily for clinical trainees at an early stage in their research career and who wish to integrate research training with their clinical career development. Normally the Fellowships will support an individual to take time away from clinical training (“out of programme”) to pursue studies towards a higher research degree and/or to strengthen future grant applications. They are not for individuals who are well established in research, and individuals with a PhD are not eligible.

Successful applicants will normally have already had some research experience, evidenced on the application form and by a record of publications or grants.

(ii) **Conditions and Scope of the Fellowships**

The **FDS RCSEng-Fellowship** will be for one year and awarded for a project in any area of oral and dental research. Applicants need not be a Fellow or Member of the Faculty of Dental Surgery at the time of application. However, if successful in being awarded a fellowship, the applicant will be required to apply to the Awards Committee for the award of Fellow or Member *ad eundem*. The applicant will be expected to agree to be admitted to the College through this route, if offered, and remain a member in good standing for the duration of the grant and for a period of at least three years thereafter. Please note that all Fellows and Members *ad eundem* are required to pay an Annual Subscription to the Royal College.

The **FDS RCSEng-BOS Research Training Fellowship** will usually be for one year (or part time equivalent) and is awarded for a project in an area related to orthodontics. Applicants for the joint **FDS RCSEng-BOS Research Training Fellowship** must be a member of the **British Orthodontic Society**. They need not be a Fellow or Member of the Faculty of Dental Surgery at the time of application. However, if successful in being awarded a fellowship, the applicant will be required to apply to the Awards Committee for the award of Fellow or Member *ad eundem*. The applicant will be expected to agree to be admitted to the College through this route, if offered, and remain a member in good standing for the duration of the grant and for a period of at least three years thereafter. Please note that all Fellows and Members *ad eundem* are required to pay an Annual Subscription to the Royal College.

(ii) Period of Support

The **FDS RCSEng Fellowship** will normally be held for one year with the start date being within 12 months of the date of award.

The **joint FDS RCSEng-BOS Research Training Fellowship** will normally be awarded for up to one year and is intended to support a clinical trainee in Orthodontics who wishes to further their academic and research training.

Whenever possible, the fellowship period should be held during leave of absence from a recognised basic or higher training scheme, so that the applicant has a known position to return to afterwards. Fellowships are not renewable.

2. FINANCIAL ADMINISTRATION

(i) Financial Provision

The FDS fellowships provides a salary for the Research Fellow, by means of a fixed-term contract of employment arranged with the host centre. The College will honour any increments and pay awards made during the period of the fellowship. Up to £10,000 will also be available to cover consumables costs and expenses of the project. Costs must be fully justified, but will not normally cover expenses for conference attendance and associated travel or for IT equipment, unless such costs are directly related to, and essential for the conduct of the research project.

Failure to complete Part D of the application form will result in your application not being considered.

(ii) Salaries

Salaries are assessed in accordance with the standard practice of the host centre: they are normally within the NHS salary scale. They will not exceed the maximum of these scales. For Fellows on NHS scales it should not be assumed that NHS procedures regarding grading and assimilation will be followed, the scale points are merely being used to give annual increments on a date in line with the Fellow's previous appointment or the starting date of the award. London allowance is payable where applicable. The host centre should be responsible for sending invoices quarterly in arrears.

(iii) Claims for Reimbursement

Claims for reimbursement of salary should be made quarterly in arrears and should be certificated by the finance officer (or other appropriate official) of the centre, and should be sent to the Finance Department of the College. This should be submitted without delay after the end of the period covered by the claim.

(iv) Alternative Funding

Details of funding in connection with the project, from other external bodies **either prior to or subsequent to** the College award must be stated in writing to the Faculty of Dental Surgery not later than six weeks of it being known.

3. EMPLOYMENT STATUS

(i) Conditions for Application

Applications and Research Fellowship awards are made on the understanding that the host centre, the supervisor and the applicant agree to accept the regulations and conditions relating to the scheme and any amendments issued during the course of the award.

(ii) Contractual Status of Fellows

An award under these regulations will normally be administered through a fixed-term contract of employment between the Fellow and the host centre, for the period of the award. The emoluments provided under the Fellowship are chargeable to income tax under Schedule E (PAYE) and Class 1 National Insurance contributions will be payable in accordance with the *Social Security Act 1973*.

Where Fellows are to be admitted to the superannuation scheme appropriate to employees of the host centre, the full cost to the employer of superannuation provision will be reimbursed by the College. The College accepts no responsibility for claims under the *Employment Protection (Consolidation) Act 1978* and/or any subsequent employment legislation, nor will it indemnify the host centre against claims for compensation or against other claims for which the centre may be liable as an employer.

(iii) Other awards and Emoluments

Fellowships are awarded for full-time training and the College's approval must be sought before any other work is carried out within normal working hours. It will generally be necessary to make a reduction in salary corresponding to any additional income so derived. Fellows **MUST** notify the College of any earnings from such work and of any honoraria or awards received. This does not apply to remuneration received from up to six hours a week, spent on teaching, NHS clinical sessions or demonstrating, on agreement with the supervisor. Payment from these may be retained in full if this is in accordance with the host centre's conditions.

(iv) Private Practice

It will be a condition of any award that Research Fellows do not engage in private practice for personal gain.

(v) Holidays

Fellows must take holidays in accordance with the conditions of service of the host centre up to a maximum of six weeks during a complete year. The date and duration of any holiday proposed beyond this period should be reported to the College.

(vi) Sick Leave and Maternity Cover

Fellows will be subject to the normal conditions of service of the host centre so far as sick leave is concerned, but the Faculty of Dental Surgery should be notified if a Fellow is likely to be away through illness for more than a month. Fellows will be subject to the normal conditions of service of the host

centre for maternity cover. The College should be notified in writing if maternity leave is required. At its discretion, the College may agree to extend the research period by up to twelve months but will make no supplementary financial payments over and above that originally agreed.

(vii) Honorary Clinical Contracts

Fellows who undertake, as part of their research programme, work concerned with the care of patients are reminded that they should be in possession of an honorary clinical contract from the appropriate health authority. Responsibility for seeking such a contract will lie with the head of the department in which the Fellow is working. Should any difficulties be encountered, the College should be informed.

(viii) Medical Defence Cover

It is the responsibility of each Fellow to ensure that s/he holds adequate cover with a professional defence organisation for any activities undertaken which are not covered by NHS indemnity arrangements or by an additional provision which may be made by the host centre. The cost of any such cover will not be met by the College.

4. GENERAL ADMINISTRATION

(i) Change of Project or Supervisor

Any changes in a Fellow's training programme or supervisor from those originally approved by the College will require the College's prior consent.

(ii) Interim, and Final Report and Subsequent Post

Fellows are required to submit a report on a form which will be supplied at six months and one year of their period of research on the work undertaken, and to inform the College of the appointment s/he proposes to undertake on the conclusion of the award. Fellows are also required to fill in the Evaluation Questionnaire which will normally be sent to them within six months of the completion of their research period. Fellows are encouraged to take this opportunity to put forward any comments they may have on the scheme. The FDS Research Committee are committed to supporting award recipients and welcome any requests for mentorship or preparation for subsequent research grant interviews.

(iii) Publications

The preliminary findings and results of a Fellow's work may be published in the usual way at the discretion of the supervisor or head of department. The College **must** be acknowledged as the source of funds in any publication dealing with the work carried out during the tenure of a Fellowship. Publications and papers should be forwarded to Mrs Nikki Walcott (nwalcott@rcseng.ac.uk) at the Faculty of Dental Surgery.

All Research Fellows will be required to submit a short report for the Faculty Dental Journal (FDJ) upon completion of their Fellowship. Fellows should also be prepared to submit short reports for the RCS annual report and may also be requested to attend fund raising or promotional events.

For the joint FDS RCSEng-BOS fellowship, opportunity will be provided to present the findings at the annual BOS meeting, this may be in the form of an oral or poster presentation. A progress report

should also be submitted to BOS executive team at the half way point of the duration of the fellowship.

(iv) Presentations

From time to time the Research Fellow may be requested to make presentations on behalf of the College at fund raising and open evenings. Such a request should not be unreasonably refused. The Research Fellow may make a claim for expenses to the Faculty of Dental Surgery on the appropriate claim form.

(v) Commercial Exploitation

The College is concerned to promote the transfer of research discoveries, ideas and techniques to industry and to those who deliver health care. Supervisors should therefore keep under continuous review the question of whether the work has potential industrial application, taking appropriate action in accordance with the protection and exploitation of research findings.

Supervisors are reminded that any form of 'disclosure' whether in journals or at learned society meetings, may prejudice subsequent filing of a patent application. If a Fellow has a successful outcome to any patent application, based on College funded work, the College and BOS wishes its contribution to be acknowledged.

(vi) National Institute for Health Research (NIHR)

Subject the nature of the research it may be possible for successful applications to be considered for Portfolio status by the NIHR. The ultimate decision regards this will lie with NIHR not the College.