Leadership & Development Awards Programme

Application form

**Guide for Applicants**

**Aims of the programme**

* To identify and support future leaders in the discipline.
* To provide the opportunity for Awardees to network and collaborate with senior-level endocrinology professionals and with each other
* To enhance Awardees’ professional profiles and foster career development
* To cement ties between Awardees and the Society so that Awardees have structured opportunities to engage with and support the Society throughout their careers.

**Duration of the Award**

The Award will be for three years, starting on the 1 November each year. Awardees are expected to participate enthusiastically and engage with the opportunities provided. Thus, progression from one year of the Award to the next is dependent on the submission of an annual report and approval from the Selection Panel.

**Benefits of the programme**

Awardees will be given certain defined benefits, and will also be able to self-select optional benefits depending on their career development requirements. Please note that applicants would ideally need to be based in the UK for the duration of the Award in order to realise sufficient benefit.

**Defined benefits**

* Attending the SfE BES conference each year for the duration of the Award, where you will have increased networking opportunities with other Awardees and established leaders in the fields. The Society will contribute to your expenses up to a maximum of £750 (includes registration and conference dinner, with the remainder for travel and accommodation).
* Attending a Society organised leadership development course
* Complimentary membership of the Society for Endocrinology for the duration of the Award

**Optional benefits**

Participating in a range of optional benefits during the Awards, which subject to feasibility, include:

* The opportunity to attend meetings and gain experience of the work of the Society’s committees / editorial boards / working groups / guideline and position statement writing groups / interdepartmental peer review
* Access to members of an Advisory Group to receive *ad hoc* career support and advice
* Opportunities to develop public engagement skills and contribute to public engagement activities

**Eligibility criteria**

The Awards Programme is open to Society members (Scientist, Clinician, Nurse or Associated Professional), who have been a paid member for at least one year at the application deadline.

To be eligible for the Leadership and Development Awards Programme you must be within 15 years\* of your first undergraduate degree (e.g. BSc, MBBS etc.) and usually no more than 3 years into your first consultant or a substantive senior post, in order to derive the maximum benefit from the Awards Programme.

\*Career breaks or other exceptional circumstances that may have affected your career progression will be taken into account by the panel when determining eligibility – please ensure you provide a full justification in the application form.

**Selection process**

Applications will be reviewed by members of a Selection Panel comprising a Chair and at least nine elected members covering all membership categories.

As applicants will have different career paths and levels of experience, the Selection Panel will mark the applications, and then will discuss each individual application during the Panel meeting and will make Awards, across membership categories, based on the quality of application (for a particular career stage and pathway) and the benefit of the Award to the applicant.

The Selection Panel will make up to seven Awards each year; however, the final number will be entirely dependent on the quality of applications received.

The Society for Endocrinology is committed to inclusivity and diversity across all of its work. As part of this, we welcome applications from those groups who are currently underrepresented in endocrinology. Please find our diversity policy at: <https://www.endocrinology.org/media/3707/202007-diversity-and-inclusion-policy.pdf>

**Notes for completing the application form**

1. It is anticipated that this Awards Programme will be highly competitive and so applicants are encouraged to fill in the form as fully and completely as possible, recognising that evidence of excellence will be greater in some areas than others for each individual, but that the assessment process takes into consideration the whole application, including motivation and benefit to the applicant.
2. Applicants are asked to provide the names and contact details for two referees. We will contact them soon after the application deadline. Please ensure that you have obtained their prior agreement to act as your referee.
3. Please use this form for your application and do not submit any supplementary information or attachments. Please answer each relevant question as fully as possible. Applications must be submitted as a Word document.
4. If you have questions about the application process. Please contact [awards@endocrinology.org](mailto:awards@endocrinology.org).
5. If you are considering submitting an application, it would be helpful if you could let us know in advance. Please email [awards@endocrinology.org](mailto:awards@endocrinology.org)

**Deadline:** Please refer to the [webpage](https://www.endocrinology.org/grants-and-awards/prizes-and-awards/leadership-and-development-awards-programme/)

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| **SECTION 1 – Your details** | | | | |
| Name [title, first name, last name] | |  | | |
| Institution address | |  | | |
| Email | |  | | |
| Phone number | |  | | |
| Job title and level/grade | |  | | |
| Area of expertise (one sentence) | |  | | |
| ***Category of applicant***  I am a (please select one of the following, which is most appropriate): | | Scientist | |  |
| Clinician-in-Practice | |  |
| Clinical Academic | |  |
| Nurse | |  |
| Associated Professional | |  |
| Name and year that your first degree and any other higher degrees were obtained | | i) BSc (or equivalent) |  | |
| ii) MBBS (or equivalent) |  | |
| iii) MD |  | |
| iv) MSc (or equivalent) |  | |
| v) PhD |  | |
| Career Break(s). Career breaks or other exceptional circumstances that may have affected your career progression will be taken into account by the panel when determining eligibility – please ensure you provide a full justification in this section. | |  | | |
| Please describe your current appointment/career stage (50 words max) |  | | | |

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| **SECTION 2 – Engagement in endocrinology** |
| **Please list all endocrine conferences or meetings where you have either presented or chaired/co-chaired a session** (if you have not presented or chaired, you may include ones attended as a delegate only)  **Please include details of your contribution (presented, chaired/co-chaired, attended as a delegate only)** |
| **2.1 Regional meetings**  [start typing here] |
| **2.2 National meetings**  [start typing here] |
| **2.3 International meetings**  [start typing here] |

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| **SECTION 3 – Commitment and leadership** |
| **Please give details of the following (if applicable to your category and career stage):** |
| **3.1** **Additional Postgraduate diploma/certificate(s) that you have been** **awarded. Please do not include degree/MD/PhD as this is considered elsewhere**  [start typing here]  **3.2** **Management or leadership courses you have attended**  [start typing here]  **3.3** **Your involvement with committees, editorial boards, meeting organisation, rota organisation, teaching programme development**  [start typing here]  **3.4 Your involvement with quality improvement activities e.g. guideline development, audit, service development activities**  [start typing here]  **3.5** **Your involvement with teaching and/or supervision**  [start typing here]  **3.6** **Your involvement in active collaborations with colleagues at other institutions**  [start typing here]  **3.7** **Your involvement with public engagement activities and/or patient/public involvement in research**  [start typing here] |

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| **SECTION 4 - Motivation statement** |
| **Please explain your motivation for applying for this Leadership and Development Awards Programme, your interest in the Society for Endocrinology and how you think you will benefit if you receive one of the Awards** (500 words max). |
| [Start typing here] |
| **SECTION 5 – Publications** |
| **5.1 If relevant to your career pathway, please provide a FULL LIST of ALL peer reviewed publications split into the headings below** (please highlight the publications in **BOLD** in which you are first, co-first or senior author): |
| **Original papers**  [Start typing here]  **Case Reports**  [Start typing here]  **Reviews**  [Start typing here] |
| **5.2 From the above list, select up to three that you think are most significant. Write a 50-word justification for each one, outlining the significance of your chosen publication and your contribution** |
| [Start typing here] |

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| **SECTION 6 – Funding** |
| **If relevant, please list all of your successful grant funding (and any other personal Awards or Prizes) in the appropriate section below.** Where applicable, please include the amount awarded and the names of principal and co-investigators. |
| **6.1 Travel Grants and other personal Awards and Prizes**  [Start typing here] |
| **6.2 Institution Grants (>£5,000), if available at your institution**  Grants awarded by your own institution, if these are available  [Start typing here] |
| **6.3 Personal Fellowships**  These are defined as:  • Awarded specifically to the named applicant  • Awarded following external peer review  • The fellowship is costed to include all or part of the awardees salary (with or without consumable funding)  • Typically awarded by a research council or charity (e.g. MRC, Welcome, NIHR, BHF)  [Start typing here] |
| **6.4 National Grants (>£5,000)**  Competitive grants from national organisations (e.g. Society for Endocrinology and similar, and major funding bodies such as the BHF, MRC, Wellcome, NIHR, RCN etc.)  [Start typing here] |
| **6.5 International/EU Grants**  [Start typing here] |

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| **SECTION 7 – 5-year career plans** |
| **Please outline your 5-year plan for a career in the field of endocrinology and how this award could help.** (500 words max) |
| [Start typing here] |

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| **SECTION 8 – Referees’ details** | |
| **Please provide the contact details for two referees to support your application.**  We will approach your referees to ask them to provide a 200-word statement explaining how well they know you and how much they feel you are suitable for the programme. Please ensure that you have obtained their prior agreement to act as your referee. | |
| ***Referee 1*** | |
| Name |  |
| Institution address |  |
| Email |  |
| ***Referee 2*** | |
| Name |  |
| Institution address |  |
| Email |  |

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| **SECTION 9 – Applicant’s Declaration** | |
| By signing this form:   * I confirm that all the information provided is correct. * I understand that:   In order to evaluate your application, the data that you submit via this form will be shared with the Selection Panel and relevant Society members and staff working for the Society for Endocrinology. We will store your data securely and only authorised personnel will be able to access it.  If your application is successful, we will share your name and email address with other awardees on the programme in order that you may network. | |
| Date: | Applicant’s signature: |

**Please check you have completed all relevant parts of this form; incomplete applications will not be considered.**

**Supplementary attachments will not be considered.**

**Applications must be submitted as a Word document – please do not send a PDF.**

**Please return this application to** [**awards@endocrinology.org**](mailto:awards@endocrinology.org) **by the deadline published on the** [**webpage**](https://www.endocrinology.org/grants-and-awards/prizes-and-awards/leadership-and-development-awards-programme/)**.**