University of Cambridge

**Researcher Development Bursaries for the PGCert in Research and Innovation Leadership**

APPLICATION GUIDANCE

May 2021

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| **1. Introduction** |

For 2021-22, Researcher Development and the Postdoc Academy have made available funds for bursaries to cover the full costs of participation in the [Postgraduate Certificate in Research and Innovation Leadership](https://www.ice.cam.ac.uk/course/postgraduate-certificate-research-and-innovation-leadership) (£6k per person). The PGCert is offered by the Institute of Continuing Education, in partnership with a number of University departments, and is targeted at postdocs and research fellows from all disciplines with the aspiration and potential to achieve leadership positions in a variety of fields including academic, commercial, public and not-for-profit organisations, as well as self-started businesses and social enterprises.

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| **2. Eligibility** |

These bursaries are intended specifically to support the participation of postdocs and research fellows of the University of Cambridge, its Colleges, and Partner Institutes who:

* have suffered a significant adverse career impact as a result of the COVID-19 pandemic, particularly those with caring responsibilities; and/or
* identify as belonging to underrepresented and minoritised groups, including women and Black, Asian, Minority Ethnic, LGBTQ+, neurodiverse, and disabled people.

We acknowledge that a PGCert cannot in itself make up for lost research time, nor redress systemic inequalities in the sector. What we hope is that, for those individuals who choose to participate, the course can provide a useful career boost, supporting you to develop your independent research identity and the ethical, person-centred leadership capabilities which we need in the 2020s, and which research funders and employers are repeatedly stressing that they want to see.

Please note there is an [Apprenticeship route](https://www.ice.cam.ac.uk/course/postgraduate-certificate-research-and-innovation-leadership-apprenticeship) to completing the PGCert, wherein the full costs of the course are paid by the employer using the Apprenticeship Levy. An Apprenticeship is a formal contractual change agreed with an employer, where the Apprentice spends 20% of their time on work-relevant training and activities for one year. Researchers participating in the PGCert via the Apprenticeship route do not need to apply for this scheme, because their costs are already covered. If you would like to know more about the Apprenticeship route, please contact pgcert.pda@admin.cam.ac.uk or apprenticeships@ice.cam.ac.uk.

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| **3. Application information** |

There are two bursaries still available for 2021-22. These will be awarded via a competitive application process.

Please email your completed application to pgcert.pda@admin.cam.ac.uk.

Applications should be received by **noon on Monday 14th June 2021**.

As part of your application, you must confirm that you meet the course requirements, are able to attend all of the ‘live’ teaching elements, and can reasonably expect to see the course through to completion.

**Please note that the award of a bursary does not automatically guarantee you a place on the PGCert. It is your responsibility to submit your** [**application**](https://www.ice.cam.ac.uk/course/postgraduate-certificate-research-and-innovation-leadership) **to the course in the normal way (and before the deadline of 14 June 2021).**

We do not require a line manager or Head of Institution’s signature in support of your application, but we very strongly encourage all applicants to discuss their intention to complete the course and its requirements with appropriate colleagues before applying.

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| **4. Assessment of applications** |

A panel comprising representation from the research, academic, and professional services communities will review all applications and meet to agree awards.

You will be notified of the outcome of your bursary application as soon as possible and before making a final decision about taking a place on the PGCert course.

**APPLICATION FORM**

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| **Section A – Personal details** |

1. Name Enter your first and last name here.
2. CRSid or email address Enter your CRSid or email address here.
3. Job title Enter your job title here.
4. Department Enter your department here.
5. Current contract end date Click or tap to enter a date.

5a. If your contract is due to end before September 2022, please indicate how you propose to complete the course.

Click or tap here to enter text.

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| **Section B – Equity and diversity information** |

1. Do you have a disability?

[ ]  Yes

[ ]  No

[ ]  Prefer not to say

6a. If yes, please indicate which of the following applies to you:

[ ]  Mental health condition, e.g. depression, schizophrenia

[ ]  Physical impairment or mobility issue

[ ]  Social /communication impairment, e.g. speech and language or Asperger's /Autism

[ ]  Specific learning difference, e.g. dyslexia, dyspraxia or AD(H)D

[ ]  Blindness or serious visual impairment uncorrected by glasses

[ ]  Deafness or significant hearing impairment

[ ]  Longstanding illness / condition, e.g. cancer, HIV, diabetes, heart disease or epilepsy

[ ]  Prefer not to say

1. What is your gender?

[ ]  Woman

[ ]  Man

[ ]  Non-binary

[ ]  Prefer not to say

[ ]  Other

1. How would you describe your ethnicity?

Click or tap here to enter text.

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| **Section C – Declaration of eligibility** |

1. Do you meet the [course requirements](https://www.ice.cam.ac.uk/course/postgraduate-certificate-research-and-innovation-leadership-apprenticeship)? Please tick.

[ ]  Yes

[ ]  No

1. Have you submitted your application for the course? Please tick.

[ ]  Yes

[ ]  No

1. On what basis would you like your application for a bursary to be considered? Please tick any which apply.

[ ]  Significant adverse career impact caused by the pandemic

[ ]  Identification with underrepresented or minoritised group(s) such as women and Black, Asian, Minority Ethnic, LGBTQ+, neurodiverse, and disabled people.

* + Please state in your own words which group(s) you identify with.

Click or tap here to enter text.

[ ]  Other. Please specify.

 Click or tap here to enter text.

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| **Section D – Reasons for applying** |

1. Please give a brief outline of the disruption which the pandemic has caused you AND/OR please indicate the ways in which, in your judgement, your identity has influenced your career progression to date.

Click or tap here to enter text.

There is no lower or upper word limit. You are invited to say as much or as little as you think necessary to explain your application to the Bursary Panel.

1. Please describe how you envisage this PGCert supporting the development of your career.

Click or tap here to enter text.

N.B. Your application to ICE includes a 750 word personal statement, outlining [a] your motivation for doing this course; [b] the relevance of the course for your current role and future career; and [c] your interest in working with other researchers across academic disciplines to achieve your learning and professional goals. You are invited to use exactly the same text here. This is simply so that the Bursary Panel can take it into account when considering your application.