



CLINICAL ACADEMIC TRAINING PROGRAMME

GUIDELINES



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1. INTRODUCTION

Cancer Research UK (CRUK) is committed to developing the next generation of world class clinical academic researchers. One way of doing this is through supporting a first-class, flexible training programme that attracts, trains and retains talented individuals to be research leaders of tomorrow.

Through the Clinical Academic Training (CAT) Programme Award our ambition is that aspiring clinician scientists will be able to reach their full potential. It is our expectation that this prestigious programme will provide medical students and clinical trainees with academic training and with the support, network and skills required to pursue a successful clinical academic career.

The CAT Programme Award is provided by CRUK for the provision of doctoral training through integrated MB-PhD training and CRTF postgraduate study. As such, it replaces CRUK's practice of awarding funds for clinical training through the Centre Training Account. The CAT Programme Award is subject to CRUK's Grant Conditions.

These guidelines are intended to support the Programme Lead(s) and Training Lead(s) in managing the CAT Programme Award through highlighting CRUK's policies and expectations and signposting relevant information.

Acceptance of a CAT Programme Award constitutes acceptance of both the conditions and any guidelines.

For all enquiries and queries regarding your CAT Programme Award, please contact the [Research Careers team](#).

2. GUIDELINES FOR YOUR CLINICAL ACADEMIC TRAINING PROGRAMME

Much of the detailed management of your CAT Programme Award, such as peer review of projects, recruitment and selection of MB-PhD students and CRTFs and the financial management of the CAT Programme Award, is devolved to the CAT Programme Lead(s) and Programmatic Governance Boards.

2.1 RECRUITING MB-PHD STUDENTS AND CRTFs

The CAT Programme Lead(s) or Governance Board, hereafter referred to as 'the Programme', may allocate MB-PhD studentships and CRTFs to trainees and research projects deemed appropriate, in line with the Centre's strategy, abiding by the university's local regulations and eligibility criteria, and taking account of the CRUK conditions outlined below.

When recruiting MB-PhD students and CRTFs, the Programme should note the following conditions:

- All MB-PhD student and CRTF posts should be openly advertised and competitively awarded;
- Diversity and inclusion should be promoted in all aspects of recruitment and career management of students;
- There should be a clearly defined process for identifying the best students and the most appropriate research projects in each round of recruitment. The emphasis should be on recruiting the most outstanding students;
- Information on each student should be provided to CRUK. Please see [section 3.2](#) and [Appendix B](#) for more details;
- At many of the locations, there will be a number of CRTF posts being recruited at the same time, supported by a variety of funders. Where possible and relevant, recruitment should be streamlined to attract the most competitive and talented candidates;
- The Programme is responsible for selecting, administering and supervising students throughout their period of training in accordance with current good practice as detailed in [section 2.3](#);
- Projects should lie within the remit of CRUK and the Centre(s) strategy;

Please contact the [Research Careers team](#) if there are any unforeseen difficulties with MB-PhD or CRTF recruitment.

2.2 ENGAGING WITH REGIONAL MEDICAL SCHOOLS

CRUK wants to attract the best medical students and clinical trainees to careers in academic cancer research, and therefore encourages the Programmes to actively engage with local and regional medical schools to promote opportunities for talented medical students and trainees to gain research experience within the CRUK Centre(s).

CRUK is keen for the Programmes to work together with [INSPIRE](#) leads at the relevant medical schools to promote oncology and ensure that cancer research has a high profile among academically-focused medical students and trainees.

2.3 EXPECTATIONS FOR TRAINING

The Programmes are encouraged to arrange an introductory meeting with all newly recruited MB-PhD students and CRTFs and outline the training and support that is available through the Programme, Centre(s), CRUK and the host institution.

CRUK views the training, support and development of its funded researchers as essential components of the CAT Programme. As such, the expectations outlined in the [Principles and Obligations of clinical academic training for doctors and dentists](#), of which CRUK is a signatory, should be adhered to. This cross-funder statement sets out the expectations of host institutions, deaneries, trainees and funders for clinical academic training in the UK. It aims to ensure that clinical academic trainees are appropriately supported within the university and NHS in an integrated, flexible and personalised way. CRUK expects that all institutions hosting CRUK-funded clinical academics will adopt these principles, which form part of CRUK's terms and conditions for awards involving clinical academic trainees. CRUK will be working with the Programmes to review the implementation of the principles.

CRUK endorses the [Statement of Expectations for Postgraduate Training](#) and as such is committed to further develop highly skilled researchers, as well as develop the next generation of researchers. The locations that have been awarded a CAT Programme are the 'Research Organisations' in this statement and should fulfil the expectations set out in this document.

CRUK is a signatory of [The Researcher Development Concordat](#) and as such, it is our expectation that the principles and obligations outlined within it are extended to the strategies to support doctoral training.

CRUK is keen to provide opportunities for its student cohort to network and foster relationships as they undertake their PhD training and beyond. CRUK will contact students directly to invite them to networking meetings. Supervisors should support and facilitate student attendance of local and CRUK events, as appropriate.

2.4 SUPERVISION OF STUDENTS

CRUK believes that it is essential that each student receives support and supervision specific to their needs at each stage of their training and career.

It is our expectation that MB-PhD students and CRTFs will be fully supported by the dedicated Training Leads and partnered with an academic and a clinical supervisor to ensure successful completion of their doctoral training and re-integration into medical studies or clinical training, respectively.

SUPERVISORS LEAVING THE CAT PROGRAMME LOCATION(S)

If the supervisor of a student funded by the CAT Programme leaves, funds of the Award cannot be transferred to locations outside of the respective CAT Programme. We envisage that an appropriate alternate supervisor will be identified within the CAT Programme location(s) for the remainder of the studentship.

2.5 MENTORING

CRUK believes that mentorship is an essential component of the training programme, providing the support and guidance needed to increase the numbers of medical students and clinicians continuing in clinical academic careers and transitioning to clinician scientists¹.

As part of the CAT programme, every CRUK MB-PhD student and CRTF should have a clinical academic mentor for the duration of their studentship/fellowship. The mentor should ideally be outside the mentee's direct line management and academic supervision. Where possible and appropriate, the mentor and mentee should be from the same medical specialty.

CRUK considers informal mentoring approaches, e.g. peer-to-peer mentoring to be beneficial and valuable in terms of shared learnings and networking. We encourage the Programmes to support and facilitate both formal and informal mentoring relationships.

¹[The cross funder Review of Early Career Clinical Academics found that 57% of respondents reported that mentoring was an important factor in their academic career and identified formal mentoring as a desired feature during their clinical PhD fellowship. In addition, the Academy of Medical Sciences reported that over half of the mentees in their scheme believed that the mentoring they had received helped them to stay in academic medicine.](#)

2.6 RETAINING LINKS TO CLINICAL TRAINING

CRUK expects there to be a clear strategy for the successful re-integration of MB-PhD students into their medical training and of CRTFs back into clinical specialty training. Successful MB-PhD programmes offer a course mentor with both clinical and scientific training to enable problems to be identified and rectified early during the programme. It is highly recommended that such mentorship is provided at each site.

Some MB-PhD programmes offer bedside teaching over one session per week with case tutorials during the PhD training period, in order for trainees to maintain links with clinical training. MB-PhD students should be given the flexibility to undertake limited clinical training or specific tutorials during their PhD training, if deemed to be essential for the completion of their undergraduate medical training, enabling them to be in alignment with the curriculum on their return to undergraduate studies.

It is considered beneficial that CRTFs are guided both with scientific expertise for their research, but also continue to retain and develop their excellence in the clinic. This can be achieved through continued contact within their clinical setting (approximately 2-3hrs per week) to maintain their skills and relationships with colleagues.

2.7 POST PROGRAMMATIC SUPPORT

POST MB-PhD SUPPORT AND OPPORTUNITIES

We envisage that the MB-PhD student would return to their clinical training on a full-time basis until completion of their MBBS or equivalent.

It is our expectation that, Programmes will:

- Ensure that MB-PhD students and their mentors maintain their mentoring relationship during the transition to clinical studies up to completion of their MBBS;
- Maintain engagement with former CRUK MB-PhD students, and are invited to networking and cohort building events.

As a graduate, there could be an opportunity to remain research active during FY1/FY2 of clinical training. Interested trainees should contact the [Research Careers team](#) for advice.

POST PhD SUPPORT FOR CLINICAL RESEARCH TRAINING FELLOWS

We envisage that CRTFs would return to their clinical specialty training and aim to remain research active to a degree until they've completed their clinical training (CCT).

CRUK considers that it would be beneficial for Programmes to:

- Ensure that CRTFs and their mentors maintain their mentoring relationship during the transition to clinical training and beyond;
- Maintain engagement with former CRUK CRTFs;
- Promote and plan opportunities well in advance of CRTFs returning to training to continue their clinical academic careers – for example through offering Clinical Lectureship, or similar positions;
- Consider funding partial salary support (e.g. 50% FTE) for talented clinical academic trainees to enable a research component as part of their clinical training (e.g. Postdoctoral training fellowships);
- Provide training and support for talented clinical academic trainees to prepare postdoctoral fellowship applications (e.g. [Post-doctoral Research Bursary or Clinician Scientist Fellowship](#));

Training opportunities are detailed in Appendix A. These are intended to be complementary to those opportunities provided by the CAT Programme.

3. MANAGING THE CLINICAL ACADEMIC TRAINING PROGRAMME AWARD FUNDING

3.1 REFERRING TO YOUR CAT PROGRAMME

CRUK will shortly provide specific asset and branding guidelines that will include information about how you should refer to CAT Programme funding and how you should acknowledge CRUK when you interact with researchers or other scientific audiences.

3.2 THE LEVEL OF FUNDING

The value of each CAT Programme Award is primarily based on a set number of MB-PhD studentships and CRTF posts each year. This may vary from year to year at each location, depending on the training model proposed and strategy of implementation.

The number of posts is fixed at the start of the current Programme funding period and will not change until at least the first annual review of the Programme funding.

Funding is provided for MB-PhD and CRTF posts for a 3-year duration, however the PhD studentship can be completed over 4 years, if required, but without additional funding from CRUK. The Programme should contact the [Research Careers team](#) to discuss extending the PhD training duration for individuals.

The CAT Programme Award will be issued as a one full duration award in the form of an annual Grant Award Letter (GAL) that combines funds for allocated MB-PhD, CRTFs and programme related costs as appropriate.

Annual installments of the award are issued in April, following a Programme Annual Review Process.

3.2.1 MB-PHD STUDENT FUNDING

MB-PhD funding is based on a three-year PhD on a full-time basis. The level of funding for an MB-PhD is based on estimated average costs of trainees, and it should be sufficient to pay for the full costs of these posts. The table below details the total funding support for a studentship inside and outside of London, in Cambridge and in Oxford.

| Studentship location | Total fund for MB-PhD* |
|----------------------|------------------------|
| Outside London | £156,666.60 |
| Inside London | £162,666.60 |
| Cambridge | £169,744.88 |
| Oxford | £168,082.88 |

**Includes £45k clinical undergraduate tuition fees*

A further breakdown of MB-PhD funding is detailed below.

- The student will be paid the standard CRUK stipend. CRUK PhD stipends are regularly reviewed.
- The PhD fees are in line with fees covered by the Research Council (UKRI) 2020 – 2021.
- Eligible MB-PhD students will be able to request additional funding to cover their clinical undergraduate tuition fees; further details see below.

| | Running Expenses* | MB-PhD Fees* | Oxford College Fees | Cambridge College Fees | Stipend Inside London | Stipend Outside London |
|--------|-------------------|--------------|---------------------|------------------------|-----------------------|------------------------|
| PhD Y1 | £13,500.00 | £4,407.00 | £3,805.43 | £4,359.43 | £21,000 | £19,000 |
| PhD Y2 | £13,736.25 | £4,484.12 | £3,805.43 | £4,359.43 | £21,000 | £19,000 |
| PhD Y3 | £13,976.63 | £4,562.59 | £3,805.43 | £4,359.43 | £21,000 | £19,000 |
| Total | £41,212.88 | £13,453.72 | £11,416.28 | £13,078.28 | £63,000 | £57,000 |

**As per 1 April 2021 adjusted for 1.75% indexation*

Should the duration of the PhD training element of an MB-PhD studentship exceed three-years, please [contact us](#).

MB-PhD tuition fee payment process and policy

As part of the restructuring of how CRUK supports and funds clinical academic training, the CAT Programme was launched in 2018. The new programmatic model supports clinical PhD training, which offers flexible funding and training to suit the individual clinician's needs. Through this Programme CRUK will be supporting MB-PhD training, in parallel, with traditional Clinical Research Training Fellowships (CRTFs). Each year, clinicians (n=25) and medical students (n=25) will be supported to undertake high quality PhD research training at 9 locations throughout CRUK's Centres network.

A key ethos of the Programme is for it to be as inclusive as possible and that the best fellows and students can enroll irrespective of their background or circumstances. For the MB-PhD students, the award will include funds to cover the undergraduate medical school tuition fees.

Payment principles

How will the funds be awarded to the Programmes?

- Main GALs will be issued in May and will include the MB-PhD fees costed for all students (except for Scotland Programme). Full duration fees will be provided.
- Scotland will need to advise CRUK, when students have been recruited, how many, if any, students are eligible. Supplementary GAL for costs for those students will then be issued.
- Fees will be ring-fenced on the GALs and cannot be used for any other purpose. Unspent funds will be reconciled at the end of the award.
- CAT Programmes will be responsible for the payment to the Student Loans Company (SLC) accounts using the funds provided in the GALs.

Which students will be eligible for tuition fee payment?

CRUK will cover the tuition fees for all those students who are liable to pay fees, irrespective of circumstances.

Eligible:

- UK students studying in England
- International students (including EU) for tuition fees at home rates*
- UK students (except Scottish) studying in Scotland

Not eligible:

- Scottish and EU students studying in Scotland as the fees are covered by the Scottish Government
- Any other students who do not pay tuition fees

*CRUK will only cover tuition fees at a rate no higher than the home fees up to the value of £9250/per year plus interest (where appropriate).

Students who haven't taken out a loan but are required to pay tuition fees are eligible but will require an alternative method of reimbursing.

How often will the payments be made?

- One payment (to be undertaken by the CAT Programmes) will be made into the students' loan company account at the end of their final year of medical school undergraduate course. CRUK is committed to paying the full costs of the tuition fees and interest earned. For ease, we have calculated the costs to be up to £45,000 for four years (4 x £9250 + interest). Centres will need to know the interest rates used for when the loan(s) were taken out to calculate the total amount to pay and will also be required to review the student's loan statement to check the existing balance.
- Some students will have taken out loans to cover fees and maintenance costs, this will be presented on the statement as one total balance. The payment can be made to this account.

How many years of fees will CRUK fund?

- CRUK will fund the number of years of fees that the student is required to pay, as outlined below:

CRUK will fund the fees for the first four years of the standard medical school undergraduate course. Year 5 of a 5-years course, and years 5 and 6 of a 6 years course, are covered by the NHS and as such CRUK will not fund these.

For graduate entry medical students, CRUK will cover the first two years' tuition fees of the degree, plus interest. Years 3 and 4 are covered by the NHS and therefore CRUK will not provide funds for these years.

Please advise CRUK of any local course duration differences, or if the assumptions above are incorrect.

How will the payment to the Student Loans Company operate?

A template outlining what information is needed has been provided by the SLC ([see Appendix C](#)).

CRUK will provide the SLC with a list of key contacts at each Centre; we propose to share with them the name of each Centre Manager. Ahead of payments, please advise SLC when to expect the funds to aid the processing.

SLC has been extremely supportive and worked with CRUK to ensure that the process is as simple as possible.

If a student does not have a SLC account, how will the fees be paid?

- For those students without a loan, Programmes will need to manage the payment. Evidence that fees have been paid to the university will be required.
- Programmes will also need to be reassured that the funds are being used for this purpose. Specific wording about this will be added to the GAL cover letter.
- Depending on each student's individual circumstances, and in order to avoid tax and repayment challenges, it is likely that flexibility will be needed regarding the payment options. For example, it may be necessary to distribute the payments over five years: Year 1 of PhD: £5K, Year 2 of PhD: £5K, Year 3 of PhD: £5K, Year 4 (undergrad): £11K, and Year 5 (undergrad): £11K. It is unlikely that interest will have been accrued and therefore just the costs of the tuition fees will be reimbursed.
- We should review how to manage the payments for these individuals on a case-by-case and share best practice among the Programmes.
- If the student fails to complete their PhD or return to their undergraduate medical course, annual payments will cease. CRUK will not require funds already paid to cover tuition fees to be refunded.

3.2.2 CLINICAL RESEARCH TRAINING FELLOWS FUNDING

For CRTFs, we allocate £256,000.00 for three years. The level of funding is based on estimated average costs of trainees, and it should be sufficient to pay for the full costs of these posts. Please note that the value of running expenses and PhD fees is expected to be the same for CRTFs and MB-PhD students, and that CRTF salaries are equivalent to the NHS salary scale. Generally, CRTFs should still be undertaking professional training and would be expected to return to a training programme in the UK on completion of the research degree.

An indication of the breakdown of funding is provided below:

- The PhD fees are in line with fees covered by the Research Council (UKRI) 2020 – 2021.
- Please note that this breakdown will differ depending on the clinical training stage at which a clinician is recruited for a CRTF. There are no restrictions in terms of the clinical training level at which clinicians can be recruited. However, the Programme should note that the recruitment of more senior trainees will have to be accounted for in the

overall CAT Programme budget. In case a Programme plans to recruit candidates that will surpass the allocated budget:

- If the shortfall is **below** £10k, the Programme should draw this funding from other sources e.g. student or cohort's running expenses, underspend from the CATP award, alternative sources of funds.
- If the shortfall is **above** £10k, the Programme has the opportunity to request a supplement from CRUK to be added to a subsequent GAL. CRUK will review these requests at its discretion and decide on the level of supplement, based on circumstances and justification.

| | Running Expenses* | PhD Fees* | Oxford College Fees | Cambridge College Fees | Salary allocation Oxford | Salary allocation Cambridge | Salary allocation Rest of UK |
|-------|-------------------|------------|---------------------|------------------------|--------------------------|-----------------------------|------------------------------|
| Y1 | £13,500.00 | £4,407.00 | £3,805.43 | £4,359.43 | £63,305.71 | £62,751.71 | £67,111.13 |
| Y2 | £13,736.25 | £4,484.12 | £3,805.43 | £4,359.43 | £63,305.71 | £62,751.71 | £67,111.13 |
| Y3 | £13,976.63 | £4,562.59 | £3,805.43 | £4,359.43 | £63,305.71 | £62,751.71 | £67,111.13 |
| Total | £41,212.88 | £13,453.72 | £11,416.28 | £13,078.28 | £189,917.12 | £188,255.12 | £201,333.40 |

*As per 1 April 2021 adjusted for 1.75% indexation

3.2.3 USES OF FUNDING

Allowable costs for students include: salary/stipend, fees, research running expenses, travel, conference fees, accommodation and subsistence if the student is presenting, workshops and training.

For all students, both UK and international, CRUK will fund university fees at a rate no higher than the home fees applied to students funded by UK Research Councils. International students may be recruited to CRUK grants, but any shortfall between the standard CRUK fee allowance and applicable international student fee rates must be covered by another source of funding and can't be covered by the student themselves.

It is not acceptable to use the CAT Programme funding for:

- Supporting non-clinical PhD students
- Out of hours/on call costs
- Recruitment and advertising costs

Please contact the [Research Careers team](#) if you would like to discuss other uses of the CAT Programme funding.

3.2.4 UTILISING UNDERSPEND FROM MB-PHD & CRTF FUNDS

The [Research Careers team](#) should be informed of any underspends on your award. We have listed some options how you could use underspend from your annual CAT Programme Award below.

Suggested uses of remaining funding may include:

- Implementation of activities proposed within your programme-related costs (that could not be supported through the level of funding originally provided);
- Support for mentoring activities for MB-PhD students and CRTFs;
- Support for scientific and networking meetings for clinical academic trainees working in cancer research locally/regionally;
- Student travel to collaborating group to undertake specific training relevant to their PhD studies, or to attend a skills-based training course directly relating to their work;
- Support for continued networking/ cohort building activities of MB-PhD and CRTFs reintegrating into medical and clinical training respectively;
- Undergraduate vacation placements for MB-PhD Students;
- Support for short periods of research by Academic Clinical Fellows or Foundation Year medical trainees, prior to undertaking a CRTF;
- Engagement activities for undergraduate trainees to raise the profile of oncology;
- Funding for the development and implementation of relevant courses in oncology for undergraduate students;
- Support for oncology-related MSc courses;
- Workshops or programmes to provide training and support for talented clinical academic trainees to prepare postdoctoral fellowship applications (e.g. Clinician Scientist Fellowship).

Please contact the [Research Careers team](#) if you would like to discuss other uses of your CAT Programme funding underspend.

3.2 INFORMATION GATHERING AND SHARING

As previously highlighted, one of CRUK's strategic priorities is to train the next generation of cancer research leaders. Therefore, it is of crucial importance to us to know our students, their research projects, outputs and career progression. The information collected will allow us to communicate directly with the students, welcome them to the CRUK family and invite them to training and networking events. It will also allow us to accurately report on their research and outputs, and to understand their motivation to continue a career in cancer research – improving our training provision.

Gathering information about the CAT Programme

CRUK is interested to learn how the Programme is progressing and how we can best support you. Therefore, we are keen to hear about any challenges that you may face and any suggestions on how to improve support for the trainees. We encourage you to share this information with us informally through our site visits, emails and phone calls throughout the year.

Please get in contact with the [Research Careers team](#) if you would like to us to visit or attend any relevant meetings/ events at your Centre/host institution.

The Research Careers team will be in touch with more information about the Programme's Annual Review process and what information we'd like you to include.

Gathering information about students

Programmes will be asked to provide data on new students and any changes to currently active students via the Programme's Annual Review process. If any details change e.g. a student is recruited after providing the information to CRUK; a student withdraws or takes long-term leave as outlined in section 4.2, please inform CRUK within 30 days.

Further information on the type of data that will be collected, and the use of the submitted data can be found in the [Appendix B](#).

Information sharing

The Programme must ensure that students, supervisors and project partners are made aware of what information, including personal data will be shared with CRUK, and how this information will be used by CRUK. Please note that all personal information is and will be kept in accordance with our privacy policy, a copy of which is available [here](#).

- The Programme must ensure that when individuals accept a studentship, they are aware that they are permitting CRUK to contact a studentship holder to request that they complete a diversity monitoring form with their details. CRUK is committed to promoting Equality, Diversity and Inclusion (EDI) in research. As part of this commitment, we are conducting diversity data monitoring across our research funding. For students, we are aiming to understand at an aggregate level who is funded through our training awards, how they progress throughout their careers and what barriers, if any, there are for students from different backgrounds staying in research and progressing. We will use information from this form to analyse who our students are and who we're funding and to develop future ways of working. We may share anonymised, aggregated data with our leadership team and Scientific Executive Board and may also share this with other funders or other sector bodies for the purpose of sector research and analysis. In the future, we may publish anonymised, aggregated data about our student cohorts on our website and/or in (online) journals (see also [section 4.1](#)).

- The Programme should disclose student contact details to CRUK. This is to allow correspondence with our students. Correspondence is likely to be about courses, events or possibly surveys and questionnaires about their training.
- The Programme should disclose any information that CRUK requests regarding the progress of their studies, submission of their thesis and completion of their studies.
- CRUK or a third party on behalf of CRUK may contact a studentship holder during or beyond the life of their studentship for evaluation of training/support given or career tracking purposes.

Clinical research training fellowships in radiology

The Royal College of Radiologists and CRUK, are partnered in a joint initiative to support clinical academic training of members of this college. Programmes will be asked to provide information on new studentship appointments if a Member or Fellow of the College has been appointed a CRTF. These students will then be eligible to be considered as Joint Royal College of Radiologists/CRUK Clinical Research Training Fellows and will be contacted by the Royal College of Radiologists directly to confirm their joint fellowship.

3.3 EXTENSIONS, SUSPENSION & TERMINATIONS OF STUDENTSHIPS

CRUK expects students to complete their training without interruption where possible and does not encourage the suspension of awards unless as defined below. Where suspensions are agreed, total periods of suspension must not normally exceed one calendar year over the lifetime of the award.

As outlined in [CRUK's parental or other long-term leave policy](#), consideration should be given to requests for abeyance due to taking long-term parental (maternity, paternity, shared parental, adoption), sick or other long-term leave. As per [section 4.2](#) below, CRUK should be informed and updated about end dates and expected submission dates to reflect periods of abeyance.

The period of a student's support may be extended through a no-cost extension to offset a period of genuine absence e.g. for parental leave (maternity, paternity, shared parental leave, adoption leave), sick or other long-term leave covered by a medical certificate, extended jury service, subject to approval by CRUK. Please contact the [Research Careers team](#) to discuss this option.

The Programme must make suitable arrangements with supervisors/lab managers/other relevant contacts for coping with absences of students for parental (maternity, paternity, shared parental, adoption), sick or other long-term leave, extended jury service and holidays.

3.4 FAILURE TO CONVERT TO DOCTORAL STUDIES AT THE END OF YEAR ONE

If a student fails to upgrade to doctoral studies at the end of year one (formally via viva or informally) the student's award must be terminated. The remaining funds will be deemed to be underspend and can be used for other purposes as outlined in this document (see section [3.1.4](#)). If a student leaves within the first year, another student can be recruited in their place using the resulting underspend.

3.5 ANNUAL LEAVE

The Centre should ensure that a clear policy on annual leave entitlement exists and that this is made known to the student at the start of their studentship.

4. POLICIES THAT AFFECT THE MANAGEMENT OF THE CLINICAL ACADEMIC TRAINING PROGRAMME AWARD

4.1 EQUALITY, DIVERSITY AND INCLUSION

CRUK is committed to promoting equality, diversity and inclusion (EDI) in its research funding activities. We expect CRUK Centres to embed EDI in their research practices, policies and culture as far as possible, including by actively promoting EDI, offering EDI training, identifying barriers to inclusion and progression for underrepresented groups and promoting an inclusive and [positive research culture](#).

4.2 FLEXIBLE WORKING POLICIES

Part-time working

CRUK encourages and is supportive of the option of studying part-time. Studentships should be advertised as available on either a full-time or part-time basis. Part-time awards should not be less than 50% of full time. The stipend should be provided on a pro-rata basis for part-time study. Please consult with the [Research Careers team](#) and inform us of any changes to study patterns that may include changes in a student's personal or employment circumstances.

Parental or other long-term leave

According to [CRUK's parental or other long-term leave policy](#), all students funded by CRUK are entitled to paid parental or long-term leave as follows:

- For **Clinical Research Training Fellows (CRTFs)**: as employees of the host institution, CRTFs funded by CRUK are entitled to take parental (maternity, paternity, shared parental, adoption), sick or other long-term leave, and receive paid leave entitlements, in accordance with the host institution's terms of employment. We mandate, as a condition of its funding, that host institutions bear the costs of these paid leave entitlements consistently with their own employment policies. Further, in accordance with the 'UK clinical academic training in medicine and dentistry: principles and obligations', the host institution should waive any qualifying period.
- For **MB-PhD students**, recognising that they are not employees of the host institution, CRUK will bear the costs of an MB-PhD student's parental or long-term leave whilst the student is undertaking the 3-year PhD training and during which CRUK is paying their stipend. During these years CRUK will pay at a fixed rate according to the type of leave taken:

| Leave type | Paid leave entitlement |
|----------------------------|---|
| Sick leave | 4 months at full stipend then 4 months at half stipend p.a. |
| Maternity/adoption leave | 26 weeks at full stipend, then 13 weeks at statutory rate, then 13 weeks unpaid |
| Paternity or partner leave | 2 weeks at full stipend |
| Shared parental leave | CRUK will match the entitlement for paid maternity/adoption leave (less 2 weeks mandatory maternity/adoption leave), adjusted according to the duration of leave and payments received by the other parent. |

There is no qualifying period for taking long-term leave. Students are entitled to paid parental or long-term leave provided that they return to work for a period of time as agreed with their supervisor. Students must also follow their host institution's notification requirements.

In the first instance, CRUK expects the cost of the paid leave for students funded through the CAT Programme to be borne through any underspend on the Award or CRUK core funding as usual. If, at reconciliation stage, the leave costs cannot be borne through underspend, please contact the [Research Careers team](#) to discuss further.

In all cases, if a student needs to take long-term leave please:

- Provide the student's name, institution, leave start date, leave end date, reason for leave and any new expected end date/viva date to the [Research Careers team](#).
- Keep accurate records and certificates of leave entitlement for example maternity certificate, MATB1 form or sick notes.

The Programme should contact the [Research Careers team](#) to discuss no-cost extension options for a MB-PhD student or CRTF that require long-term leave during their 3-year PhD training.

4.3 RESEARCH INTEGRITY, DIGNITY AT WORK AND COMPLAINTS

[Research Integrity](#)

CRUK requires host institutions to have robust policies to prevent research misconduct and investigate research misconduct allegations. The Programme is responsible for ensuring that students and supervisors:

- Receive training and support regarding research integrity, experimental design, statistical analysis and reporting standards; and
- Understand that CRUK-funded research must be conducted according to the highest standards of research practice to ensure the integrity and reliability of the research and outputs.

Please also refer to CRUK's Policy on [Research integrity: guidelines for research conduct](#).

[Dignity at Work in Research](#)

The Programme is also responsible for helping foster positive research environments and for ensuring supervisors and students are aware of [CRUK's Policy on Dignity at Work in Research](#).

[Complaints](#)

The Programme is responsible for ensuring that students and supervisors have access to effective procedures for resolving problems arising from the administration and supervision of the studentship.

4.4 POLICY ON RESEARCH INVOLVING ANIMALS

In addition to complying with all applicable legal, regulatory and ethical requirements, Programme's should ensure that students and supervisors conducting research involving animals are provided with CRUK's [Policy on the Use of Animals in Research](#), understand the importance of principles of the 3Rs (replacement, reduction and refinement of animals in

research) and receive appropriate training on experimental design, NC3Rs guidance, reporting animal work and the importance of these principles in improving research reproducibility and reducing research waste.

4.5 RESEARCH ASSESSMENT APPROACH

CRUK is a [DORA \(San Francisco Declaration on Research Assessment\) signatory](#). As such, we expect host institutions to develop complementary outputs sharing policies, to sign up to DORA and apply DORA principles in student recruitment and assessment.

4.6 OPEN ACCESS

Programmes must ensure that students understand that it is a condition of their funding that, if they have an original primary article accepted for publication in a peer-reviewed journal, it must be published on an open access basis. The three key obligations students should understand are that:

1. [Europe PMC deposit within 6 months](#): CRUK-funded researchers, including students, must ensure that an electronic copy of the final, published form of their papers are available on Europe PubMed Central (Europe PMC) as soon as possible and no later than 6 months after publication.
2. [CC-BY license](#): If the journal charges an article processing charge (APC) for the Europe PMC deposit, the paper must be published with a CC-BY license, so that it may be freely copied and reused (for example, for text- and data-mining purposes), providing that the original authors are properly credited. Other licenses will not be compliant with CRUK's grant conditions.
3. [Journal eligibility](#): CRUK-funded researchers, including students, may only publish in journals managed by publishers who have agreed to the COAF/Wellcome Trust publisher requirements. Most major publishers and many smaller publishers have signed up to these requirements– a full list is available [here](#).

5. GENERAL INFORMATION

5.1 USEFUL CONTACTS

All correspondence relating to the students and management of the CAT Programme should be sent to the [Research Careers team](#).

APPENDIX

A. RELEVANT TRAINING

VITAE

Vitae is a national organisation championing the personal, professional and career development of doctoral researchers and research staff in higher education institutions and research institutes. All new MB-PhD students and CRTFs should be encouraged to visit [Vitae's website](#) for guidance on many aspects relevant to their training.

ACADEMY OF MEDICAL SCIENCES

The [Academy of Medical Sciences](#) support clinical fellows and clinical academics at all stages of their careers. Their academic medicine website includes useful information about clinical research careers and links to other resources.

CRUK FUNDING OPPORTUNITIES

Please visit the CRUK website for further information on [funding opportunities](#). The following may be of interest:

- [CRUK Post-doctoral Research Bursary](#)
- [CRUK Clinician Scientist Fellowship](#)
- [CRUK Clinical Trial Fellowships](#)

MB-PhD students should contact the [Research Careers team](#) to seek advice on how to continue their research post PhD training.

B. INFORMATION AND REPORTING

Use of submitted data may include:

- Sharing proposal information on a strictly confidential basis with other funding organisations.
- Statistical analysis in relation to the evaluation of postgraduate training trends.
- Policy and strategy studies.
- Making it available on CRUK's website and other publicly available databases, and in reports, documents and mailing lists.

Data that will be made available may include the following data:

- Student name;
- Student email address(es);
- Name(s) of project supervisors;
- Supervisor(s) email address(es);
- Host institution
- Project titles and abstracts;
- Registration and expected submission (VIVA) dates;
- Medical specialty (CRTFs only);
- ORCID ID – ORCID is a unique 16-digit code that remains with a researcher throughout their career and across data collection platforms. ORCID ID links to an ORCID profile, which a researcher can populate with information on grants/funding, outputs and career history. Collecting ORCID IDs enables us as a funder to link historic and current application data and outputs from a researcher. We would like Centres to encourage their students to create an ORCID ID, which will enable us to accurately report on their research and its outputs and track students' careers upon completion of their studentships.
- Numbers of students in particular regions, universities or departments in context of the Training Grant funding announced.
- Aggregated information regarding demographics, student numbers, stipend levels, qualifications, age at start, migration levels (from first degree university to another) etc.

C. TEMPLATE MB-PHD TUITION FEE REPAYMENTS

| | | |
|------------------------------|----------------------------|-------------------|
| Company Name: | | |
| Date: | | |
| Payment ref no: A | | |
| Expected BACS Date: B | | |
| | | |
| SLC Ref No: C | Customer Name (D) | Amount £ E |
| | | |
| | | |
| | TOTAL (F) | £0.00 |

Send to finance_agents@slc.co.uk (**G**)
 Financial_Ops_Team@slc.co.uk

| | | |
|-----------------------|--|---|
| Template key | | |
| | | |
| Payment ref no: | Ref no quoted on backups should relate to BACS payment. Also to be used for any queries with regards to the backup received. | A |
| | | |
| Date BACS Paid | The date we should expect the payment to be in our bank account | B |
| | | |
| Ref no: | CRN no? If this is quoted all repayments will be split across all loan accounts relating to this mgt a/c | C |
| | | |
| Customer Name | The customer (student name) who the funds are from and to ensure finance apply to the correct a/c | D |
| | | |
| Amount: | The amount that the student paid and should be applied to the students account | E |
| | | |
| Total | The total amount paid on the spreadsheet which should also agree to the BACS file sent | F |
| | | |
| Email | Address to send Backup file | G |
| | | |
| Contacts | To be provided by SLC and yourselves to be able to contact should there be any issues with payments or reference numbers | |
| | | |
| <i>Points to note</i> | <i>No refunds can be given</i> | |
| | <i>SLC are unable to provide any settlement quotation to yourselves</i> | |
| | <i>SLC are unable to provide any information in regard to customer accounts to yourself.</i> | |