

Wellcome Trust - Early Career Awards

Proposal Development Workshop Series

The workshop series will comprise virtual sessions held over the course of several weeks in November and December 2023. We will unpack the Early Career Award application into the key components and provide relevant information relating to the development of each of these sections and attachments. The workshop will also address UCT's internal approval process and guide participants through the approval for this proposal. Each session will conclude with a specific task to develop a key document(s) towards the development of a complete application.

Session 1: Monday, 20 November 2023 (9-11am)

Key topics covered:

- a) Overview of the Early Career Award scheme, including eligibility and grant conditions.
- b) Overview of the application pack, highlighting key sections and attachments.

Task:

Prepare a 1-page concept note highlighting the scientific context and key outcomes for a proposal to this scheme. The concept note should include a brief motivation of the discovery component(s) of the proposal.

Session 2: Monday, 27 November 2023 (9-11am)

Key topics covered:

- a) Discovery component, including discussion based on the attendee's own ideas of 'discovery' (see concept notes).
- b) Navigating Wellcome Trust's funder portal.
- c) UCT pre-award approval processes and deadlines.

In session task:

- a) Present/pitch your concept (elevator pitch).
- b) Log into WT's portal and initiate an Early Career Award application.
- c) Complete the admin info on the application.

Tasks:

- Initiate an eRA proposal approval request on the UCT eRA system.
- Initiate an Early Career Award proposal on the Wellcome Funding portal.

Session 3: Thursday, 30 November 2023 (9-11am)

Key topic covered:

- a) Preparing a Research Vision, incl. key sections and considerations
- b) Additional information attachment
- c) Human and/or Animal research ethics considerations for the application

Task:

Draft a complete Research Vision, with the supporting Additional Information

Session 4: Monday, 4 December 2023 (9-11am)

Key topics covered:

- a) Overview of research budgets, including UCT's indirect cost recovery policy, and a motivation for budgets to accurately represent the anticipated cost of the research.
- b) Currency of the application, incl. exchange rates when applying for international funding, risk mitigation strategies.

- c) Processes to be followed, including UCT internal approvals and the roles of the various people (i.e., budget reviewer), and the preparation and approach of the letter in support of overheads.
- d) Preparing a Budget Justification.

Tasks:

- Prepare a comprehensive budget, using the template spreadsheet, that includes appropriate project and institutional costs and adheres to the funder's guidance.
- Draft a Budget justification that adheres to Wellcome Trust's requirements.

Session 5: Thursday, 7 December 2023 (9-11am)

Key topic covered:

- a) Your bio for Wellcome
- b) Letter of Support
- c) Data management plan
- d) Research culture and environment

Tasks:

- Upload CV onto Wellcome Trust's portal.
- Draft the Data management plan and various sections related to the research culture and environment.

Session 6: Budget 'hotseat' Monday, 5 February 2024 (10-3pm)

ResDev available, by appointment, to assist applicants with any queries and/or challenges relating to the funder's portal, especially uploading the budgetary information to the financial information section.

Session 7: Submission 'hotseat' Wednesday, 7 February 2024 (10-3pm)

ResDev available, by appointment, to assist applicants with any queries and/or challenges relating to the successful submission of the completed application pack on the funder's portal.

Successful final submission on Wellcome Trust's funding portal

Target dates for submission 05/02/2024 – 08/02/2024

Note: 08/02/2024 is the RC&I deadline and the hard internal deadline by which you are expected to have submitted your complete application on the funder's portal for consideration.