# **Translate MedTech Secondment Scheme**

The Leeds and Sheffield City Regions are a driving force for the UK healthcare sector, with world-leading clinical expertise and research and development capacity across its universities, hospitals, healthcare and medical device manufacturing sectors.

The Translate MedTech programme is a partnership of universities in the Leeds and Sheffield City Regions with world-class expertise in the development of new medical technologies. Translate’s mission is to establish a sustainable community of academic, industry and clinical partners that are connected and committed to working in partnership to deliver a strong local economy and patient benefits.

**Translate MedTech supports the development of medical devices including materials and software, but does not support the development and discovery of pharmaceuticals.**

**All technologies pursued via secondments must fall within this remit.**

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| **Purpose of the scheme** | To develop the innovation skills and translational capability of medical technology researchers in the Leeds City Region.  **Applications to this scheme must address at least one of the two following aims:**   1. To develop specific translational skills 2. To progress technologies towards commercialisation and clinical application   **This scheme is not intended to support basic research.** |
| **Types of secondment available** | **Outgoing secondments** provide an opportunity for **academics**, **researchers**, **research students** to broaden their experience, supporting:   * The acquisition of new knowledge and skills * The development of new collaborations * Access to unique laboratories and facilities * Technology progression   Applications for outgoing secondments should be led and submitted by the proposed secondee, i.e. an academic, researcher or PG research student based at one of the Translate partner universities: University of Bradford, University of Huddersfield, Leeds Beckett University, University of Leeds, Sheffield Hallam University, and University of York.  Host organisations can include:   * Hospitals and other healthcare providers – supporting insight into clinical needs * Industrial companies and enterprises – providing an appreciation of commercial priorities, market drivers, health economics, manufacturing constraints * Innovation teams – offering knowledge and expertise in progressing medical technology opportunities * UK or international laboratories – providing training, access to equipment, and opportunities to develop collaborations to progress a medical technology opportunity * Technology intermediaries, including regulatory bodies   **Incoming secondments** enable individual academics and/or research teams within the Translate partner universities to host clinicians, industrialists or innovation specialists. The rationale for incoming secondments will be reviewed on a case-by-case basis, but might include facilitating new collaborations with clinicians or industry to enhance knowledge and skills, or to work on a specific problem to progress a medical technology opportunity.  Applications for incoming secondments should be led and submitted by the proposed host, i.e. an academic, researcher or PG research student based at one of the Translate partner universities: University of Bradford, University of Huddersfield, Leeds Beckett University, University of Leeds, Sheffield Hallam University, and University of York. |
| **Funding** | Funding (up to a max of **£2.5K\***) is available to cover the following costs:   * Travel to/from the host organisation * Accommodation and subsistence costs for the duration of the secondment   Other associated costs will be considered on a case-by-case basis.    Please note that this scheme does **not** provide funding for conference attendance, electronic equipment (such as laptops), or salary costs.  (\*Applicants are encouraged to seek co-funding from, for example, their originating university - where appropriate.) |
| **Duration** | Up to a **maximum of three months**. Secondments can be fully flexible, full- or part-time, with several visits over the duration. |
| **Key Dates** | Following five successful previous rounds the Translate programme is funding an additional round of secondments.  **Closing date:**  **12pm on Friday 20 March 2020**. |
| **How to apply** | Completed applications should be emailed or posted to:  Translate: Medtech - X101 Medical and Biological Engineering - University of Leeds - Leeds LS2 9JT – [hello@translate-medtech.ac.uk](mailto:hello@translate-medtech.ac.uk)  Completed applications must be received by **12pm on Friday 20 March 2020**. |
| **Assessment process** | Applications will be assessed representatives from the Translate team and partner universities.  The team will consider the following:   * Acquisition of new knowledge and skills * Impact on career development * Benefits for the host organisation * Development of new collaborations * Opportunities to progress medical technologies towards commercialisation or clinical application |
| **Conditions of award** | Successful candidates will be required to:   * Provide a minimum of three blog posts about their secondment for the GrowMedTech website   Successful candidates may also be invited to present at Translate or Grow MedTech events. |
| **Brokering partnerships** | Applicants will be expected to approach the secondment scheme with a clear aim or idea that they wish to explore. The Translate Team may be able to assist in providing clinical and/or industrial contacts. |
| **Further information** | If you would like further information, help with finding a secondment opportunity, or to discuss a possible proposal, please contact:  Mohua Siddique, Innovation Development Officer  [m.siddique@leeds.ac.uk](mailto:m.siddique@leeds.ac.uk) Tel: 0113 34 37244 |

# **Translate Secondment Scheme – Outgoing Secondments – Application Form**

**APPLICANT DETAILS:**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Job title / role** |  |
| **Research group** |  |
| **University** |  |
| **Email address** |  |
| **Line manager / supervisor** |  |

**HOST ORGANISATION DETAILS:**

|  |  |
| --- | --- |
| **Organisation** |  |
| **Name of contact:**  **Title**  **Forename**  **Surname** |  |
|  |
|  |
|  |
| **Email address** |  |

**Please provide a letter from your host organisation confirming that they are willing to host you for the duration of your secondment.** If your secondment is approved, it will be necessary to obtain a collaboration agreement before funds can be released. It will also be a condition of funding that relevant Health and Safety procedures are put in place to support your secondment.

**DURATION / START AND END:**

|  |  |
| --- | --- |
| **Please indicate if full or part time, or provide information on the number and length of visits.** |  |

**PURPOSE OF SECONDMENT:**

|  |
| --- |
| **Please provide an outline of the secondment and the anticipated benefits in terms of personal development, benefits to your immediate research community, and benefits to the host organisation.** (Max 400 words.) |

**AIMS AND OBJECTIVES:**

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| --- |
| **Please describe the aims and objectives of the proposed secondment and how they will be used to meet the purpose of the secondment scheme** (Max 100 words.) |

**DISSEMINATION:**

|  |
| --- |
| **Please describe how the knowledge, skills and learning derived from your secondment will be disseminated to your wider research group.** (Max 200 words.) |

**FUNDING REQUESTED:**

|  |  |
| --- | --- |
| **Travel** | £ |
| **Justification** (breakdown of costs) | |
| **Accommodation / Subsistence** | £ |
| **Justification** (breakdown of costs) | |
| **Other** (please specify) | £ |
| **Justification** (breakdown of costs) | |
| **TOTAL** | £ |

**SIGNATURES:**

|  |  |
| --- | --- |
| **Applicant:** | **Date:** |
| **Line manager / supervisor:** | **Date:** |

**CHECKLIST (please tick):**

|  |  |
| --- | --- |
| **I have included a letter from the proposed host organisation** |  |
| **I have approval from my line manager / supervisor** |  |

**LINKS TO OTHER TRANSLATE ACTIVITIES:**

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| **Finally, if your application arises from one or our workshops, from interactions with a member of the Translate team, or any other Translate event or activity, please tell us about it**. (Max 200 words.) |

# **Translate Secondment Scheme – Incoming Secondments – Application Form**

**HOST DETAILS:**

|  |  |
| --- | --- |
| **Research group** |  |
| **University** |  |
| **Main contact person to be responsible for visitor:**  **Title**  **Forename**  **Surname** |  |
|  |
|  |
|  |
| **Job title / role** |  |
| **Email address** |  |

**VISITOR DETAILS:**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Job title / role** |  |
| **Organisation** |  |
| **Email address** |  |

**Please provide a letter from your visitor confirming that they are willing to take up the secondment.** If the secondment is approved, it will be necessary to obtain a collaboration agreement before funds can be released. It will also be a condition of funding that relevant Health and Safety procedures are put in place to support your incoming secondment.

**DURATION / START AND END:**

|  |  |
| --- | --- |
| **Please indicate if full or part time, or provide information on the number and length of visits.** |  |

**PURPOSE OF SECONDMENT:**

|  |
| --- |
| **Please provide an outline of the secondment and the anticipated benefits to you and your immediate research community, and to the proposed visitor.** (Max 400 words.) |

**AIMS AND OBJECTIVES:**

|  |
| --- |
| **Please describe the proposed aims and objectives of the secondment and how they will be used to meet the purpose of the secondment scheme** (Max 100 words.) |

**DISSEMINATION:**

|  |
| --- |
| **Please describe how the knowledge, skills and learning derived from your secondment will be disseminated to your wider research group.** (Max 200 words.) |

**FUNDING REQUESTED:**

|  |  |
| --- | --- |
| **Travel** | £ |
| **Justification** (breakdown of costs) | |
| **Accommodation / Subsistence** | £ |
| **Justification** (breakdown of costs) | |
| **Other** (please specify) | £ |
| **Justification** (breakdown of costs) | |
| **TOTAL** | £ |

**SIGNATURES:**

|  |  |
| --- | --- |
| **Applicant:** | **Date:** |

**CHECKLIST (please tick):**

|  |  |
| --- | --- |
| **I have included a letter from the proposed visitor** |  |
| **I have approval from my line manager / supervisor** |  |

**LINKS TO OTHER TRANSLATE ACTIVITIES:**

|  |
| --- |
| **Finally, if your application arises from one or our workshops, from interactions with a member of the Translate team, or any other Translate event or activity, please tell us about it.** (Max 200 words.) |