

Partnership Agreement

West Midlands Post-Doctoral Bridging Programme

This Partnership Agreement represents the minimum expected of each of the partners. It is not exhaustive and is subject to change

Name of fellow	
The West Midlands Post-Doctoral Bridging Programme team will provide:	
A programme of masterclasses as specified in the timetable will be provided	
At least one postdoctoral clinical and academic mentor who shares the following with the fellow <ul style="list-style-type: none"> • Methodological expertise And / or <ul style="list-style-type: none"> • Topic area interest • Geographical area 	
A monitored inbox for fellow or mentor use	
Response to enquiries from fellows or mentors within 2 working days	
Regular evaluative opportunities to receive feedback from fellows and mentors	
Single grant payment to the fellow's NHS organisation and a single payment to the mentor(s)' organisation	
Make available University of Birmingham library access for fellows	
Opportunity to arrange a research placement in partnership with mentor(s) to facilitate the development of methodological understanding	
Maintain and develop a diverse mentor database	
Maintain records of the fellow's progress and achievement	
Facilitate communication of the programme and the fellow's progress between the programme team, the fellow and the mentorship team	
Maintain communication with the fellow after the programme has completed	
Ensure the programme is marketed in such a way that a range of professions can take advantage of the opportunity to apply	
The post-doctoral clinical and academic mentorship team will:	
Agree to attend any related training provided	
Agree to meet the fellow at least once per month for one hour during the programme (this can be in person or telephone/virtual)	
Support the fellow to evaluate their development and academic learning needs	
Support the fellow to develop their network, including any travel/placement experience	
Support the fellow to design their programme of research	
Provide feedback to the fellow on any written work in a timely and constructive manner	
Support the fellow to draft his or her application for HEE/NIHR ICA Clinical Lectureship or equivalent	
Support the fellow with other programme outputs for example: applying for grants, alternative sources of funding and publications	

To respond to fellow enquiries via email in a timely fashion, normally within 3-5 working days	
To complete the progress review form at least monthly with the fellow and ensure the fellow emails this to the programme team	
At the end of the programme, the mentor(s) will notify the programme team on the fellow's progress and whether the mentor relationship will continue	
Signature:	
Signed by (name):	Date:
The fellow will:	
After receiving confirmation of University of Birmingham ID and email collect their ID badge as instructed, complete the library access procedure, and accept the invitation to the virtual learning environment (Canvas) courses	
Attend masterclasses and engage with other learning opportunities unless unable to because of illness or personal circumstance. If the fellow will be absent they will need to inform the programme team via email	
Attend monthly meetings (may be face to face or virtual) with the programme team	
Meet post-doctoral clinical and academic mentorship team at least once per month (this can be in person or telephone/virtual) and return progress review form to the programme team via email	
The fellow will ensure that they will send any agreed work and/or agendas to their mentor(s) in advance of meetings	
Undertake an evaluation of learning needs (Vitae Researcher Development Framework) and discuss these with programme and mentor team	
Complete outputs from doctorate (if not yet completed)	
Develop a programme of research	
Complete draft application for HEE/NIHR ICA Clinical Lectureship or equivalent	
Undertake research placements that support the development of their research proposal	
Develop a postdoctoral clinical and academic mentorship team	
Complete other agreed programme outputs for example: applying for grants, alternative sources of funding and publications	
Participate in appropriate research/patient and public involvement and engagement work	
Undertake any requirements as specified in the programmes e.g. presentations	
Provide evaluation and feedback to their mentor(s) and programme team	
Participate in peer discussions and action learning sets	
Engage with the NIHR and NHS research and development services (e.g. Research Design Service)	
Keep the programme team informed of changes in circumstance that might impact on their progress	
Keep line manager/organisation informed of progress and next steps	
Signature:	
Signed by (name):	Date:
The line manager or organisational representative will:	
Engage with the fellow to develop next steps (e.g. career pathway, succession planning, project work)	
Liaise with their local finance contact to check the processing of the single grant payment	
Honour the commitment to allow the fellow 48 days to undertake the programme over its duration	

Discuss with the fellow the research and clinical academic needs of the area, department or organisation
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Keep the programme team informed of changes in circumstance that might impact on the fellow's progress
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Signature:

Signed by (name):

Date:
