

## Partnership Agreement

### West Midlands Pre-Doctoral Bridging Programme

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

<b>Name of fellow</b>	
<b>The West Midlands Pre-Doctoral Bridging Programme will provide:</b>	
This is not a taught research methods course however a programme of masterclasses as specified in the timetable will be provided	
At least one academic supervisor who shares the following with the fellow <ul style="list-style-type: none"> <li>• Methodological expertise</li> </ul> And one or more of the following <ul style="list-style-type: none"> <li>• Topic area interest</li> <li>• Geographical area</li> </ul>	
A monitored inbox for fellow, supervisor, and facilitator use	
Response to inquiries from fellow or supervisor within 2 working days	
Regular evaluative opportunities to receive feedback from fellows	
Single grant payment to the fellow's NHS organisation	
Make available University of Birmingham library access	
Opportunity to arrange a research placement in partnership with the supervisor to facilitate the development of methodological understanding	
Maintain and develop a diverse supervisor database	
Maintain records of the fellow's progress and achievement	
Facilitate communication of the programme and the fellow's progress between the team, the fellow and the supervisor	
Maintain communication with the fellow after the programme has completed	
Ensure the programme is marketed in such a way that a diverse range of professions and people are able to take advantage of the opportunity	
Provide a Portfolio to facilitate demonstration of the fellow's development and achievement	
<b>The supervisor will:</b>	
Agree to meet the fellow at least once per month for one hour during the programme (this can be in person or via telephone/skype)	
Support the fellow to evaluate their development and academic learning needs	
Support the fellow to develop a clinical academic network	
Support the fellow to refine their research question and plan a systematic/integrative literature review	
Provide feedback to the fellow on written work in a timely and constructive manner	
Support the fellow to draft his or her literature review and article for submission to an appropriate journal	

Support the fellow to draft an application form e.g. Clinical Doctoral Research Fellowship (or other equivalent training programme) or research grant	
Support the fellow to complete a poster for submission to a research conference or event	
To respond to fellow enquiries via email within 3-5 working days unless an absence has been discussed	
To communicate absence to the team in order that substitute supervision can be arranged	
To complete the progress review form at least monthly with the fellow and ensure the fellow emails this to the team	
At the end of the programme, the supervisor will notify the team on the fellow's progress and whether the supervisory relationship will continue	
<b>Signature:</b>	
<b>Signed by (name):</b>	<b>Date:</b>
<b>The fellow will:</b>	
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 team via email	
Make arrangements to review missed session material – e.g. via Canvas	
Meet supervisor at least once per month (this can be in person or via telephone/skype) and return supervision log to the team via email	
Prepare work and questions so that the supervision sessions are productive and contribute to progress	
Undertake an evaluation of learning needs (Vitae Researcher Development Framework) and discuss these with team and supervisor	
Develop and refine a feasible research question	
Develop and refine an appropriate method	
Abide by good academic standards	
Undertake research placements that support the development of their research proposal	
Develop a clinical academic network	
Draft a literature review and article for submission to an appropriate journal to support the research proposal	
Develop a draft application form e.g. Clinical Doctoral Research Fellowship (or other equivalent training programme) or research grant	
Complete a poster for submission to a research conference or event	
Use the Portfolio to maintain a record of activity and achievement	
Participate in appropriate research/Patient and Public Involvement (PPI) work and contribute to subsequent publications	
Prepare and present a 15 minute presentation at the end of the programme that addresses: Project, Person, Place	
Provide evaluation and feedback to the supervisor and 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 team informed of changes in circumstance that might impact on their progress	
Keep line manager/organisation informed of progress and next steps	
<b>Signature:</b>	
<b>Signed by (name):</b>	<b>Date:</b>
<b>The line manager or organisational representative will:</b>	
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 needs of the area, department or organisation	
Keep the team informed of changes in circumstance that might impact on the fellow's progress	
<b>Signature:</b>	
<b>Signed by (name):</b>	<b>Date:</b>