2024 Crick-University Attachment call - Information on the attachment programme and application guidance

This document provides guidance to candidates applying for an attachment at the Crick.
It also provides information on what is required prior to moving into the Crick, what they can expect during their attachment and how the Crick operates.

Please note interested PIs must discuss their proposal with their University-Crick Partnership Team before starting their application to ensure that any additional internal processes are followed. Completed applications should then be submitted to University Partnership Managers (PMs).

University contacts:
Dr Angela Kingman, Imperial PM: researchoffice.fundingstrategy@imperial.ac.uk
Rachael Bernthal Bishop, King's PM: crick_partnership@kcl.ac.uk
Elspeth Latimer, UCL PM: elspeth.latimer@ucl.ac.uk

The Attachment Programme

1. Background

The Crick-University attachment programme was established in 2015 to enable university groups to work in the Crick, with the intention of bringing together researchers from the Crick and its partner institutions to improve the opportunities for collaboration.

The scheme is open to scientists (clinical and non-clinical) leading research groups and aims to attract people and groups with skills that are complementary to the Crick's core talents and capabilities and to identify research projects that will best benefit from Crick interactions. Therefore, applications in engineering, physical, mathematical, computational, clinical and translational sciences will be prioritised in general. Another aim of the scheme is to support career development of new Group Leaders and, as such, applications from early career PIs are particularly welcome.

Attachments are expected to interact substantively with Crick Group Leaders and/or Science Technology Platform (STP) Leads. Such interactions could be focused on specific research projects, they could involve multiple Crick groups in a large collaborative programme or develop new facilities or technologies that would benefit the partnership and beyond. Attachments are approved on a fixed-term basis and can take different forms such as those below, or a variation of them:

- **Secondment:** A PI might transfer all, or the majority of, their research group (including postdocs, PhD students or technical staff) to the Crick for up to six years. The Crick becomes the primary research base for the group and the PI spends the majority of their

time at the institute. The PI gets an office space at Crick. The home University remains the employer but the Crick becomes the primary research base.

- **Satellite:** A PI might transfer a subset of their staff (postdocs, PhD students or technical staff) to the Crick (possibly on part-time basis), with the primary research base for the group remaining at the home University, with the PI visiting the Crick occasionally. The scientists may be embedded within a single Crick research group or STP for an agreed period working on a defined project or could work with multiple groups and STPs. **The satellite Group Leader is not allocated a single-use office space** but will have access to a bookable shared office space when visiting the Crick.

  Satellites can generally be of two types:
  - Project-based: when there is a substantive project-focused collaboration between a satellite Group Leader and a 'host' Crick Group Leader (up to 3 years)
  - Programmatic: when the satellite Group Leader has an established link with multiple Crick groups or STPs, either through new facilities or technologies or through a larger-scale and longer-term collaborative programme (usually 3 to 5 years)

- **Sabbatical:** Whilst remaining a university employee, a PI might spend up to a year on sabbatical (full or part-time) working in a Crick research group, for example to learn new techniques or to undertake a hands-on collaboration.

  These definitions are not intended to be exclusive and there is room for flexibility; in all cases the proposed attachment will be assessed primarily on its added value to the applicant, the University and the Crick whilst ensuring the group can be accommodated within the spaces allocated to each University (see 3.).
  Applicants should therefore discuss their proposal with their University-Crick Partnership Team before starting their application.

2. **General principles of the attachment programme**
   - In all cases, the attachment staff retain their employment at their home University.
   - However, all members of the attachment will be considered by the Crick in the same way as core-funded Crick staff and will have the same access to STPs and other resources in the Crick.
   - Funding for research projects as part of the attachment must come from external sources and not Crick or University core-funds. This external funding must cover the full direct cost of the research projects associated with the attachment, including staff salaries, running expenses (including consumables), and access to STPs and equipment. Where external funding does not cover the full direct cost, the deficit will be charged to the home University. Only in exceptional cases will the Crick provide core-funded support for a post.
   - The home University will be responsible for covering the Crick space charges associated with the attachment (overheads). This is usually paid for through centrally held funds.

- University employees will remain employed by their home University for the duration of the attachment. The responsibilities of the Crick and the partner University will be detailed in the attachment agreement.
- **An attachment does not commence until all attachment agreements are completed and staff have completed the Crick onboarding process**, which is generally expected to be within six months to one year of approval.
- Approved attachment staff are expected to support the development of the partnership, activities include joining [Crick Interest Groups](), attending and presenting at relevant seminars and events and helping to promote the attachment scheme.
- Any intellectual property created by the attachment at the Crick will be owned by the Crick. This is a position agreed by the Crick and the partner institutions when the Crick was first established under an overarching joint venture agreement and is reflected in the attachment agreements.
- Crick Net Revenue generated by university attachment employees working at the Crick will be entitled to receive the same revenue share as set out in their specific university Reward To Innovators policy (RTI). However, under no circumstances will the innovators' revenue share for cumulative revenue above £2m exceed 75% of Net Revenue.

3. Space allocation

Each university has a maximum number of spaces for university groups, and the Attachment Review Panel will consider the available space when making decisions. Please note space can only be allocated if the University has spaces available within their allocation.

Approved attachments will have a fixed number of spaces allocated to them from which the university space charge is calculated (overheads). This should be discussed with university PMs before application.

- The number of spaces will be confirmed at the initial planning meeting (see 5.1) and attachments are not permitted to exceed it without approval. If an attachment wishes to increase their allocated space, they must apply through the annual attachment round (see 6.2).
- Once an attachment has commenced, resource allocation will be reviewed on an ongoing basis and if the space is not being utilised, it may be reduced.

Space could include wet benches and/or dry spaces. Every wet bench comes with a dry write-up space (i.e desk). University staff who do not need to perform any experimental bench work would need to request dry space only (e.g computational work).

Attachment Group Leaders do not automatically get a wet bench for themselves; this should be requested on the application form.

4. Funding for attachments
- The Crick does not provide core resource to support university attachments. However, it does cover reasonable costs for the physical move into the institute.

- All proposed attachments must use external funding to support the work being carried out at the institute. Attachments may use existing funding to support their group and may apply for additional funding through their home University to support further their research via the attachment
- There is no need to have all funding in place at the moment of the application. However, the funding must be in place on commencement of the attachment to support the research project. **All approved attachments are expected to start within 12 months of approval of the attachment.**
- It is the responsibility of the PI to acquire this funding and the grants will be administered through and held by the home University. However, the Crick Grants team will help with costing grant applications (including access to STPs and BRF) to ensure that necessary funds will be available. Once funding is in place, attachment agreements will be set up for each grant that the attachment intends to use to support activity at the Crick.
- Access to Crick STPs will be charged to the attachment GL's grants based on usage. Further information on the available STPs can be found here (please note that Crick STPs may be more expensive than similar facilities at the universities).

5. IT equipment
- The Crick does not provide IT equipment to university attachments, this should come from the home institution e.g. laptops.
- The Crick IT can 'Crickify' university laptops in order for them to access the Crick network and printing facilities. When the attachment ends, Crick licensed software will need to be removed from any devices.

6. Attachment set-up
6.1. Initial planning
- Shortly after an attachment has been approved, a set-up meeting will be scheduled with the attachment Group Leader, the Associate Research Director (University Partner Liaison), the Partner University Liaison Manager, the University Partnership Manager and a University Department representative (optional). The purpose of this meeting is to discuss the provisional start date and timeline for hosting by the Crick, the agreements to be completed, the funding to support the attachment, the space allocation and any special requirements for the attachment, including expected usage of STPs.
- Once the appropriate lab space has been identified, the relevant Crick Science Support Manager will contact the attachment to discuss their resource requirements, laboratory modifications that are required and timelines. The Crick has a small budget available to support start-up equipment for new attachments and may be able to provide some basic lab equipment (such as fridges and freezers) if the attachment group is unable to move these from their home institution.

6.2. Attachment agreements
- All attachment staff members are required to sign a 'people agreement' with the Crick, prior to the commencement of their attachment. This agreement covers: the responsibilities of the Crick, the attachment, and the partner University; management of

the attachment; and intellectual property generated during an attachment. Please note the designation of the people agreement might vary depending on the home University.

- In addition, at least one agreement for collaborative research sub-awarding funds from the partner University to the Crick must be completed and signed, prior to the commencement of an attachment. This will take the form of a 'research project schedule' (for Imperial satellites) or a 'grant collaboration agreement' (for all other types of attachment).
- **The agreements above must be signed one month prior to the move into the Crick.**

6.3. Moving into the Crick

Once funding has been defined and the attachment agreement has been signed, preparations will begin for the transition into the Crick.

The formal commencement date will be confirmed in the welcome letter, along with the location in the building. Generally, attachments are expected to commence within 12 months of approval. The Crick will cover reasonable costs for the move into the building. This includes general moving costs for lab equipment, material and reagents. If your move includes large or out-of-the ordinary items, or movement of animals, this will need to be discussed at your set-up meeting (see section 5.1).

However, the home University is required to fund the costs of moving out of the building at the end of the attachment. Please note that several meetings would be held up to a year prior to the attachment finishing, to ensure a smooth transition back to the home institute.

6.4. Access to the building and use of resources

Prior to the commencement of the attachment, attached staff will not have access to the Crick or be able to use STPs within the Crick. Access will be provided on the agreed start date of the attachment provided all agreements have been signed (see section 5.2). The full list of STPs can be found [here](#).

Upon commencement of the attachment, the staff will be provided with an access badge after both security screening, safety and quadrant inductions. This will provide full access to IT and Crick facilities for the projects originally approved at the time of the application.

7. Working at the Institute

6.1 Line management and PDRs of seconded Group Leaders

Attachment Group Leaders will retain their existing university line manager, but for those who are seconded to the Crick, an additional Crick line manager will be allocated for the duration of their attachment, this will normally be stated in the welcome letter. In addition, if the seconded Group Leader has recently started an independent research programme establishing their own lab, they will be allocated a Crick Mentor. Those Group Leaders will continue to follow the normal PDR process and timings at the home university and will not need to complete a Crick PDR. However, the Crick line manager should be invited to attend the university PDR, if they cannot attend then they can submit written comments to the university line manager.

6.2 Requests for increase in space allocation and extensions to attachments

If an attachment wishes to increase their space allocated or extend their stay at the Crick, they must complete the extension/expansion application form for consideration by the annual attachment interview panel (generally at the start of the calendar year). This application must be supported by the host university.

Existing attachments who wish to extend/expand should discuss with **their University-Crick Partnership Team** before submitting their application.

6.3 Day-to-day support at the Crick

The primary contacts for questions regarding day-to-day work in the laboratory will be the attachment's designated Science Support Manager and Quadrant Manager. The primary contact for administrative or IT questions will be the Service Delivery Manager. Other questions regarding the university attachment and funding should be directed to the Partner University Liaison Manager ruth.bird@crick.ac.uk.

6.4 Support from the home University: University Partnership Manager

Each of the universities has a dedicated Crick Partnership Manager who will be the attachment's point of contact in their university and support them throughout their attachment. Their details can be found on page one.

6.5 Crick PhD student

Secondment Group Leaders may apply to act as 'the Crick supervisor' for one joint Crick-University PhD studentship during their stay at the Crick, provided that the studentship fits within the period of their attachment and the space allocation for the group.

The attachment Group Leaders can also apply to act as 'the University supervisor' for joint Crick-University PhD studentships, in collaboration with a Crick-employed Group Leader, irrespective of the length of their attachment, the student must fit within the space allocation.

Please note more detailed information on the attachment start-up, operational support and life at the Crick will be provided to new attachments after they have been approved.

Crick Contacts:
Ruth Bird, Partner University Liaison Manager: ruth.bird@crick.ac.uk
Solène Debaisieux, Research Officer, University Partnership: solene.debaisieux@crick.ac.uk
Li Sa Choo, Partner University Administration Officer: LiSa.Choo@crick.ac.uk
Malcolm Irving, Associate Research Director and University Liaison: malcolm.irving@crick.ac.uk

Completing your application

Please note that **completed applications should be submitted with a CV (maximum five pages).**

SECTION A: Summary

Complete the fields as required, please include a title that describes the research to be undertaken at the Crick.

Please indicate the names of the Crick Group Leaders and/or STP leads with whom you will collaborate.

For satellite and sabbatical applications: Please indicate which of your collaborators would be your **Crick Host**. The Crick Host should be the person at Crick that you are collaborating with (or one of the people if multiple collaborators) and whose lab you would be ideally co-located with. It would be the person whom you had discussed your satellite with (usually before this application) and who would give local support if needed.
Please note that in case of satellites, the host is also the PI's line manager at the Crick.

SECTION B: Details of attachment, requested space and staff

Attachment type: Please indicate which type of attachment you are applying for, given the definitions provided in this guidance (section 1).

Planned Duration: Please include the expected duration of your stay based on the research project(s) you plan to undertake during the attachment. Please note that in the past, we had secondment-type attachments approved for a duration of up to 6 years and satellite-type attachments approved for a duration of up to 3-5 years. Sabbaticals usually have a duration of one year.
Please note any extension will require an application at the next attachment call.

Requested attachment start date: Please include the date you would like your attachment to start. Please note that an attachment can start only after all agreements have been signed, so usually six months to a year after the attachment has been approved.

Wet benches/dry spaces: Please note dry spaces are like office spaces. Please note that one dry space is automatically allocated with one wet bench. If your project does not require wet lab work but only dry work, please request dry spaces only.
Please note that bench spaces are not automatically allocated to attachment Group Leaders, except for sabbaticals. If the secondment or satellite Group Leader needs a wet bench, it should be included in the total number of wet benches.

Total space allocation: Please sum-up the number of wet benches and dry spaces, including the Group Leader office space if you apply for a secondment.

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Satellite Group Leader do not get a separate office space but can use a shared office space (bookable).

Attachment staff details and FTE: Please include the details of all staff members (or TBC if not yet known) who will work at the Crick, including yourself (the PI). Please ensure that all relevant information is included in the table, especially timelines (Arrival date and end date) and FTE.

SECTION C: Details of Research

The purpose of this section is to provide details of the proposed plan of research at the Crick, including objectives, benefits, and approximate timelines.

Please indicate which [Interest Group](#) you plan to join once at the Crick. The aim of the Crick interest groups is to build communities around common scientific interest, enhance scientific discussion by strengthening existing interactions and promoting new links within and across the different Interest Groups. They also provide a key training platform for PhDs, postdocs and laboratory research scientists.

There are currently seven Interest groups at the Crick, running both internal and external seminars. Please note you and the members of your group will be associated with a primary interest group but you can join more if you wish. Being affiliated to an Interest Group will give your PhD students and postdocs the opportunity to give talks to present their work at internal seminars (for the primary Interest Group).

SECTION D:Crick collaborators

Please note that **each Crick collaborator (GL and/or STP Lead) should complete their own section**, indicating their name and outlining their interest, role and activities involved in the attachment's research project.

SECTION E: Resources

Please note that **STP usage must be covered by the University PI's external funding**.

In this section, you should address the following:
- The types of equipment/technology platforms you/your staff will need access to at the Crick and an indicative level of usage
- Whether your work has specific laboratory requirements e.g. type/category of laboratory, non-standard facilities and/or fittings
- Whether you would need to bring or order out-of-the ordinary equipment e.g. chemical hood, large/heavy equipment or items that would require specific technical support or movers, experimental equipment with specific requirements such as pressure, temperature, stability, air flow, power supply etc.
- Whether you will need to transfer animals and/or specialist equipment to the Crick

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- Please mark each STP that you will require access to at the Crick.

SECTION F: Funding

Please provide all the information requested in the table, where available.
Please include details of obtained, or planned funding that will be used to support the attachment.
Please note that the attachment should start within six to 12 months of approval and funding must be in place to do so.

SECTION G: Institutional approval

All attachment applications need to be approved by the home University, on both academic and operational levels. Your University's Crick Partnerships Manager will own the institutional approval process and it is the responsibility of the PI/Attachment GL to ensure that their application follows this process.

Please note the Head of Division/Department should provide a statement to confirm full support for this attachment application. In signing the form, the Head of Division/Department confirms the PI is not undergoing any disciplinary procedure at the moment of the application.

Please ensure the Head of Division/Department's name, date and signature clearly appear on the form (and the Head of Faculty's name and signature where applicable).

Please ensure the appropriate member of Department Operations (e.g Division/Department manager) also states their position, name and date, and sign the form for administrative approval.