

2025 Crick-University Attachment call - Application guidelines

This document provides guidance to candidates applying for an attachment at the Crick.

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's Head of Funding strategy/PM:

researchoffice.fundingstrategy@imperial.ac.uk

Rachael Bernthal Bishop, King's PM: crick_partnership@kcl.ac.uk

Elsbeth Latimer, UCL PM: elspeth.latimer@ucl.ac.uk

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.Choos@crick.ac.uk

Steve Wilson, Associate Research Director and University Liaison: steve.wilson@crick.ac.uk

1. 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 the background information document.

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.

Space Allocation - Wet benches/dry spaces - PLEASE READ CAREFULLY:

- **One write up 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 i.e. for computational research (i.e. write-up space/desk)
- If your lab proposes to use both wet benches and dry only space, then be aware the space will not be co-located. If this will be a problem it will be better to request wet lab space for everyone.

- 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.
- Office spaces are only allocated to secondment group leaders, this space should be included in the total number of spaces requested

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.

Total space allocation: Please sum-up the number of requested wet benches and dry spaces, including the Group Leader office space if they apply for a secondment. Satellite Group Leader do not get a separate office space but can use a shared office space (bookable).

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.

Lay summary: Please ensure your lay summary is accessible to the general public. Please follow the guidance below:

- Target your summary to the likely readers. Think about why you're writing the lay summary. Take particular care to make it understandable by the general public. Even if that included scientists, they might not work in your field or discipline, therefore it is better to avoid jargon and acronyms that only scientists working in your discipline would know.
- Think 'what is the question?' rather than 'what is the answer?' It will make your writing more interesting if you give your readers a sense that you are taking a journey together, rather than that you already know the ending.
- Think about the wider question your research addresses and what questions do you plan to investigate during your attachment? How would your research and results significantly advance the wider field?
- Write simply, but not simplistically and use the [active voice](#).
- Use succinct and short sentences and avoid adjectives and adverbs unless they are necessary to the point you are making.
- Eliminate fluff and clutter. Scrutinise each sentence and idea to make sure that they are essential to the story. If they aren't, they are distractions.
- Check that your finished summary to someone who doesn't know anything about your work to make sure that it is understandable.

Interest Groups: 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: Required Science Technology Platforms

STPs: Please select the STP(s) your project(s) will mostly depend on (medium to heavy usage). Please ensure you discuss your project requirements with [Elisabete Silva \(Director of STPs, ES\)](#) first and then with the STP lead(s) as advised by ES. Please ensure STP Leads have a good understanding of your planned usage, **before submitting your application**.

The STP leads will provide a written statement to confirm what had been agreed.

BRF: Please select the BRF unit(s) your project(s) will require. Please ensure you have discussed and agreed your research requirements and planned usage of the resources with [Sarah Hart-Johnson \(Director of the BRF\)](#) (including possible transfer of animals) before submitting your application.

S Hart-Johnson will provide a written statement to confirm what had been agreed.

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

SECTION F: Other Required Resources

Specific equipment/conditions: Specific laboratory requirements can include but are not limited to: type/category of laboratory, non-standard facilities and/or fittings

- Out-of-the ordinary equipment you would bring or need to order can include but are not limited to: chemical hood, large/heavy microscope or other 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.
- Please note the information you provide in this section will be reviewed internally and depending on your requirements, you might have to discuss them further with David Wright

(Director of Service Delivery) and James Clements (acting Chief Information Officer) if your attachment is approved.

SECTION G: 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 H: Institutional approval

All attachment applications need to be approved by the home University, at both academic and operational levels.

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 the Department/Division Operations also states their name, position, and date and sign the form for administrative approval. Please note that such approval also means that the Department/Division would cover the University attachment's move out costs when they return to University.

2. Application Review Process and Interviews

Applications will be first shortlisted by Partner Universities and then submitted to the University Attachment panel for review.

The University Attachment panel, that comprises representatives of Crick and each partner University, will meet on **Monday 23rd and Tuesday 24th June** at Crick to assess the applications.

All new secondment and satellite applicants will be interviewed by the University Attachment panel. However, sabbatical applicants will not be interviewed and their application will be reviewed by the panel during the meeting.

The applicants requesting an extension/expansion of their current attachment may be interviewed if the requested changes are considered significant, both in terms of space and duration and if the proposed project is changing focus. The remaining expansion/extension requests from existing attachments will be reviewed without interview, by the panel during the meeting.

Interviews will take place on **Monday 23rd and Tuesday 24th June 2025**. Applicants are asked to **keep both days free** until they receive their notification email including their interview day and time.

All applicants to be interviewed will give a five-minute presentation covering:

- A summary of the research they plan to perform at the Crick during the attachment period (or extension period for existing attachments)
- Details on the added value that their attachment (or extension/expansion for existing attachments) will provide to their research, their collaborators, the Crick and their host institution.

All presentations will be followed by 20 minute Q+A with the University Attachment panel. The panel will then discuss the application for another five minutes.

The decisions will be communicated by email to all applicants shortly after the University Attachment panel meetings. Feedback summarising the panel's comments will be sent to all unsuccessful applicants.