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Programme application form

Collaborative Research Leadership

Programme

**Enhancing UCL’s research culture**

**Part A – Application form**

Thank you for your interest in participating in the Collaborative Research Leadership Programme at UCL. Please ensure you have read the information pack and that the programme's aims are relevant to your role and aspirations.

Please refer to the [Research Culture webpage](https://www.ucl.ac.uk/research/news/2024/mar/applications-now-open-research-culture-development-programmes) for more information on the application process or contact [researchculture@ucl.ac.uk](mailto:researchculture@ucl.ac.uk) for any queries.

**Complete this application form**

|  |  |
| --- | --- |
| **Name:** |  |
| **UCL ID: (e.g.ucyabc)** |  |
| **Job Title:** |  |
| **Department:** |  |
| Please confirm you understand the purpose and outcomes of the programme |  |
| Please confirm you understand the commitment required for the programme, including both the contact hours and self-directed personal reflection.  *Please note that UCL has a policy for research staff for personal development. You can find further details via this* [*page*](https://www.ucl.ac.uk/human-resources/special-leave-policy-leave-domestic-and-personal-reasons#development-training)*.* |  |

As places are limited, we need to understand your suitability and commitment to the Collaborative Research Leadership Programme. Supported by your line manager or team leader, please consider the questions below and complete this application form.

**Your readiness**

**Completed by applicant**

*UCL leaders, whatever their level and role, contribute in four distinct ways: to their development, to the development and growth of others, to their current performance, and the wider UCL community. Please outline how you believe the programme will enhance your contribution under these four headings:*

|  |  |
| --- | --- |
| **1. Commitment to your development**  *(500 words max)*  Why do you wish to undertake this programme, and what do you hope to gain from it?  Please explain how the programme will support your professional development goals.  Give examples of when you have previously taken opportunities to develop yourself and gain new skills (these examples can be from outside UCL) |  |
| **2. Contribution to others’ development**  *(500 words max)*  How will you use your learning to benefit colleagues, stakeholders, and students?  Do you currently lead individuals or a team? Or do you have the option to potentially lead a team?  What do you anticipate in the next 5 years you will deliver in terms of team leadership? |  |
| **3. Performance in current role**  *(500 words max)*  How would you like to enhance your leadership capabilities? What are your areas of strength and development?  How would these enhanced capabilities impact your performance in your current and future roles?  What is your ideal outcome from participating in the course? |  |
| **4. Wider contribution to UCL**  (5*00 words max)*  How do you currently contribute outside your discipline or work area (e.g., Institutional Citizenship?)  How could the programme assist you to contribute more widely (e.g., by building your network and gaining new perspectives?) |  |

**Note to applicant:** *Please now submit the form to your line manager for consideration and endorsement. Shortlisting will be managed by the Research Culture team with the support of a panel.*

**Part B – Line Manager/Team Leader endorsement**

**Completed by applicant’s Line Manager/Team Leader**

The Line Manager’s understanding of the programme, endorsement and support is an important element of the participants’ experience both during, and after the course.

|  |  |
| --- | --- |
| *Please confirm:* | *Please mark as applicable.* |
| The applicant meets the programme’s eligibility requirements. |  |
| The programme’s purpose and outcomes are relevant to the applicant’s current or desired role. |  |
| You and the applicant are aware of the programme dates and understand the time commitment required, including the time dedicated to self–reflection. |  |
| You confirm your support of the applicant dedicating the necessary time to the programme. You will reallocate workload, if and where necessary, to meet the programme’s demands. |  |

|  |  |
| --- | --- |
| **Line Manager/ Team Leader Name:** |  |
| **Date** |  |

**Note to Line Manager**: *Please forward this completed form to* [*researchculture@ucl.ac.uk*](mailto:researchculture@ucl.ac.uk) *for shortlisting.*

*Applications are open for participants until Monday 15April. Participants will be informed of the outcome of their application by Monday 13 May.*

*Please contact the Research Culture team with any queries on the application process.*

*[End of Form]*