



## Faculty of Science Mass Spectrometry Centre Voucher Scheme Guidance notes

The following guidelines are intended to assist in preparing an application for the Faculty of Science Mass Spectrometry Centre Voucher scheme. If you require further guidance or clarification, contact Dr. Mark Collins ([mark.collins@sheffield.ac.uk](mailto:mark.collins@sheffield.ac.uk)).

**Before you apply.** You must contact Dr Mark Collins **before** you submit an application. He and colleagues at the biOMICS facility will give advice about the feasibility of your project, the optimal experimental approach and how much it is likely to cost. We will not consider any applications where prior contact has not been made.

**Eligibility.** The voucher scheme is open to all full time academic staff; research fellows and clinical fellows. Applications by Postdoctoral researchers and PhD students must be approved and submitted by supervisors). The scheme is designed to fund small pump priming projects that have potential to develop new areas of research. To promote early career and less established researchers, the career stage of applicants will be considered during the assessment process. Applications from more junior staff will enjoy a higher chance of success. Voucher awards are made solely towards the cost of access to the facility, sample preparation costs are borne completely by the applicant.

**Submission.** Completed application forms should be submitted to Dr Mark Collins by the 14<sup>th</sup> of May. Shortlisted applications will be notified by the 18<sup>th</sup> of May and shortlisted candidates will pitch their idea at the Faculty of Science Mass Spectrometry Facility Open Day on the 25<sup>th</sup> of May.

**Assessment.** Applications will be scored according to their scientific merit and future potential. The University status of the applicant will be considered when assessing applications. In line with the aims of the scheme, this will confer an advantage to more junior applicants.

**Time Limit.** All work undertaken as part of a voucher award must be completed within six months of the date of the award. All samples should be in place prior to the application or in exceptional circumstances, can be gathered during the course of the work. In this case, it should be clearly recorded on the application form that samples are not currently available.

**Final Report.** Awards are granted on the condition that the recipient will undertake to write a short report (250 words) detailing the outcome of the work and how it has since progressed. This will be requested by the MS Facility one year following the completion of the work.

**Consecutive Awards.** Successful applicants to the voucher scheme will not be eligible to apply for a subsequent award in the following three rounds.