

NHS Clinical Entrepreneur Programme

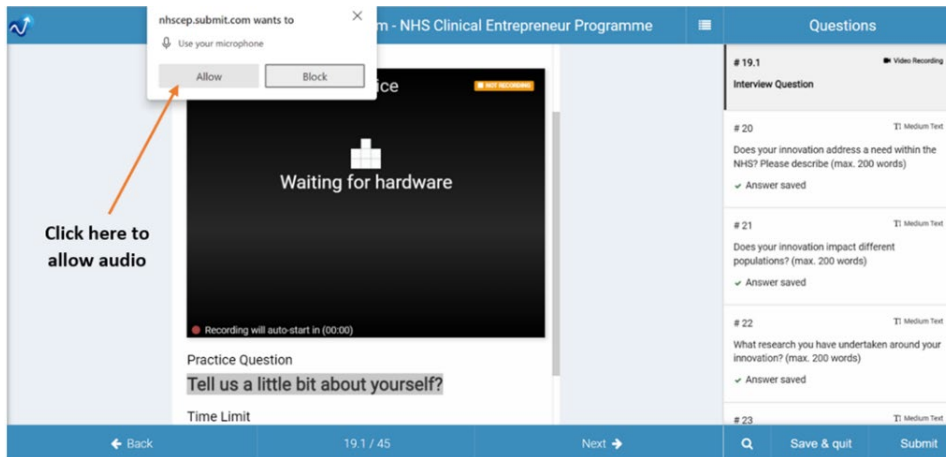
Application portal guidance – cohort 7

Making your application

- **Navigate to the application portal:** To apply please go to www.nhscep.com/apply-now/ a button to the portal will go live on the 3rd October 2022
- **Create an account:** To apply, you will need to register to the application portal, using your name and email address. To register, please follow the on-screen instructions. Once logged into your account, you can select the callout 'NHS Clinical Entrepreneur Programme – cohort 7' then begin your application.
- **Submit a single application:** Please only submit one application and ensure all information provided is correct. Please provide relevant and well-articulated answers and give examples if you can.
- **Navigation:** You can navigate through the questions on both on the bottom of the page via the arrows and on the right-hand side by scrolling through.
- **Save your work regularly:** We recommend you save your work regularly to minimise the risk of losing work due to any local computer or internet problems. You may save your progress using the 'Save and Quit' button and return to the application process later.
- **Question guidance:** Please read the supporting guidance on each question carefully before answering, and please use the support slides we have provided on the website.
- **Complete all sections:** There are several required questions. Please ensure you complete all sections of the application fully. Incomplete applications will not be assessed.
- **Only use the portal to apply to the programme:** Please only submit your application via the portal. Applications submitted by post, email, or any other method will not be accepted.
- **Questions:** There are a mix of multiply choice, and text questions. Most text questions have a limit of 100 or 200 words so please keep your answers concise.
- **Types of questions:** The application will ask you about your innovation, this will include
 - Basic information about your innovation/idea/project.
 - Assesses your entrepreneurial aptitude and capability.

You will need to think about: what need your innovation is addressing, what the impact of your innovation will be, demonstrate that you have researched the issue and tell us why you want to join the programme. There are further guidance notes with each question on the portal

- **Video Pitch:** The application requires you to record a 1-minute video pitch. This can be done via the portal using a webcam. Please ensure that you enable use of microphone (See image below)



You can re-record your video as many times as you like. Alternatively, you may add a link to a pre-recorded video. When submitting video answers, please keep it as simple as you can, with just video footage of yourself speaking. Remember to speak clearly and smile!

- **Avoid using acronyms:** Please try to avoid acronyms unless they are necessary to make your application accessible by those assessors that do not have an NHS background. If you do choose to use an acronym, please write it out in full initially with the acronym in brackets and then continue to use the acronym.
- **Only submit written content and videos of yourself:** Please only use written text, do not use do not use images or other graphics in your answers.
- **CV.** You will be asked to upload your CV which can be in word or PDF format
- **Letters of support:** Please provide two letters of support. These letters must be from individuals who have worked with you in a professional capacity within the last two years.
- **Submitting your application:** Once you've completed all sections, a '**Submit here**' button will appear allowing you to submit your application form. The portal will alert you of any incomplete questions.
- **Validation:** You will need to validate your signature – you will get an email through to do this.
- **Equality, Diversity and Inclusion Data:** We would request that you also complete the additional Equality, Diversity and Inclusion Monitoring questions. This is collected separately from your application at the end and is completely anonymised.
- **Submit your application on or before Sunday 30th October 2022.** The deadline for applications is 11pm on Sunday 30th October. Only completed applications received before the deadline will be accepted.
- **Email for questions:** If you have any queries regarding your application, these can be directed to cep@aru.ac.uk

What happens next?

- **Confirmation:** Once your application has been submitted you will receive an email notification.
- **Notification:** Applications close on the 30th October 2022. We aim to notify all successful candidates in December 2022

Thank you and good luck!