

2023 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 institute, what they can expect during their attachment and how the Crick operates.

Please note interested PIs should discuss their proposal with their University-Crick Partnership Team before starting their application. Completed applications should then be submitted to University PMs.

University contacts:

Imperial: c.hanlon@imperial.ac.uk

King's: crick_partnership@kcl.ac.uk

UCL: elspeth.latimer@ucl.ac.uk

The Attachment Programme

1. Background

The Crick-HEI attachment programme was established in 2015 to enable university groups to work in the Institute, 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) running 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 group and the PI spends the majority of their time at the institute. The PI gets an office space at Crick.

- **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 does not get a single-use office space but can work in a 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:** 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, plus 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

- Staff associated with attachments will be considered, in general, 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 attachments must come from external sources and not Crick core-funds. This external funding must cover the full direct cost of the attachment, including staff salaries, running expenses (including consumables), and access to STPs and equipment. Only in exceptional cases will the Crick provide core-funded support for a post.
- The home institution will be responsible for covering the overheads of attachment staff at the Crick. 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 transferred to the Crick, which is generally expected to be within one year of approval.

- Approved attachment staff are expected to support the development of the partnership, activities may include attending and presenting at relevant seminars and events and helping to promote the attachment scheme.

3. Space allocation

Each university has a maximum number of spaces for university groups, and the panel will consider the available space when making decisions. Approved attachments will have a fixed number of spaces allocated to them. This should be discussed with university PMs before application.

- The space allocated 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.

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 to support the attachment work. There is no need to have all funding in place at the moment of the application. However, **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 held by the partner university. However, the Crick should be notified of proposed grant applications and costings for access to STPs and BRF and running expenses should be approved by the Crick and the STPs.

Once funding is in place, Collaboration 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 cross-charged 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).

The Crick does not provide IT equipment to university attachments, this should come from the home institution. 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.

5. Attachment set-up

5.1. Initial planning

Shortly after an attachment has been approved, a set-up meeting will be scheduled with the PI, the Associate Research Director and University Liaison, the Laboratory Resourcing and Review Manager, the Director of Service Delivery, the University Partnership Manager and the Partner University Liaison Manager. The purpose of this meeting is to discuss the provisional start date and timeline for transition into the institute, 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 Hub Lead will contact the attachment to discuss their resource requirements, laboratory modifications that are required and timelines for the transition. 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.

5.2. Attachment agreement

All attachment staff members are required to sign an attachment 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 attachment agreement might vary depending on the home university.

In addition, grant agreements must be completed and signed, prior to the commencement of an attachment. **All these agreements must be signed one month prior to the move into the Crick.**

5.3. Moving into the Crick

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

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.

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.

5.4. 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.

6. Working at the Institute

6.1 Line management and PDRs of seconded Group Leaders

University PIs will retain their existing university line manager, but for those who are mainly based at 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. Those PIs 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 contact for questions regarding day-to-day work in the laboratory will be the attachment's designated Quadrant 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 at the top of this form.

6.5 Crick PhD student

Secondment Group Leaders may apply to act as 'the Crick supervisor' for one joint Crick-HEI 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 HEI supervisor' for joint Crick-HEI 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 Institute will be provided to new attachments after they have been approved.

Crick Contacts:

Ruth Bird, Partner University Liaison Manager: ruth.bird@crick.ac.uk

Francis Marshall, Laboratory Resourcing and Review Manager: francis.marshall@crick.ac.uk

Solène Debaisieux, Research Officer, University Partnership: solene.debaisieux@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.

Note: If you would like assistance in identifying a Crick collaborator, then please contact your University Partnership Manager (details at the top of this page).

SECTION B: Details of attachment

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

Planned Duration: Please include the expected duration of your stay based on the research project(s) you plan to undertake during the attachment. In the past, we had attachments approved for a duration of up to 6 years.

Please note any extension will require an application at the next attachment call.

Researchers intending to work at the Crick: Please include the details of all staff members (or TBC if not yet known) that will work at the Crick, **including yourself**.

Please note space can only be allocated if the university has spaces available within their allocation.

Please note only secondment Group Leaders will be allocated a separate PI office.

Researchers intending to visit: Please indicate whether you will require building access for University staff members who would be visiting only (not included in the requested space).

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

SECTION D: 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 items that would require specific technical support or movers
- Whether you will need to transfer animals and/or specialist equipment to the Crick
- Please mark each STP that you will require access to at the Crick.

SECTION E: Funding

Please include details of obtained, or planned funding that will be used to support the attachment. Please note that the attachment should start within 12 months of approval and funding must be in place to do so.

SECTION F: Institutional approval

This section should be completed by the University Head of Division and the Head of Faculty.