

## **Guidance on how to apply for an SSA-funded fellowship**

**Application round 27 May–30 July 2026**

The application form is structured in the following way:

- Page one: Contact details
- Page two: Eligibility
- Page three: About you
- Page four: Fellowship plan
- Page five: Funding
- Page six: Supervisory team
- Page seven: Reference
- Page eight: Declarations

Please read the information below before you apply. If you have any questions, please get in touch using our [enquiry form](#).

The SSA are committed to providing an inclusive and accessible application process. If you require any reasonable adjustments or assistance to complete the application form, please contact [Graham Hunt](#).

## Page one: Contact details

| <b>Name, address, email and phone number</b> |
|--|
|--|

|                       |
|-----------------------|
| For information only. |
|-----------------------|

|  |
|--|
| Please use the address where you currently reside and an email address that will remain active throughout the application process. |
|--|

## Page two: Eligibility

|   |
|---|
| <b>Overall eligibility requirements</b>   |
| The criteria below apply to all funding schemes in this round of funding.   |
| <b>Will you be UK resident for the duration of your studies?</b>  |
| Eligibility<br>Yes = eligible for this funding<br>No = not eligible for this funding  |
| <b>What UK Nation will you be based in?</b>   |
| Information<br><br>This question will only show if you have selected 'Yes in the previous question.<br><br>England<br>Northern Ireland<br>Scotland<br>Wales   |
| <b>What region of England will you be based in?</b>   |
| Information<br><br>This question will only show if you have selected 'England' in the previous question.<br><br>North East<br>North West<br>Yorkshire and the Humber<br>East Midlands<br>West Midlands<br>East of England<br>London<br>South East<br>South West |
| <b>Will you be based at a UK university?</b>  |
| Eligibility<br><br>Yes = eligible for this funding<br>No = not eligible for this funding  |
| <b>What UK nation is your university based in?</b>  |
| Information<br><br>This question will only show if you have selected 'Yes in the previous question.<br><br>England<br>Northern Ireland<br>Scotland  |

Wales

**What region of England is your university based in?**

Information

This question will only show if you have selected 'England' in the previous question.

North East  
North West  
Yorkshire and the Humber  
East Midlands  
West Midlands  
East of England  
London  
South East  
South West

**Have you completed a higher degree (PhD or equivalent) within the past five years?**

Eligibility

Yes = eligible for this funding  
No = not eligible for this funding

Individual exceptions will be considered (e.g. maternity medical leave). Please use the eligibility clarifications box below to describe.

**Date you completed or expect to complete your higher degree (PhD or equivalent)**

Please note, if this date is before the 30 July 2020 or after the 30 July 2026 you will need to provide eligibility clarifications below.

**Eligibility clarifications**

Eligibility

This box will show up depending on your answers to the above questions. It is for you to explain any relevant details and potentially mitigating factors. Your answer here will be reviewed alongside your answers above when the SSA considers your eligibility for funding under this scheme. If you have previously spoken to the SSA about your eligibility for this scheme, please provide details of that conversation here.

(200 words)

**Conflicts of interest**

**Have you been employed by, or received funding from, non-pharmaceutical addictive product industries?**

Addictive product industries are defined as businesses, people or other legal entities that make money from selling, promoting or lobbying to promote use of non-pharmaceutical, addictive products. This includes, but is not limited to, the alcohol, non-pharmaceutical cannabis, gambling, non-pharmaceutical nicotine (e.g. vaping) and tobacco industries.

**Eligibility**

No = eligible for this funding

The SSA does not fund people who are employed by, or who receive money from, addictive product industries.

**Please declare any potential conflicts of interest**

You should declare any and all financial, professional, personal or other interests that relate you. This should include specific conflicts that relate to your proposed area of research as well as conflicts that relate to addictive products and behaviours overall.

**Eligibility**

Specific conflicts of interest are those relating to your research product - for example, if your research focuses on technology in which you hold a financial stake. General conflicts of interest relate to any kind of interest you hold in relation to addictive products and industries.

Your answer will be reviewed by the SSA's conflicts of interest subcommittee once your application has been submitted. The SSA reserves the right not to fund people and projects where it deems the risks from conflicts of interest are too great.

If the SSA later discovers a conflict of interest that has not been declared here, it reserves the right to review and potentially cease funding at that time.

(500 words)

**Declare any actual or potential conflicts of interest that relate to your supervisor and supervisory team**

You should declare any and all financial, professional, personal or other interests that they hold, and that relate either to your proposed research or to addictive products and behaviours in general.

**Eligibility**

Specific conflicts of interest are those relating to your research product - for example, if your research focuses on technology in which your supervisor holds a financial

stake. General conflicts of interest relate to any kind of interest your supervisor may hold in relation to addictive product industries.

Your answer will be reviewed by the SSA's conflicts of interest subcommittee once your application has been submitted. The SSA reserves the right not to fund people and projects where it deems the risks from conflicts of interest are too great.

If the SSA later discovers a conflict of interest that has not been declared here, it reserves the right to review and potentially cease funding at that time.

(500 words)

### **Addiction Healthcare Goals eligibility**

The criteria below will be used to assess your eligibility for the Addiction Healthcare Goals funding. Applicants who are not eligible will still be considered for other fellowship funding through the SSA.

For more information on Addiction Healthcare Goals eligibility criteria, please see the [flagship research leadership programme eligibility](#) section of the SSA's fellowship webpage.

### **Does your research focus on illicit drugs and/or alcohol?**

Eligibility

Yes = eligible for Addiction Healthcare Goals funding  
No = not eligible for Addiction Healthcare Goals funding

### **Does your research focus on primary prevention?**

Eligibility

Yes = not eligible for Addiction Healthcare Goals funding  
No = eligible for Addiction Healthcare goals funding

### **Is the primary focus on research that will have a demonstrable impact on addiction treatment, recovery or reduction of addiction related harms?**

Eligibility

Yes = eligible for Addiction Healthcare Goals funding  
No = not eligible for Addiction Healthcare Goals funding

### **Describe the impact that your fellowship will have on addiction treatment, recovery or reduction of addiction related harms.**

Eligibility

This question will only show if you have passed the eligibility checks in the previous three questions.

Use this section to outline how your research will have a demonstrable impact on addiction treatment, recovery or reduction of addiction related harms. We particularly encourage research on populations that meet dependence (ICD) or moderate-severe use disorder (DSM-5) criteria.

(500 words)

**Please select if you are applying for a clinical fellowship**

Information

Clinical fellowships are for people who work in a registered profession and who practice in a local authority or public health setting. Registered professions include (but are not limited to) nurses, midwives, pharmacists, doctors and dentists.

For information and application form routing.

If you select 'clinical fellowship', you will be routed to see questions that relate to clinical fellowships only.

## Page three: About you

### **R4RI/narrative CV**

The SSA uses the R4RI format developed by the UKRI, to establish applicants' skills and experiences. Please see [guidance](#) on the UKRI website on how best to complete this section. The section below splits the CV into four modules.

### **Module 1 - Contributions to the generation of new ideas, tools, methodologies or knowledge**

Assessment

Please see [guidance](#) on the UKRI website for more information on how best to complete this section.

This could include: how you communicated your ideas and results; key outputs, such as data sets, software, research and policy publications; skills acquired from past research projects.

(250 words)

### **Module 2 - The development of others and maintenance of effective working relationships**

Assessment

Please see [guidance](#) on the UKRI website for more information on how best to complete this section.

This could include: expertise you provided that was critical to the team's success; teaching activities, workshops and mentoring; your leadership in shaping the direction of a team.

(250 words)

### **Module 3 - Contributions to the wider research and innovation community**

Assessment

Please see [guidance](#) on the UKRI website for more information on how best to complete this section.

This could include positions of responsibility; commitments such as reviewing, editing and committee work; your strategic leadership in influencing a research agenda.

(250 words)

### **Module 4 - Contributions to broader research/innovation-users and audiences and towards wider societal benefit**

Assessment

Please see [guidance](#) on the UKRI website for more information on how best to complete this section.

This could include: how you've engaged with the public sector, clients and the wider public; research which has contributed to public understanding; research which has contributed to policy development.

(250 words)

### **Additions**

Assessment

Please see [guidance](#) on the UKRI website for more information on how best to complete this section.

Provide any further details relevant to your application. This heading is separate from the four R4RI modules. It must not be used to describe additional skills, experiences or outputs.

(500 words)

### **Please enter your ORCID number**

Assessment

If you do not already have an ORCID, please see guidance here on how to create one. <https://orcid.org/register>

### **Please enter the URL for your ORCID profile**

Assessment

If you do not already have an ORCID, please see guidance here on how to create one. <https://orcid.org/register>

## Page four: Fellowship plan

|  |
|--|
| <b>Title of your proposed fellowship</b>   |
| Information only<br><br>This is the title we will use in correspondence throughout your application. It should relate closely to your project plan.  |
| <b>Lay summary (in plain English) of your proposed fellowship</b>  |
| Assessment<br><br>This should be written so that people who are unfamiliar with your subject area and research methods can understand your project. Prepare this section as if you were speaking to someone with no prior knowledge of addiction.<br><br>You should avoid technical or specialist terminology, instead using short sentences and simple language. Provide examples or comparisons where they help explain complex ideas.<br><br>For your research to have an impact you must be able to communicate complex ideas so that they resonate outside of research or specialist settings. This section will assess your ability to do this.<br><br><p style="text-align: right;">(500 words)</p>   |
| <b>Fellowship project plan (information box)</b>   |
| The project plan should be no longer than 2,000 words (excluding references). There is no word limit or preferred citation style for references. All should contain a DOI where available.<br><br>All information should be contained within the document; reviewers will not click on hyperlinks included within the text.<br><br>The project plan should cover the following: <ul style="list-style-type: none"><li>• background (brief summary of relevant literature)</li><li>• a statement of testable hypotheses (or equivalent)</li><li>• the study design or structure</li><li>• research methods and instruments</li><li>• a data analysis plan, including your current proficiency with those methods</li><li>• training and career development activities planned for your fellowship (please include estimated costs)</li><li>• expected scientific outcomes</li><li>• methods of dissemination</li><li>• expected impact on policy and practice</li></ul> |
| <b>Please upload your fellowship project plan here (max. 2,000 words excluding references)</b>   |

Assessment

This must be a pdf document.

This is one of the main items for assessment and should be thoroughly reviewed with your supervisors before you submit. This is the most important element of your application and will be read thoroughly by the assessment panel, the funders, and by the experts asked to review your application. You should ensure that this document is thoroughly reviewed between you and your supervisory team before you upload it to your application.

Your project plan should contain all the items listed above. It will also be assessed on the following

- How suitable the plan is for a three-year fellowship? Is it feasible to complete the work in that time and is it sufficiently ambitious to use the time effectively?
- Are the research methods, data sources and any statistical methods appropriate to test the hypothesis?
- Are the risks in this project understood and managed appropriately?
- What is the likely impact of the research?

(pdf document upload)

**Upload your projected fellowship timeline as a Gantt chart, including any tasks, dependencies between tasks, and the timeline for completing them**

Assessment

This must be a pdf document.

This will provide supporting detail in relation to your project plan and will be assessed alongside that document. You should ensure that all elements of your project plan are covered by your timeline document. This is where you can demonstrate the ambition of your research alongside the feasibility of the project plan. You should also use this document to explain how you would deal with delays (e.g., ethical approval or data collection).

(pdf document upload)

**Please describe how your fellowship will contribute towards your career goals**

Assessment

The SSA and Addiction Healthcare Goals are both committed to developing careers in addiction science research leadership. You should use this space to outline your career goals and how the fellowship will help you to achieve those goals. Explain what you plan to do next and the impact that your career will have on the sector.

(350 words)

**What input have you received so far from people with lived/living experience of addiction, and/or what contributions do you plan to incorporate throughout your fellowship?**

**Assessment**

Both elements of this should be covered in your answer. Input received so far and further input planned throughout the fellowship. If you have not received input from people with lived experience, then you should use this space to explain the reasons or rationale for this.

Through your fellowship, the SSA can support you in how best to incorporate the views of people with lived experience of addiction into your research.

(500 words)

**Date you intend to start the fellowship**

Information only

This should represent a date that the university has approved in principle. Please note, date must fall after 1 January 2027 and no later than 1 July 2027. Please contact us if you would like to discuss your specific circumstances.

**Date you expect to complete the fellowship**

Information only

This should be three years after the start date unless you are planning to undertake a part-time fellowship.

Please note, fellowships funded by Addiction Healthcare Goals must be completed by 31 September 2031. Fellowships funded under other schemes can extend beyond this date.

**Are you seeking fellowship support on a full- or part-time basis?**

Information only

**If part time, please indicate the percentage basis**

Information only

The percentage entered here should match the length of time indicated by the start and end dates. A 100% fellowship would take three years; a 50% fellowship would take six years.

## Page five: Funding

### **Clinical fellowships only:**

#### **What percentage of your fellowship time will be reserved for clinical work?**

Information only

The SSA will pay full clinical salaries where applicants maintain 20% clinical work alongside their fellowship. If a higher percentage of clinical work is proposed, then supplementary information must be provided about how this will be funded.

### **Clinical fellowships only:**

#### **Please provide any relevant details about your clinical work, including variations, support you will receive, other payments, and expected time commitments.**

Information only

Use this space to provide supplementary information about your clinical work and any details about that work that are relevant to your fellowship application.

(300 words)

#### **Provide information about your proposed salary**

Please give full salary costs for each year of your fellowship, with a detailed breakdown of the following:

- Basic salary (grade and amount)
- National Insurance (NI) and superannuation/pension scheme contributions
- London weighting if appropriate

Information only

For people based in universities, this will be based on your universities fellowship internal pay structures. Please provide the proposed salary, along with details about which band point (or similar) your university uses for fellowships.

For clinical applicants this will be based on your clinical salary. Please provide details about which band point (or similar) and salary structure your employer uses.

(300 words)

#### **Describe and justify any proposed research costs (up to £30,000 across the fellowship)**

Assessment

Your proposed budget should align with your project plan and project timeline. You should demonstrate value for money, whilst being ambitious about the scope of your research. Small costs and detailed expenditure should be considered – you will be assessed on how thoroughly your budget has been considered.

You should consider resources such as laptops, conference attendance, travel costs, access to data, technological development costs, payment for focus groups or lived experience input and other specific costs related to your fellowship.

(500 words)

## Page six: Supervisory team

|   |
|---|
| <b>Academic host institution and department</b>   |
| Information only  |
| <b>Please confirm that you have discussed your application with the relevant research finance officer at your host institution</b>  |
| Requirement<br><br>You must have your fellowship agreed in principle within your host institution.  |
| <b>Describe the reasons for selecting this institution and the benefits it will bring to your proposed fellowship</b>   |
| Information and assessment<br><br>You should be based within a UK university for the duration of your fellowship. The university and department should be appropriate for your research. Use this space to demonstrate a good fit between you planned study and your host institution. This may be in terms of area or methodological specialism or access to facilities that are crucial for your fellowship. It may also relate to the locality and the ability to study specific needs or a local population.<br><br><p style="text-align: right;">(300 words)</p> |
| <b>Fellowship supervisor</b>  |
| Information only<br><br>This should be your primary supervisor for the duration of your fellowship.   |
| <b>Supervisor's correspondence address</b>  |
| Information only<br><br>Please provide an address where the SSA can contact your supervisor, this will usually be a work address.   |
| <b>Supervisor's email address</b>   |
| Information only<br><br>Please provide an email address where the SSA can contact your supervisor, this should be a work email address, and the domain should match the research institution where they are based.<br><br>After you submit your form, the SSA will send a copy of your supervisor's support letter to them using the email address provided here.   |
| <b>Previous success of supervisor</b>   |
| Assessment  |

The previous success and experience of your supervisor are important. You should demonstrate that they have sufficient experience in successfully supervising researchers as well as appropriate subject or methodological experience to provide effective leadership for your fellowship.

(200 words)

**Please provide details of any additional members of your supervisory team, including their name, affiliation, and the expertise they will contribute**

Information and assessment

As above, you should demonstrate that your team has the subject matter and methodological expertise to support you throughout your fellowship. The details included in this section should align with the needs arising from your project plan.

(200 words)

**Please upload a letter from your proposed supervisor**

This must be a pdf document.

Please ensure it contains statements confirming:

- your suitability for the fellowship
- that your proposed research aligns with their research group's interests and expertise
- that they would be willing to supervise your fellowship if your application is successful
- that the university would be willing to host your fellowship if your application is successful

Assessment

As indicated above, please note that after you submit your application, the support letter will be sent to your supervisor so they can confirm its contents. Your supervisor should include all the elements listed above. It is essential that they confirm the university is willing to host your fellowship.

(pdf document upload)

**Have you applied for / been granted funding by any other source for your fellowship?**

Information only

Please give details about other applications or funding or enter 'none' if not applicable.

(300 words)

**Please upload a letter from your university's head of department**

Requirement

This must be a pdf document.

This letter should confirm that the head of department is aware of your project plan and supports you and your fellowship application. It should also confirm that the department and university will be willing to host your fellowship.

(pdf document upload)

## Page seven: Reference

Please provide details of one referee who can comment on your suitability for a fellowship. This should be someone from outside your supervisory team.

We will contact your referee asking them for a support statement after the closing deadline on the 30 July, so please make sure the contact details you provide are correct and that the person named here knows to expect an email at that time. To avoid delays with your application, please ensure that they have prepared their statement and are ready to send it.

This section is for information only, however, the person named should be in a position to provide a compelling reference. They should know your work, your ability to study at a fellowship level, and should work in a position of sufficient authority so that they are able to recommend you for the fellowship. This will usually be a previous employer, supervisor or mentor and not a colleague, supervisee or employee.

The reference should address:

- the proposed research plan
- the applicant's work to date
- the applicant's long-term contribution to addiction science

### **Name**

Information only

Please state your referee's full name and title.

### **Job title/position**

Information only

Please state your referee's current job title and workplace or institution in which they are based. If they are retired, this should be their most recent position and workplace or institution.

### **Address**

Information only

Please provide an address where the SSA can contact your referee, this will usually be a work address.

### **Email address**

Information only

Please provide an email address where the SSA can contact your referee, this should be a work email address, and the domain should match the research institution where they are based.

**Please provide contact details of suitable expert reviewers for your application.**

Information only

This is not compulsory but may help the SSA in identifying expert reviewers who are experts in your chosen subject area or methodological techniques.

(255 characters)

## Page eight: Declarations

|  |
|--|
| <b>Did you use AI to prepare this application?</b>   |
| Information<br><br>You must declare the extent to which you have used AI to prepare this application.<br><br>Some use of AI is permitted. The majority and substance of the work should, however, be yours. Please note that presenting work that is not your own without proper attribution constitutes plagiarism and could result in your application being rejected.<br><br>Yes<br>No                                |
| <b>Please describe how you used AI in preparing this application.</b>  |
| This question will only show if you have answered 'Yes' to the previous question.<br><br>Information<br><br>Some use of AI is permitted. The majority and substance of the work should, however, be yours. Please note that presenting work that is not your own without proper attribution constitutes plagiarism and could result in your application being rejected.<br><p style="text-align: right;">(200 words)</p> |
| <b>Signature</b>   |
| Information<br><br>As above, this constitutes a declaration that the application is your own work and that all elements that are not your own have been suitable attributed; that all answers have been truthfully answered and that you have not knowingly misled or withheld important information at any point in the application form.   |
| <b>Where did you hear about this opportunity?</b>  |
| Information<br><br>SSA website<br>SSA newsletter<br>SSA social media (including LinkedIn)<br>Jobs.ac.uk<br>Drink and Drugs News Magazine<br>Word of Mouth<br>Other (Please specify)  |
| <b>Diversity monitoring re-direct</b>  |

When you submit this form, you will be re-directed to a diversity monitoring form. This information is collected to monitor how diverse the field of applicants is and whether the recruitment process is fair.

The diversity monitoring form is a mandatory part of the application process. However, you have a right not to disclose sensitive personal information and can do this via selecting 'Prefer not to say' for any of the answers.

Data collected on the diversity monitoring form are kept securely and are separate from the funding decision-making process.

#### Information for you

The information you provide on the diversity monitoring form will be held separately from your application form and will not be shared with reviewers. The data privacy notice for this funding scheme can be found [here](#).

We use diversity monitoring data to identify potential funding inequalities so that those inequalities can be addressed by future targeted funding schemes.