

Whether you are a first-time or returning applicant, these tips will help you present your evidence and clearly demonstrate the impact of your work to ACCIA regional sub-committee members who will be scoring your application.

### Before Applying

1. Make your employer aware that you plan to apply. You do not need their permission to apply, but they will need to sign off your application and they will need time to do so before the deadline.

If your employer needs to register, they should contact [accia@dhsc.gov.uk](mailto:accia@dhsc.gov.uk) for help.

2. Register on the ACCIA portal and make sure that the organisation you are registered under is correct. Clinical academics should register under the organisation where they hold an honorary contract.

3. Take time to read the applicant guidance. The tips on this sheet are drawn from it, but the guidance includes much more, including examples of strong evidence statements for each of the five domains.

### The Application

1. Assessors can only rely on the information included in your application form, so ensure all aspects of your role and any relevant personal circumstances are clearly set out and that the application reads clearly to someone unfamiliar with your work.

2. Ensure your evidence focuses on impact within the **correct time period**. Work completed earlier can be included if you clearly describe the impact it has had during the relevant period.

3. Describe the **impact and value** of your work for patients and/or the NHS. Evidence should demonstrate outcomes **beyond your contractual duties** and influence services beyond your local area, ideally at a **regional or national level**.

4. **Do not repeat evidence** across domains, as repeated information will not be scored. If an activity has impact in multiple domains (e.g., innovation and training/education), make clear how each aspect specifically contributes impact in each domain.

5. **Include specific dates** for all evidence. Vague statements like “all evidence is within the last four years” make it harder for assessors to judge the impact of your work within the relevant period.

## The Scoring

1. Assessors come from a **range of backgrounds**, including lay members, so it is important to explain your role and the impact you have delivered beyond your job description. **Spell out acronyms and abbreviations** to ensure your evidence is easily understood.

2. Assessors only see your employment details, job plan, domain statements, and employer sign-off. Diversity information, unsuccessful applications, and details of disciplinary/ investigations are **not** shared. This information is collected to **monitor applicant diversity and guide improvements** to make the scheme **more inclusive**.

3. Feedback from patients or colleagues is valuable, but assessors are primarily looking for **national impact**. Including this feedback alone may not demonstrate the impact they are seeking.

Focus on explaining **what changed as a result of your work** and how it benefited the NHS, supported where possible by **measurable or externally validated evidence**.

4. Assessors will not look at any external sources, such as URLs or reference links, so do not include them. When presenting publications, **list where you are an author** on the paper and ensure this is clear in the application.

### What happens after I apply?

Once you submit, your application will be with ACCIA ready to be assessed.

After the application window closes, our scoring and governance processes begin. This take several months, we will send periodic updates during the process, and so we kindly ask that you do not contact us for individual updates during this time.

We expect to inform applicants of outcomes early in 2027.

### ACCIA GOV.UK Resources

Our [annual reports](#) provide information on success rates across the country and by different protected characteristics.

The site also sets out how ACCIA operates and [who sits on each sub-committee](#) and is where we publish [details of those granted awards](#) in previous rounds.

### Becoming an ACCIA Regional Sub-Committee Member

Whether you already have an award or are new, why not volunteer as a scorer? Full training is provided, and all meetings can be attended remotely.

If you are interested, please get in touch with [accia@dhsc.gov.uk](mailto:accia@dhsc.gov.uk) for more details.