



Fellowships

Nomination
Guidance for the
awards of
Fellowship and
Honorary
Fellowship

Thank-you for considering making an application/nomination for a CSP Fellowship or Honorary Fellowship Award.

1. Professional Awards Panel

- 1.1. The Professional Awards Panel (PAP) makes recommendations to CSP Council for the CSP Fellowship Awards

2. The Fellowships award eligibility

- 2.1. Fellowships are awarded by CSP Council in recognition of a sustained period (> 10 years) of exceptional contribution to the physiotherapy profession.
- 2.2. Fellowships are awarded to Members (capital m) of the CSP who are entitled to use the post-nominals MCSP. These members (small m) will be physiotherapists or retired physiotherapists and they may apply or be nominated for an award.
- 2.3. Honorary Fellowships are awarded to all other members of the CSP (i.e., those not entitled to use the post-nominals MCSP), and they may apply or be nominated for an award.
- 2.4. Non-members of the CSP may be nominated for an Honorary Fellowship. They cannot apply themselves.
- 2.5. CSP member applicants/nominations for any Fellowship award must have been a member of the CSP for at least 10 consecutive years. We recognise that this means that our student members may not meet the eligibility criteria for our Fellowships. Other awards are open to student members.
- 2.6. Non-member nominations for an Honorary Fellowship must have demonstrated an exceptional contribution to the physiotherapy profession for at least 10 consecutive years.

3. Fellowships award criteria

- 3.1. All applicants/nominees who meet the eligibility criteria to apply/be nominated for a Fellowship have their application/nomination judged against **two award criteria**. See Appendix 1 for the full process and Appendix 2 for scoring matrix for these criteria.

Criterion 1: Contribution to the advancement of the profession in their area of expertise and furthering the aims of the CSP.

Criterion 1 relates to how the applicant/nominee's work has influenced theory and practice within and/or about the physiotherapy profession and the extent that new concepts/practices have been introduced. This criterion will be judged against evidence of

- Furthering the aims of the CSP and/or the profession
- Innovation within and/or for the profession
- The type and scale of the outputs/activities

Criterion 2: Impact on the Profession.

Criterion 2 is the most important element of the submission and relates to evidence of the breadth (reach) and scale (size) of the impact of the applicant/nominee's work particularly beyond their local sphere of influence. This criterion will be judged against evidence of

- The impact of the applicant's/ nominee's work on the profession
- Influencing the thinking, strategy and practice of others

3.2. Equity, Diversity and Belonging (EDB). Work in this field alone can be the reason for an application/nomination, provided that the application/nomination demonstrates that criteria 1 and 2 are met in relation to EDB work.

3.3. The aims of the CSP. The fundamental aims of the CSP are described in the Royal Charter which sets out the business of the Society. These aims are translated into the current work of the Society through our mission and vision statements. The CSP strategy describes the work the Society does to meet that mission and vision.



4. Fellowship awards, privileges and responsibilities.

4.1. Fellowships are awarded on the decision of CSP Council following a recommendation from the Professional Awards Panel. A separate self-declared integrity check by the applicant/nominee is undertaken as part of the recommendation to Council process to ensure that the reputation and integrity of the Fellowship scheme is not undermined.

4.2. There is no financial award. Award winners receive a CSP lozenge badge and a Fellowship award certificate. Awards are highlighted at a CSP official event which may be online or in person. The format may vary from year to year.

- 4.3. CSP Members (capital m) awarded a Fellowship may use the post-nominals FCSP and the description “Fellow of the Chartered Society of Physiotherapy”.
- 4.4. Other CSP members and non-members who are awarded an Honorary Fellowship may use the post-nominals FCSP(Hon) and the description “Honorary Fellow of the Chartered Society of Physiotherapy”.
- 4.5. Fellowships and Honorary Fellowships are conferred for life but may be removed at the direction of CSP Council. Fellowships (but not Honorary Fellowships) also lapse if the recipient is a CSP member who fails to maintain their subscription to the CSP. Fellows and Honorary Fellows may be called upon jointly or severally to advise Council and its committees on matters pertaining to the advancement of physiotherapy.
- 4.6. Full Fellowships rights and privileges are contained in the CSP Charter and Bye-Laws available on the CSP website www.csp.org.uk .

5. Time required to make an application/nomination.

- 5.1. Fellowships are awarded on the basis of a sustained (>10 years) and outstanding contribution to the physiotherapy profession which is supported by evidence. They are not awarded lightly. It will, therefore, take some effort to pull together the required information, particularly if, for example, the applicant/nominee has not updated their CV for some time.
- 5.2. The process is not designed to be prohibitive, but it is rigorous and objective. It may be seen as similar to applying for a new senior level job, where you need to pull a career history together and compose a detailed supporting statement of evidence and impact which sets out why an applicant meets the criteria for the role.
- 5.3. How long it will take an individual applicant/nominee is unique to them, but we’d suggest it may take between 14-21 hours of work.

6. What counts as ‘exceptional contribution’?

- 6.1. All applications/nominations for Fellowships are scored against a scoring matrix for the required criteria. The scoring matrix will give you an understanding of what the Panel are looking for (see Appendix 2).
- 6.2. An exceptional contribution can come from any, or all, of the recognised areas of practice, that is: clinical, education, research, leadership/management.

7. Application/Nomination requirements.

- 7.1 In summary, the Panel needs to have the following information in order to consider an application/nomination:
 - Personal details of applicant/nominee and contact details of the applicant and each of the **three required** nominator/referees. (For nominations, the nominee may be aware of nomination, or it may be confidential).
 - A description of the reason for the application/nomination and evidence to support this.
 - A CV of the applicant/nominee.
 - Supporting statements (max 3)

- Optional EDB monitoring form.

7.2 In detail, the requirements are slightly different depending on whether you are applying yourself, or are making a nomination of someone else:

The CSP Fellowships Awards		
Requirements	By Nomination	By Self-Application
Potential Recipient	CSP member with 10 years + continuous membership and exceptional contribution <u>OR</u> Non-CSP member with exceptional contribution to the profession over at least 10 continuous years. (Nomination only)	
Backers	Three CSP member nominators.	Three CSP member referees.
	<ul style="list-style-type: none"> • Must have firsthand knowledge of applicant/nominee's work. • Must endorse the Contribution and Impact Form (CIF) 	
Essential Evidence	<ul style="list-style-type: none"> • Contribution and Impact Form (CIF) • Applicant/Nominee CV • Up to three Supporting Statements <ol style="list-style-type: none"> a) From CSP or non-CSP members b) With direct knowledge of nominee's work c) Who can supply additional information and/or context not covered in CIF 	
Optional Form	EDB monitoring Form	EDB monitoring Form

8. Completing a nomination checklist

Part	Content	Checked (✓)	Submitted (✓)
Form 1	Personal information and contact details of applicant/nominee and their referees/nominators		
Form 2	Contribution and impact form (CIF) of the applicant/nominee (Description and evidence for nomination).		
Part 3	Applicant / Nominee Curriculum Vitae (CV)		
Part 4	Supporting Statements		
Part 5	EDB monitoring (<i>optional</i>)		

9. What makes a good application/nomination?

- 9.1 The most important thing is to provide **evidence** of **what** the applicant/nominee has done and **how** they have advanced the physiotherapy profession over a **sustained** period of time (>10 years). A good application/nomination also describes and evidences the **impact** that the applicant/nominee has made.
- 9.3 There is no right or wrong way to write a good application/nomination, but quality is always better than quantity. Avoid lengthy submissions. You want the Panel to remain interested and focused on what you are writing and see what is special about the applicant/nominee.
- 9.4 Take care to support any use of superlatives with evidence, make sure you include what the effect/difference has been, and why it has been important. Avoid lengthy narratives of someone's career (i.e., describing their job) or including things that don't stand out. You don't need to describe a whole career if the exceptional component is situated in a particular part of the career. As the guidance for UK National Honours¹ states "*Remember that superlatives without an explanation are just hot air. Take care always to support any assertions with hard evidence. Do not just say that an achievement has had a widespread effect.*"
- 9.4 The Panel considers applications/nominations on the information provided to it, against the CSP's published criteria and scoring matrix. Only the strongest applications/nominations will result in a Fellowship award. However, if the application/nomination is unsuccessful, clear feedback will be provided identifying the gaps in the application. You may apply/nominate again the following year.
- 9.5 All applications/nominations will be checked for redaction before the application/nomination is presented to the Panel. This to ensure objectivity and impartiality. Please use the acronym "XX" and/or the phrase "the applicant/nominee" and/or use the pronoun 'they'/'their' when filling in the application/nomination.

10. What makes a good application/nomination in detail?

- 10.1 **Form 2** is where information and evidence are provided which supports the applicant/nominee's **contribution and impact** on the profession. It should not be overly descriptive or narrative. Within the form we have suggested evidence that may be used to support your application/nomination. These suggestions are not definitive and/or restrictive and you may use any evidence or information that you believe supports the application/nomination. Form 2 must not include photographs, images, tables, graphs, documents containing statistics, promotional material or social media coverage/content or other personal data e.g. that could identify a patient. Please ensure you redact the applicant's/nominee's name and any other personal identifiable features from Form 2. Please use the pronouns they/them, when referring to the applicant/nominee to ensure anonymity. The **max word count** for Form 2 is **3000 words**.
- 10.2 **Form 3 A Curriculum Vitae (CV)** is used as a factual document to support the timeline/chronology of the applicant/nominee's contribution and gain a rapid overview of their career to date. This must not be a narrative document and factual bullet points under headings are acceptable. We provide a template style to use if needed, however, you may submit the applicant/nominee's own CV if its structure and format broadly align with the template, and it only contains the required information. Do not include any personal information except the applicant/nominee's name, and do not

¹ <https://www.gov.uk/government/publications/honours-how-to-write-citations/how-to-write-a-nomination-html>

include any information dating from before the applicant/nominee's initial qualification as a physiotherapist. The size limit for CV's is no longer than **6-sides of A4 paper**.

10.3 Part 4. Supporting Statements (max 3) from other people who have first-hand knowledge of the applicant/nominee and can endorse their contribution or supply additional information. Supporting statements may be from colleagues, other health professionals, and others who may or may not be members of the CSP. The statements must not be character references or repeat what is included elsewhere in the application/nomination. They can be used where the content will add further evidence and information to the application/nomination. Supporting materials must not include photographs, images, tables, graphs, documents containing statistics, promotional material or social media coverage/content or other personal data e.g., that could identify a patient. The word count for Supporting Statements is **500 words per statement**.

10.4 Part 5. EDB monitoring form. This is optional and will be separated from the rest of the application/nomination forms and only be used by the CSP Professional Awards Team to monitor our work in line with our 2023-27 strategy. The Panel will not see it.

11 Submission details

11.1 You must submit your application/nomination and its supporting attachments by e-mail to professionalawards@csp.org.uk with these words in the subject line: "[APPLICANT/NOMINEES NAME] – [Application][Nomination] (select as appropriate) for Fellowship of CSP".

11.2 Completed nominations must be submitted electronically as Word documents **only**. PDFs are not accepted. Postal nominations are **not** accepted.

12 Invalid submission criteria

12.1 CSP membership criteria for referees/nominators is not met.

12.2 Proof of the applicant/nominee's current and continuous CSP membership of at least 10 years is not verified by the CSP Team (non-CSP-member Honorary Fellowship nominations excepted)

12.3 The compulsory application/nomination components are not provided.

12.4 The wordcount is exceeded in any section to which a word limit applies.

13 The decision-making process

13.1 You may apply for/nominate a colleague for a Fellowship at any time of the year. The Panel consider applications/nominations at three points during the year, usually March, July and October and there are submission cut-off dates usually four weeks before each meeting.

13.2 Current submission deadline dates are published on our awards [webpage](#)

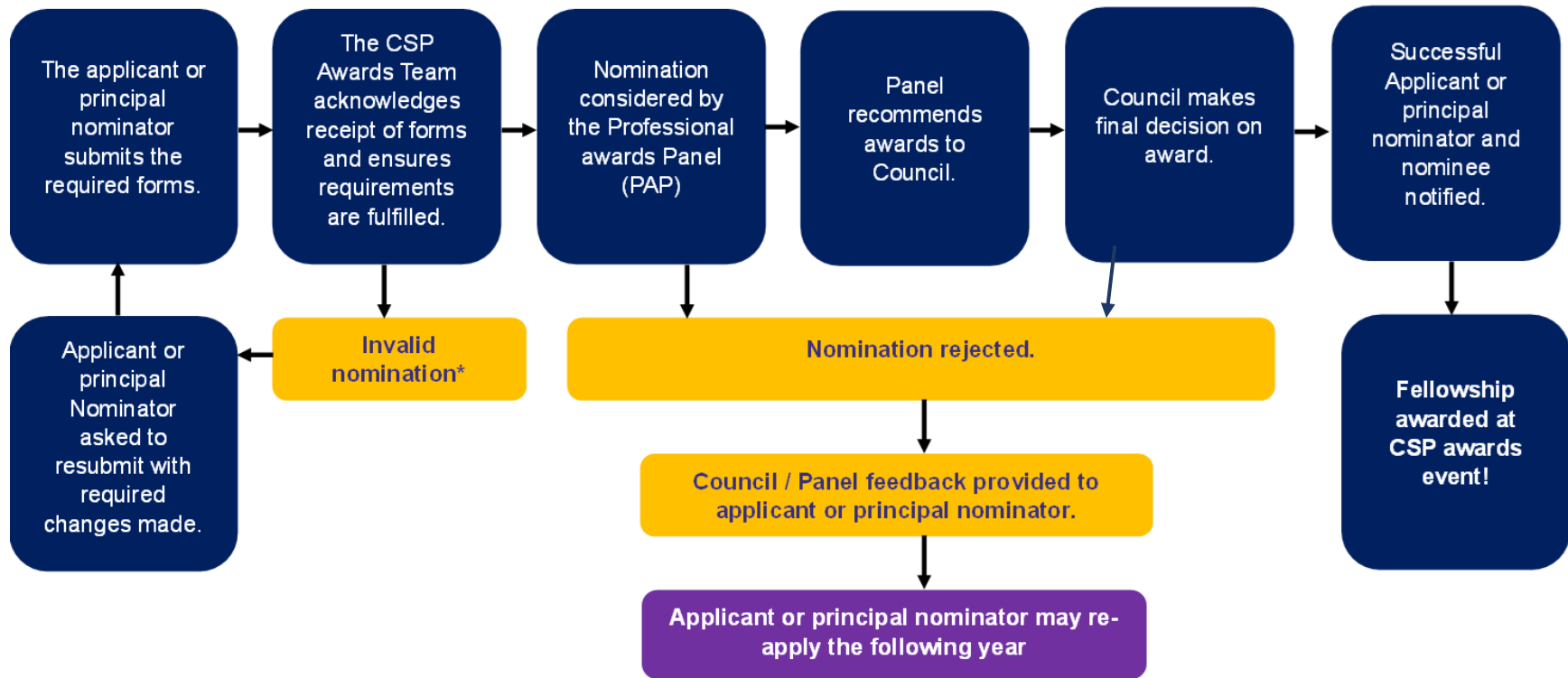
14 Help and Guidance

14.1 If you experience or anticipate any barriers within the application/nomination process or require help to access information, please email professionalawards@csp.org.uk. Requesting advice, guidance and/or support will not affect the assessment of your application/nomination.

-Ends-

Appendix 1 – Fellowships Process

Figure 1. Flowchart – Process for Fellowship Nomination



PROCESS	ACTIONS	TIMESCALE	BY WHOM
Application/ Nomination completed	Prepare and complete the application/ nomination paperwork.	Anytime nominations are open	Nominator/Applicant
Application / Nomination submitted	Submit to professionalawards@csp.org.uk	Anytime nominations are open	Nominator/Applicant
Application /Nomination received	The CSP Team receive and acknowledge applications/nominations.	Within 3 working days of receipt.	CSP Team
Application / Nomination prepared for Panel	Applications/nominations are checked for eligibility for award, submission criteria are met. Applications/nominations that don't meet criteria are rejected. Applications/nominations that are ineligible are returned for correction and will still be considered if resubmitted by the date requested. Forms are redacted to remove identifying data. EDB forms (if submitted) are separated and retained by the Governance officer of the Awards Team	By 3 weeks before Panel meeting	CSP Team
Application / Nominations and scoring criteria/matrix sent to Panel	Panel members should familiarize themselves with the applications/nominations and review the scoring criteria and scoring matrix.	3 weeks before Panel meeting.	CSP Team Panel
Panel members score	Each Panel member independently scores each application/nomination against criteria and score matrix.	Within 2 weeks	Panel

applications / nominations.			
Panel members submit scores to CSP Team and request any professional advice	Submit to professionalawards@csp.org.uk Set out the nature of any professional advice that is required and reasons.	1 week before the Panel meeting	Panel
CSP Team prepare for Panel meeting	Panel scores combined to determine range and average scores. CSP Professional Adviser prepares advice requested but does not assist in scoring applications.	1 week before the Panel meeting	CSP Team
Panel convenes	The Panel discusses and agrees the Panel score for each application/nomination. The meeting will be minuted. The agenda for the meeting will be as follows: <ul style="list-style-type: none"> • Chair opens the meeting. • Panel discuss each application/nomination and agree final score. • Panel agree feedback for each application/nomination. • Close meeting. Meeting minutes are circulated to all within 14 days of the meeting. The Panel will make a decision for each application/nomination of <ul style="list-style-type: none"> • Recommend to Council that a Fellowship is awarded • Reject the nomination for a Fellowship 	In the Panel meeting	Panel Secretary to Panel CSP Team in attendance
Nominators /Applicants	The CSP Team will e-mail all applicants/nominators with the Panel outcome and feedback.	Within 7 days of the Panel meeting	CSP Team

informed of outcome			
Citations prepared	Recommendations, supporting information and citations are prepared for the candidates recommended by the Panel and submitted to Council.		CSP Team Secretary to Panel
Council meets / written resolution	Council considers the recommendations and makes its decision. CSP Team informed.	In the meeting / by written resolution	Council Secretary to Panel
Fellowship awardees informed	The CSP Team will e-mail Fellowship awardees and nominators with the Council decision and invite awardees to a celebration event.	Within 7 days of the Council meeting/ Council approval	CSP Team
Awards conferred	Celebration of success.	Once annually – usually November.	Awardees CSP Team CSP CEO

Appendix 2 - Fellowship Scoring Criteria

Criterion 1 - Contribution to the advancement of the profession in their area of expertise and furthering the aims of the CSP.

Scoring Criteria	0 Unsatisfactory	1 Poor	2 Good	3 Very Good	4 Excellent
Submission Criteria					
Furthering the aims of the CSP and/or the profession (and advancement of the profession) /3	The information required is omitted. OR The information provided makes no link between CSP strategy, vision and mission.	The information provided makes a descriptive link between to the CSP strategy, vision and mission. <i>This means there is insufficient evidence the criteria has been met.</i>	The information provided makes some link between some elements of the CSP strategy or vision or mission and some evidence is provided to support some of the elements.	The information provided makes a clear link between all components of the CSP strategy, vision and mission, and evidence is provided that supports each element.	N/A
Innovation within and/or for the profession /4	The information required is omitted. OR The information provided does not demonstrate evidence relating to the development of new innovation/s within the to the profession, and/or advancing the	The information provided describes then new innovation/s within the profession, and/or advancing the knowledge base and/or the scope of professional practice over a period with no supporting evidence.	The information provided illustrates the innovation/s and/or the new knowledge base and/or how the scope of professional practice has been expanded/enhanced with some evidence provided.	The information provided explains how the innovation/s and/or the new knowledge base and/or the expanded scope of professional practice has been applied in practice with supporting evidence provided.	The information provided integrates the innovation/s and/or the new knowledge base and/or expanded scope of professional practice with benefits to service users and

	knowledge base and/or the scope of professional practice over a period of at least 10 years.	<i>This means there is insufficient evidence the criteria has been met.</i>			supporting evidence is provided.
The type and scale of the outputs/activities /3	The information required is omitted. OR The information provided does not demonstrate evidence relating to any output and/deliverable and/or activity nor the scale (size and reach) of the factors.	The relevant outputs and/or activities are described with little supporting evidence. The factors described are local or regional in scale. They affect a small sector of the profession in any setting. <i>This means there is insufficient evidence the criteria has been met.</i>	The relevant outputs and/or activities are clearly defined with some supporting evidence as to how they have been applied in practice. The factors described are regional and/or profession-wide in scale. They affect a large section of the profession in any setting. They may have multi-professional reach.	There is clear evidence of the relevant outputs and/or activities with supporting evidence that these have focused at a national level and/or governmental/regulatory level The factors described have international reach and/or are national in scale. They affect the majority of the profession across multiple settings. They have demonstrated multi-professional reach.	N/A

Criterion 2 - Impact on the Profession.

Scoring Criteria	0 Unsatisfactory	1 Poor	2 Good	3 Very Good	4 Excellent
Submission Criteria					
<p>The impact of the nominee’s work on the profession</p> <p>/8</p> <p>SCORE WEIGHTING x2 to give a score out of 8.</p>	<p>The information required is omitted. OR The information provided does not provide any quantifiable data to support positive and/or negative changes; direct and/or indirect consequences; the effects produced; and/or any changes to the outcomes on and/or for the profession and/or service users</p>	<p>There is little quantifiable data referred to that demonstrates positive and/or negative changes; and/or direct and/or indirect consequences; and/or the effects produced.</p> <p>There is no evidence of any changes to the outcomes for the profession and/or service user that are attributable to the nominee’s work.</p> <p><i>This means there is insufficient evidence the demonstrate the criteria has been met.</i></p>	<p>There is some quantifiable data provided that demonstrates positive and/or negative changes; and/or direct and/or indirect consequences; and/or the effects produced.</p> <p>There is little evidence any changes to the outcomes for the profession and/or service user that are attributable to the nominee’s work.</p>	<p>There is good quantifiable data provided that demonstrates positive and/or negative changes; and/or direct and/or indirect consequences; and/or the effects produced.</p> <p>There is some evidence of changes to the outcomes for the profession and/or service user that are attributable to the nominee’s work.</p>	<p>There is good quantifiable data provided that demonstrates positive and/or negative changes; and/or direct and/or indirect consequences; and/or the effects produced.</p> <p>There is good evidence of changes to the outcomes for the profession and/or service user that are attributable to the nominee’s work.</p>
Influencing the thinking, strategy	<p>The information required is omitted. OR</p>	<p>The information provided describes that the nominee’s</p>	<p>The information provides evidence that the nominee’s</p>	<p>The information provides evidence that the nominee’s</p>	N/A

<p>and practice of others</p> <p>/6</p> <p>SCORE WEIGHTING x2</p>	<p>The information provided does not demonstrate that the nominee has had an influence on others.</p>	<p>work has limited influence. The sphere of influence and/or dissemination is small groups and/or organisations; and/or is self-reported and/or disseminated in non-peer reviewed sources.</p> <p><i>This means there is insufficient evidence the criteria has been met.</i></p>	<p>work has a focused influence. The sphere of influence and/or dissemination is professional channels and groups; and/or has had influence within healthcare alone.</p>	<p>work has a wide influence. The sphere of influence and/or dissemination is national and/or international at a peer-reviewed level; and/or large scale organizational/system level; and/or multi-professional influence; and/or has contributed to the work of strategic national level organisations and /or has impacted on systems and/or services concerned with the wider determinants of health.</p>	
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Fellowship scoring results: 00 – 17 = Nomination rejected 18 – 24 = Nomination recommended to Council

Notes:

1. Score in whole numbers only. Do not score ½ or any other fractional/decimal score.
2. The criteria descriptors should be interpreted broadly. The words “and/or” should be read as meaning that alternatives of equal value exist.
3. The four pillars of the profession are clinical, education, research and leadership/management. They are of equal value and merit.
4. Applications/Nominations do not have to demonstrate each score criteria across all four pillars of the profession. It is wholly acceptable for an application/nomination to be based in only one pillar of practice, or any combination of pillars of practice.
5. The time period of 10-years’ contribution applies to the application/nomination when considered as a whole in its entirety. It does not need to be applied to each criterion individually. It can apply to any period within an applicant/ nominee’s career, not just at the end of a career