

Whether you are a first-time applicant for a national award, or are re-applying having received one in the past, there are some key things to remember to help you best present your evidence and communicate the impact of your work to the ACCIA regional sub-committee members who will be scoring your form.

### Before you apply

1. Make your employer aware that you plan to apply. A contact registered on the ACCIA portal will need to sign off your application and they will need time to do so before the deadline. If your employer needs to register tell them to contact [accia@dhsc.gov.uk](mailto:accia@dhsc.gov.uk) and we can 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 advice on this sheet is taken from there but there is plenty more to help you, including examples of what makes a good evidence statement for each of the five domains.

### The application

1. Assessors can only rely on the form you submit so ensure all aspects of your role are clear and the application makes sense to a fresh pair of eyes.

2. Make sure your evidence is from the **correct time period**. Work done outside this period should describe the impact within the past 5 years.

3. Describe the **impact and value** to the patient and / or NHS – this should be at the national level, or at least regional and outside your employing

4. **Do not repeat evidence** across domains. Assessors will disregard repeated evidence. Where activity generates impact in two or more domains, e.g. innovation and training and education, make sure the difference in impact is made clear.

5. Provide **specific dates** for all your pieces of evidence. Comments such as “all evidence is within the last four years” make it harder for assessors to be confident that your work has been impactful in the relevant period.

6. Avoid acronyms and jargon

## The scoring

1. Assessors come from a **variety of backgrounds**, including lay members – they need to understand your role and the impact you have delivered over and above your job description. **Acronyms and other abbreviations** can make it hard for assessors to interpret your evidence if they are not clearly explained.

2. Assessors **only see** your employment details, job plan, domain statements, and employer sign-off. They **do not see** any diversity information you provide, previous unsuccessful applications, or any information about disciplinaries or investigations.

3. Assessors are looking for **national impact and benchmarks**: while feedback from individual patients or colleagues are important, such information may not itself be enough to demonstrate the impact that assessors are looking for.

4. Assessors **will not look** at any external sources such as URLs or reference links, so please do not include them.

When presenting publications, please only **list where you are an author** on the paper and ensure this is clear in the application

## What happens after I apply to ACCIA for an NCIA?

Once you have received sign-off from your employer and pressed “submit”, your application will be with ACCIA ready to be assessed.

After the application window closes, our scoring and governance processes begin straight away. These take several months, and you will not receive ongoing feedback on your individual application, but we will send summary updates.

We expect to inform applicants of outcomes early in 2026.

## Resources on the ACCIA GOV.UK pages

There is a range of information and material available on the [ACCIA GOV.UK page](#), including our [annual reports](#) that 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 needed.

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