

## Major Research Fellowships Application Help Notes

*Please consult these help notes when completing the application form. These are also accessible via the Help button on each relevant section of the online application form.*

### Scheme information

Before you commence an application please download the System Help PDF from the left-hand menu on the screen. The “How to complete the form” tab explains key functionality.

### Principal applicant details

The following details are those we have stored for you. To amend them, please click the Manage My Details link. This will open a new tab for you to make any required changes in. Once completed, please save your changes, close the tab and return to editing your application form.

### Institutional approval details

- **Department**

Please enter the full name of your department; do not add for example “English”, but “Department of English”.

- **Notify institutional approver**

By clicking “Notify” you can alert your Research Office/Institutional Approver that you are preparing an application, that approval will be needed, and that the application must be submitted to the Trust by the closing date.

We would advise that you allow five working days for Institutional Approval to be given. Your application cannot be validated successfully until you have notified the Institutional Approver. You can only submit your application for Institutional Approval once it has been validated successfully, i.e. there are no errors or incomplete fields.

Applicants must be employed at an eligible UK institution at the time of application and throughout the duration of the Fellowship. In order to edit your institutional affiliation please click the Manage My Details link. This will open a new tab for you to make any required changes. Once completed, please save your changes, close the tab and return to editing your application form.

## Referees

Please ensure that you enter the correct information for your referees. Reference requests will be sent automatically and therefore incorrect email addresses cannot be corrected and your application will then not have the full set of referee comments. **Referees cannot be from the same institution as the applicant, nor from the same institution as each other.** You will need to enter complete details, including a department. Enter N/A if not applicable.

Referees will be asked to comment on the research record, standing and potential of the candidate, the merit of the proposed research project, including an assessment of its appropriateness for a two to three year period of research.

**The deadline for receipt of referee comments is 15 June 2020.** Email requests will be sent out within one week of the closing date for applications. Please ensure that your referees are prepared to respond via the Trust's online system, within this timeframe. References by letter or email cannot be accepted. **Late references will not be accepted.**

## Present appointment

### **Position**

The title of your current position e.g. Senior Lecturer. Please note that applicants must be employed at an eligible UK institution at the time of application and throughout the duration of the Fellowship.

### **How is your post currently funded?**

Give the source of funding for your post, e.g. HEFCE.

### **Date appointed to current post?**

Give the date you were appointed to your present position, not just when you started work at this institution.

## Research proposal

### **Duration**

Grants can be for a period of either 24 or 36 months only.

### **Proposed start date**

The start date must be between 1 September and 1 October 2021.

### **Fields of study**

Select the fields of study which most closely reflect the area of research for your current application.

### **Abstract of proposed research**

Please provide an abstract of your proposal in no more than 100 words and ensure that it is suitable for the lay reader. Please consult the Trust's guidance on this: [Writing for a lay reader](#).

### **Project proposal, including references**

Applicants must be able to demonstrate scholarship at the highest level, which has been sufficient to have won international recognition. It is crucial that you clarify what you anticipate the outcomes of the Fellowship to be.

- A maximum of five pages can be uploaded (including references).
- Please do not format with minimal margins.
- Only Word documents are supported.

- Font **ARIAL 10** or **11** should be used – no other formats/font types. If plain Arial is not used, on creation of the PDF, the document will be corrupted and will not upload.
- Similarly, footnotes will corrupt and may contribute to a page count higher than expected.
- Do not forget to attach your document – the “Document must be uploaded” icon will turn green when successful.
- We do not specify what information should be included in this section, it is entirely up to the applicant.

## Career details

### **Employment**

The following details are those we have stored for you. To amend them, please click the Manage My Details link. This will open a new tab for you to make any required changes in. Once completed, please save your changes, close the tab and return to editing your application form.

### **Awards**

Applicants must be able to demonstrate scholarship at the highest level, which has been sufficient to have won international recognition.

### **Publications**

Add details of your most relevant and major publications.

## Current commitments/leave

### **Current teaching/supervisory commitments**

When assessing applications the Trust gives particular weight to those cases where a particularly onerous teaching or administrative load in recent years has impeded the applicant’s research progress. It is therefore important to complete all questions in this section as thoroughly as possible. Applicants must spend at least 80% of their time on the proposed project, if awarded.

## Finance

### **Replacement teaching costs**

Salary costs are not awarded to replace the applicant at the level at which they are employed, but to replace their teaching at a junior level. You are advised to consult your research/finance office for advice on salary scales and salaries for junior lecturers.

### **Research expenses**

The current maximum allowable annually for expenses is £6,000. Any expenses must be requested in the budget submitted as part of the application procedure and cannot be added at a later date. Items of equipment costing £1,000 and under are allowable provided that explicit justification is given for each item.

## Validation

The Validation button can be hit at any time. Any mandatory/required fields will be indicated, as will any errors.

**Important: Please ensure that you save a copy of your completed application form before submission.**