Guidance for Applicants submitting a Full Application to the Nottingham Research Fellowships or Anne McLaren Fellowships

1. General
   - Please use Verdana 10 and do not exceed the word count in relevant sections.
   - Please do not feel obliged to use the full word count where this is defined.
   - Please use clear, non-technical language.
   - Please do not submit a separate CV. The information that we would like to capture is included in the structure of the application form.
   - Please start to plan your application in plenty of time, particularly the areas where you will need input from academic and administrative staff in the School to which you are applying, (costing, impact statement, Head of School supporting statement).
   - Please ensure you look through the application and submit any queries in good time.
   - Please upload your full application as a PDF file named in the following format: surname_firstname_school/faculty applying to'_2019 for example: bloggs_joe_sociology_2019
   - The deadline for applications is Wednesday 15th May 2019. Late applications will not be accepted.
   - Applications should be uploaded as part of your online application

2. Applicant information
   Please provide your full name, address, telephone and email address so that we can contact you with the outcome of your application. Please also provide details of the academic Unit (school or faculty) that you are applying to. Please also note if you are applying for a fellowship within a Beacon of Excellence.

3. Education
   Please provide details of your education, including the award of your PhD, and provide details chronologically of any post-doctoral appointments. Please do use the space provided to provide clarity on any employment details and/or gaps in your employment history.

4. Publications
   - Only include publications currently in print and accepted for publication. Please do not include publications which are under preparation.
   - Please supply the DOI (Digital Object Identifier) for your applications in print.
   - Please list publications chronologically.
   - Please include citations if these are a relevant metric for your discipline.
5. **Research Funding and Awards**
   With respect to your plans for grant application, it is intended that you give an overview of your plans. There is not an expectation that you will necessarily stick rigidly to this plan, but please do try to present a strategic plan for grant capture through the fellowship.

6. **Proposed Research**
   Please provide details of the nature of the proposed research. In this section, you may wish to include:
   - The background to the research
   - Importance of the research
   - Academic impact
   - Research hypothesis and objectives
   - Fit with the areas of current activity of the School/Division. This could include plans to collaborate with existing members of staff.

7. **Lay Summary**
   Your application will be reviewed by a panel of senior representatives from across the University. Please use this section to provide a summary of your research suitable for a lay audience.

8. **Contribution to the University’s Research Strategy**
   Please outline how your research contributes to the University’s Research Strategy and our ambitious vision for research, including our Global Research Themes and Research Priority Areas and Beacons of Excellence. Further details can be found at [http://www.nottingham.ac.uk/Research/Research.aspx](http://www.nottingham.ac.uk/Research/Research.aspx)

9. **Justification of Resources**
   It is recommended that you seek advice from the School Manager/Director of Administration in the School to which you are applying when completing this section.

   Please explain what resources are required to undertake your research project, including implementation of the impact plan. Please explain why you require these resources. You may wish to use the following check list for guidance, bearing in mind that not all headers will be applicable to all candidates:
   - Directly incurred staff costs (justify why an RA/technician is needed for the proposed work and why the proposed time is appropriate).
   - Travel and subsistence (justify where you are planning to go and why, and provide a break-down of costs).
• Other directly incurred costs (describe what is being requested and why, and justify the need for any equipment requested. It is expected that the host School will provide office space and a computer. If your project requires computer hardware or software that is beyond standard, you will need to justify the cost).
• Impact (describe resources requested to support the impact plan. Justify why you need each item).
• Other directly allocated costs (use of some University facilities, equipment or shared staff costs may not incur additional cost, but please check with School Operations Managers on which facilities do incur costs). Set out what your needs are, and why you need to use them).

**Equipment/facilities:** Please clarify if your proposal will use equipment/facilities either within your host school, or the wider university, and provide details. This enables us to check that the equipment is available and start discussions with the potential host school/other school at an earlier stage.

10. **Teaching Statement**

The focus of our fellowships is research, however, candidates will transition to a permanent research & teaching academic post (subject to performance) within their host school. Use this section to outline the areas which you feel best qualified to contribute to now and in a future R&T role. Teaching is not obligatory as part of the Fellowship programmes, but most fellows opt to undertake some teaching as part of their experience to support their integration into the school. However, when teaching is undertaken no fellow should have a total teaching commitment of more than six hours per week during term time. This threshold is in line with the expectations of most UKRI fellowship programmes.

11. **Impact Statement**

The impact statement should cover potential economic and societal impacts and pathways towards realising impact, and it would be beneficial to address the following questions:

• Who might benefit from this research (in addition to the academic community)?
• How might they benefit from this research?
• What will be done to ensure that potential beneficiaries have the opportunity to engage with this research?
• You may find it useful to refer to the [UKRI Pathways to Impact](https://www.ukri.org/research/impact) webpages, which provides tips for completing the UKRI Impact Summary. Please note that our application process does not mirror that of UKRI precisely, but the link does provide a useful resource.
12. Personal Statement
The personal statement should cover your long term career aspirations and why you believe your career will benefit from the award of a Nottingham Research or Anne McLaren Fellowship. You may also wish to outline how you might contribute to the School now and in a future research and teaching role.

13. Institutional Mentor
Please identify an individual at the institution who will mentor you throughout the fellowship. The mentor will need to supply an additional letter of support explaining what the research gap is that the fellow will fill and that they are prepared to mentor the candidate throughout the fellowship. This letter should be attached with your fellowship application.

14. Personal Referees
Personal referees should include your current line manager/supervisor, and could include your PhD supervisor or former line managers/supervisors. Please note that nominated individuals will not be contacted prior to an offer of a Fellowship being made.

15. External Reviewers
- Please suggest people who are experts in the research field and/or able to judge the value of the research to people who might use its results.
- It is important that we avoid any conflicts between personal interests and University of Nottingham interests. You should not suggest reviewers that you have had a close working relationship with in the past (for example, your PhD supervisor), current or proposed project partners, anyone from your own organisation, or anyone with financial or personal connections with the organisations’ involved in the proposal. Please avoid suggesting more than one reviewer from the same organisation.
- We will contact all three of your external reviewers and will aim to get at least one external review per candidate. External reviews are provided on a confidential basis.

- Once we have received your application we will send your relevant Heads of School and Beacon Director a form to complete to set out their support for your application.
- At this point, please work with them to facilitate their preparation of this document, and provide them with relevant information to draw on as soon as possible.

17. Further information
- Please contact fellowships@nottingham.ac.uk with general queries with respect to the application process.
- For specific information related to the Rights Lab Beacon, please contact Nathalie Walters (nathalie.walters@nottingham.ac.uk) Head of Operations, or for academic enquiries: Professor Zoe Trodd, Beacon Director.
- Please contact the School Manager of the academic unit to which you are applying with respect to the justification of resources.