# Guidance for Applicants submitting a Full Application to the Sir Joseph Pope Fellowship

## 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 note that word counts do not include references
  + 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 Faculty (e.g. Justification of Resources).
  + Please ensure you look through the application and submit any queries in good time.
  + Please send the full application as a PDF file named in the following format:

surname\_firstname\_pope fellowship \_2020 for example: ***bloggs\_joe\_popefellowship\_ 2020***

* + Applications should be UPLOADED to the Vacancy Manager additional documents section

## Applicant information

Please provide your full name, address, telephone and email address so that we can contact you with the outcome of your application.

## Education

Please provide details of your education, including the award of your PhD, and provide details chronologically of any post-doctoral appointments. Previous teaching experience may be included here if relevant. Please do use the space provided to provide clarity on any employment details and/or gaps in your employment history. (Please do not include any other information than what is requested here e.g. general statement of suitability for the role)

## Publications

* + The University is a signatory of the Declaration on Research Assessment (DORA). As such we commit to focus on the scholarly content of a publication as a basis for review of quality, and consideration of value and impact of research conducted, rather than any proxy measures such as Journal Impact Factor. Please do not include publication metrics such as citations or impact factors as these will not be used as part of our assessment process.
  + Only include publications currently in print and accepted for publication. Please do not include publications which have only been been submitted or are still in preparation.
  + Please supply the DOI (Digital Object Identifier) for your applications in print.
  + Please list publications chronologically (most recent first)

## Research Funding and Awards

Please give an overview of your plans for grant application over the course of the fellowship. 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. This plan is intended to show how you will go on to develop yourself, your research and your group beyond the end of the fellowship.

## Proposed Research

Please provide details of the nature of the proposed research. Please follow the guidance given in the form on the content of the relevant sub-sections requested. Generally, in this section, you may wish to include:

* + - The background to the research
    - Importance of the research
    - Academic impact
    - Research hypothesis and objectives
    - Novelty and timeliness
    - Methodology/work programme
    - Key milestones
    - Fit with the areas of current activity of the Faculty. This could include plans to collaborate with existing members of staff.

## Lay Summary

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

## Contribution to the University’s Research Strategy

Please outline how your research contributes to the University beyond the Faculty of Engineering. This could include, for example, links to the Beacons of Exellence, broader research areas, external organisations and information on income generation, esteem, research excellence etc. Further details about research at Nottingham can be found at <http://www.nottingham.ac.uk/Research/Research.aspx>

## Justification of Resources

It is recommended that you seek advice from the Faculty of Engineering when completing this section - contact [ez-eng-erke@nottingham.ac.uk](mailto:ez-eng-erke@nottingham.ac.uk)

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 Research Assistant or 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 Faculty 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 the Faculty 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 the Faculty, or the wider university, and provide details. This enables us to check that the equipment is available and start discussions with the other school(s) at an earlier stage.

## Teaching Statement

The focus of our fellowships is research, however, candidates will transition to a permanent research & teaching academic post (subject to performance) within the Faculty. 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 Fellowships programme, but most fellows opt to undertake some teaching as part of their experience to support their integration into the Faculty. 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. Applicants are encouraged to discuss their potential teaching remit and future contribution with Ian Ashcroft (Head of Department) before submission – [Ian.Ashcroft@nottingham.ac.uk](mailto:Ian.Ashcroft@nottingham.ac.uk)

## Impact Statement

The impact statement should cover potential economic and societal impacts, and routes towards realising these impacts. Impact does not need to occur within the duration of the fellowship. 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?

## 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 Sir Joseph Pope Fellowship. You may also wish to outline how you might contribute to the Faculty of Engineering now and in a future research and teaching role.

## 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.

## 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.

## Further information

* + Please contact [ez-eng-erke@nottingham.ac.uk](mailto:ez-eng-erke@nottingham.ac.uk) with any queries with respect to completing the application form or the application process in general..