# Guidance for Applicants submitting a Full Application to University of Nottingham - MIT Postdoctoral Fellowships in Biomaterials

## General

* + Please use Arial 11 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 School to which you are applying (e.g. costing, impact statement, Head of School supporting statement).
  + 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\_UoN\_MIT\_2023 for example: ***bloggs\_joe\_UoN\_MIT\_2023***

* + The deadline for full applications is **1700hrs Friday 25 August 2023**. Late applications will not be accepted. Note that applicants must have submitted an initial research proposal to Morgan Alexander, prior to submitting their application.
  + Applications should be submitted to [fellowships@nottingham.ac.uk](mailto:fellowships@nottingham.ac.uk)

## 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.

## 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.

## 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 are under 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, well thought out plan for grant capture through the fellowship.

## Proposed Research

This section allows you to provide more detail on your proposed research, covering the following sections:

* Title of your research
* Nature of the proposed research (max 2000 words). 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/Department. This could include plans to collaborate with existing members of staff.
* Any ethical considerations arising from your proposed research
* Proposed work plan (up to 500 words, plus an additional simple diagrammatic representation)
* Planned outputs from your research

## 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 (max 250 words).

## Contribution to the University’s Research Vision

Please outline how your research contributes to our ambitious vision for research (max 250 words) and relevant thematic area(s) listed below. Further details can be found at <https://exchange.nottingham.ac.uk/content/uploads/Research-2022-27-SDP-v1.0Final.pdf>   
  
The thematic areas are as follows:

* Bioengineering
* Medical Engineering
* Control of implant associated inflammation and foreign body reaction to biomaterials.
* Novel medical devices
* Surface characterisation of implanted biomaterials
* Novel approaches for in vivo assessment of materials
* Cell-instructive materials

## Justification of Resources

It is recommended that you seek advice from the School Research Manager (or equivalent) from the school to which you are applying when completing this section. They will support you to set up costings for your consumables budget in our Research Information System (RIS) linking to the following opportunity: <https://nottingham-research.worktribe.com/record.jx?recordid=9899362> You only need to submit costings for the £75k consumables budget, there is **no need** to set up costings for your salary. We do not expect directly allocated, indirect and overhead costs to be included.

In the justification of resources section of your application, 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 checklist 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, and we do not wish to see these included in your RIS costing, but please check with School Operations/Research 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.

## 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 at the University of Nottingham. Use this section to outline the areas which you feel best qualified to contribute to now and in a future R&T role (max 250 words). 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.

## 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 can find useful tips on what to include in impact summaries/pathways to impact here:

<https://www.fasttrackimpact.com/post/how-to-integrate-impact-into-a-ukri-case-for-support>

These are based on applications to UKRI, but do provide some useful information (max 500 words).

## 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 University of Nottingham - MIT Postdoctoral Fellowship. You may also wish to outline how you might contribute to the School/Department now and in a future research and teaching role.

## Institutional Mentor

Please identify an individual at the institution who will mentor and advise you, particularly at the start of the fellowship, but also throughout the three years. 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.

## 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 Supporting Statement

* + Please provide a supporting statement from an external reviewer who is an expert in your chosen field and/or able to judge the value of the research to people who might use its results. This statement should be no more than 2 pages and should comment on the quality, impact and timeliness of your proposal
  + It is important that we avoid any conflicts between personal interests and University of Nottingham interests. You should not ask for a supporting statement from your current institution or from the University of Nottingham
  + This statement is separate from the personal reference required (see point 14) if you are offered the role, which is part of our HR process.

## Head of School Supporting Statement.

* + For each candidate we require a supporting statement from the Head of your host School (School of Pharmacy).
  + Please work with the Head of School to facilitate their preparation of this document, and provide them with relevant information to draw on as soon as possible. They will need to see your application in advance of the deadline to be able to develop this statement.
  + If you are unsure of the contact details for the relevant Head of School/Department is, please contact [fellowships@nottingham.ac.uk](mailto:fellowships@nottingham.ac.uk)
  + The deadline for these supporting statements is **25 August 2023** and should be submitted by the HoS to [fellowships@nottingham.ac.uk](mailto:fellowships@nottingham.ac.uk)

## Further information

* + Please contact [fellowships@nottingham.ac.uk](mailto:fellowships@nottingham.ac.uk) with general queries with respect to the application process.