

## **Notes for Applicants of the British Academy Postdoctoral Fellowship Outline Stage 2016-17 Competition**

**PLEASE READ THESE SCHEME NOTES CAREFULLY**  
Any application which is incorrectly submitted will be ineligible for award

### **Aim of the Scheme**

The British Academy's aim in making these awards is to offer opportunities for outstanding early career researchers to strengthen their experience of research and teaching in a university environment which will develop their *curriculum vitae* and improve their prospects of obtaining permanent lecturing posts by the end of the Fellowship. The primary emphasis is on completion of a significant piece of publishable research, which will be assisted by full membership of an academic community of established scholars working in similar fields. The Fellowships will be tenable for three years from autumn 2017 in a United Kingdom university or other higher education institution, and are not renewable.

### **Number of Awards**

It is expected that up to 45 Postdoctoral Fellowships in the humanities and social sciences will be available to be taken up in the autumn of 2017. The success rate last year was just over 5%, when over 800 applications were received and 45 awards were made.

### **Suitable Subjects for Award**

Suitable subjects for the Fellowship include any field of study within the humanities or social sciences.

The remit of BA funding schemes does not include primarily practice-based outputs such as in musical composition and performance, visual practice, creative writing, and film-making. Such outputs will be considered to fall within the BA's remit only when they form part of an integrated project of critical or historical significance.

### **Responsibilities of fellows**

Fellows will be expected to identify and develop lines of original enquiry in their subject, and to gain some experience of teaching (normally not more than five hours a week). The British Academy expects an annual report from fellows, detailing the progress of their research, teaching experience and publications, and to receive copies of all books arising from the work done during the fellowship.

### **Financial Basis of the Scheme**

Fellows will be employees of the institution in which they hold their award, and subject to the terms and conditions of employment of that institution. This scheme is covered under the Full Economic Costing (FEC) regime. Currently, the Academy will fund 80% of the salary costs, directly allocated and indirect costs under FEC, and 100% of the research expenses claimed within an upper limit, currently £6,000 over three years. The initial salary will be expected to be commensurate with the early career stage of the applicants, normally

equivalent to posts with similar duties and levels of responsibility within the host institution's pay framework. **Please note that detail of the Full Economic Costing is not required by the Academy for this Outline Stage of Application.**

### **Timetable of the 2016-17 competition**

The British Academy uses a two-stage application process. In this first outline stage, applicants are invited to supply information about their past academic experience, publications, and research proposal. Applications at this stage are not expected to include costings, and institutions are asked simply to approve the application to indicate awareness of it, and agreement that, in the event of the British Academy inviting a second-stage submission, the institution will then (in February 2017) provide a fuller Head of Department Statement, together with full financial details of the Full Economic Costing and research expenses.

Outline Stage Competition Opens	24 August 2016
Outline Stage Applicant Deadline	05 October 2016
Outline Stage Approver Deadline	06 October 2016
Outline Stage Referee Deadline	13 October 2016
Applicants notified via e-mail of outcome of Outline	By late January 2017

### **Eligibility**

Eligible applicants will be expected to have some association with the UK academic community, and to be at an early career stage, (in possession of a doctoral degree by 1 April 2017), not already holding, nor having held, a permanent university post. Further information about these requirements is given below but anyone in doubt about their eligibility or any other aspect of their proposed application is advised to consult the British Academy before completing their application.

**NB** Please note that the British Academy has introduced a new resubmission policy for the Postdoctoral Fellowship scheme.

From the 2015-16 competition onwards, unsuccessful applicants will only be able to submit another application to this scheme if advised formally of their eligibility to do so by the British Academy.

All candidates planning on applying to the 2016-17 Postdoctoral Fellowship competition should therefore consider whether they, and their proposed project, are at a sufficiently advanced stage to be submitted to such a highly competitive scheme.

**Applications that are not completed correctly (including references), and on time will not be considered.**

#### **a) Association with the UK academic community**

There are three particular groups of people who are directly eligible: British citizens; anyone of whatever nationality who has obtained (or expects to have obtained by 1 April 2017) a doctorate from a UK university; and EEA (European Economic Area) nationals (regardless of whether or not they have a UK doctorate). It is unlikely that anyone who does not fall into one of these categories will be accepted as eligible, but an applicant not otherwise meeting these conditions who can, nevertheless, demonstrate a strong prior association with the UK academic community, may be considered.

## **b) Early Career Status**

The British Academy has no age criterion for these awards. No account will be taken by the selectors of an applicant's physical age. Instead, eligible applicants are expected to be at an early stage of their career. Early career is defined as being within a three year period from the award of a doctorate. The three-year period extends from 1 April 2014 to 1 April 2017 and is taken from the date of the viva voce examination, not the date of graduation. Where there are good reasons, exemption from this criterion may be granted provided the applicant can demonstrate that they have a reasonable period in an academic career ahead of them. Good reasons would be likely to include interruption to an academic career after the date of the viva voce examination for maternity leave, illness, family commitments etc.

It is an absolute requirement of eligibility that an applicant must already be of postdoctoral status at the time when the Committee of Final Award meets. No conditional awards will be made. Applicants who expect to have had their *viva* by 1 April, are eligible for consideration, but will have to withdraw their application if the examination is not completed on time.

No applicant who has been appointed to a permanent academic post in an institution of higher education at any time in his or her career will be eligible.

### **Proposed Institution**

These awards are made to individual scholars for their merit and not as an award to the host institution in order to supply a gap in that institution's research profile. However, applicants are advised to give serious consideration to their choice of institution to ensure that they will be entering a suitable environment for their field of research.

Suitable institutions will include any UK university or other recognised UK research organisation based in the UK or overseas (including, but not limited to, museums and galleries, British Schools and Institutes overseas or overseas campuses of UK universities, etc). In all cases applicants and their proposed host organisations need to think carefully about, and be prepared to explain in a Head of Department Statement to be requested if invited to submit a second-stage application, how the support for the career development of the award-holder will be delivered and why the proposed host organisation is best placed to ensure that relevant opportunities are made available to the applicant in the event of success.

The Academy is open to proposals where the full range of career development may be led by one host organisation, but delivered in partnership with others – for example, in a research-based organisation, where teaching experience might be gained in a partner organisation, or where an applicant works in a centre which is part of an established inter-university collaboration and is directly associated therefore with more than one organisation. Payment of the funding awarded will continue to be made to the lead organisation only, but the Academy will expect a clear statement about the arrangements for the sharing of the funding, to reflect the relative involvement of each partner in any collaboration, to be included in the financial details justification section of the application at the second stage of the assessment process.

Applicants are encouraged to consider moving to a different institution for the Postdoctoral Fellowship from that at which the doctorate was undertaken, but there is no requirement to do so, where there is a strong case to remain in the same institution. The British Academy's e- GAP system requires that the relevant approver on behalf of the institution approves the application to confirm that the institution is aware of the application, and agrees, in the event of the Academy inviting a second-stage submission, to provide further information, including the Full Economic Costing of the application. **It may be necessary for institutions to have**

**plenty of notice of the intention to submit an application, and they may well have internal deadlines ahead of the Academy's deadline for submission. Contact with the proposed institution at the earliest possible opportunity is very strongly recommended.**

Appendix 1 to these Notes for Applicants, the Advice to Potential Host Institutions, explains what the Academy expects host institutions to provide in terms of facilities, teaching opportunities and acting as employer. The proposed host institution will be asked to confirm the formal acceptance of a Postdoctoral Fellow, once an award has been approved.

When naming a potential host institution, applicants should bear in mind that they are committing themselves to that institution. The Full Economic Costing basis of the award means that the flexibility to move institutions prior to taking up an award is severely limited. Only in rare cases, such as when a relevant mentor transfers to a new post at a different institution, or plans emerge to close the Department or otherwise significantly alter the focus of its research, may agreement to transfer an award be given.

### **The selection process**

As indicated above, there is likely to be strong competition for the available awards. Initial assessment of applications is made by subject specialist assessors. Decisions on these outline applications will be communicated to all applicants at the end of January 2017.

Applicants are advised to bear in mind that the assessors will consider the scholarly importance of the project, the ability of the applicant to carry out the research successfully the feasibility of the proposed research programme, especially the proposed methodology and timescale, and the applicant's publication record to date, bearing in mind the early career focus of the award.

Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

There is likely to be strong competition for the available awards. Initial assessment of applications is made by one or more disciplinary committees, whose comments and recommendations are considered by the Research Awards Committee which makes the final decision on the awards to be offered. Specific advice may also be sought from expert communicators. There are no interviews prior to offers being made. The result of the Outline stage of the competition is expected to be either an offer to submit a second-stage application or notification that the application has been unsuccessful.

At the end of January 2017, the British Academy expects to invite submission of second-stage applications from a smaller number of applicants, probably no more than 15–20% of the original field. The second-stage application will include an opportunity for the applicant to update information on their proposal, publications and academic experience, and will require the submission of an example of written work, such as a published article, submitted article or extract from a doctoral thesis. The second-stage submission will then be considered by specially appointed Selection Panels. Recommendations are then placed before the Academy's Research Awards Committee, which will meet in May 2017.

There are no interviews prior to selection. All applicants will be notified of the outcome of the outline stage of application by February. All applicants invited to submit second-stage applications will hear the result of that stage in May. The prospective host institution will be asked to give its consent before the award is confirmed.

**When completing your application on e-GAP, it is recommended that you take particular note of the following points:**

- **Personal details:** When registered in the e-GAP system, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. **This does not form part of the specific application form for any individual scheme**, but represents a personal record of your account in the system. It is useful if this information is kept up to date, but it is not essential to the progress of an application.
- **Automatic log-out:** You are advised to save your work regularly to prevent accidental loss of text. In particular you should be aware that if the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Please note that typing, and moving between *tabs* within an application, is not considered an activity, you need to have pressed the save button or have moved from one *page* to another. It is recommended that you write the text for longer sections in a word processor such as Word and then copy and paste into the text box to avoid being timed out in this way.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.
- **Character limits:** When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that if you exceed the specified amount of characters you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then still have a copy of the text to return to in the word processor. The character limits applies to text boxes.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by e-GAP. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on print application.
- **Uploading PDF documents:** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is, e.g. CV, list of publications. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.
- **Email addresses:** The e-GAP system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- **Submission:** You will not be able to submit your application until you have completed each section in full. **It is your responsibility to ensure that your application is submitted in good time, and in sufficient time, for it to be approved by your employing institution.** You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures.
- **Application sharing:** You can let other e-GAP users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application.
- **Application deletion** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.

- ***Application returned for editing*** The approver can return your application to you for further editing see 'Submission of Application' below.

- **Guidance:** In the tables below you will find in the left-hand each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- **Further clarification** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's Research Awards Department (contact details at the end of these notes).

**PLEASE NOTE IT IS ESSENTIAL YOU CREATE A PDF OF YOUR COMPLETED APPLICATION (by clicking the "Generate PDF of Application"), AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR APPROVAL BY YOUR HOST INSTITUTION. IT MAY NOT BE POSSIBLE TO RECTIFY MISTAKES IN TIME FOR THE DEADLINE**

**CHARACTER LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY.**

**ALL FIELDS MARKD WITH AN ASTRICK \* ARE MANDATORY. YOU WILL NOT BE ABLE TOSUBMITYOUR APPLICATION IF THESE FEIELDS ARE INCOMPLETE.**

**YOU SHOULD NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN SIMULTANEIOUSLY. THIS MAY CAUSE INFORMATION TO BE LOST. ONLY ONE USER SHOULD EDIT AN APPLICATION AT A TIME, OTHERWISE CHANGES MIGHT BE LOST.**

## Completion of application

### SUMMARY

[Summary table](#)

When your application form is complete, all sections on this summary table will have a green tick. **A green tick will only appear when all the mandatory fields in that section have been completed.** All mandatory fields are marked with an asterisk '\*'. Only then will a 'Submit' button appear for you to be able to submit your application.

## SUBJECTS

<b>Primary and secondary subjects</b>	Please select a Subject Group from the drop down menu
<b>Subject</b>	<p>Please select all relevant subjects from the list provided. This can only be done once the 'Subject Group' has been selected</p> <p>Please bear in mind that the Academy's choice of assessor is directly related to the primary subject selected.</p>

## CLASSIFICATIONS

<b>Classifications</b>	<p>Time periods and regional interests: please select the time period(s) and regions of the world most relevant to the topic of your activity.</p> <p>Audiences: if your research is of particular relevance to more than an academic audience, such as policymakers or more general audiences, please specify here.</p> <p>This information will help inform the Academy's choice of assessor for your application</p>
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## APPLICANT PERSONAL DETAILS

<b>Title, Names, Address, Email address etc.</b>	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application
<b>Nationality</b>	Click 'Add Nationality' and select from the drop down list. Click 'OK'.
<b>Citizen of EEA</b>	Please refer to notes on eligibility above. All EEA citizens are eligible to apply whether or not they obtained a doctorate from a UK university

<b>University and Country for PhD</b>	Please state where you obtained (or expect to have obtained) your doctorate from. If not from a UK university and you are not an EEA national please explain briefly your prior connection with the UK academic community. This field is mandatory and the limit is 2000 characters
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## APPLICANT CAREER SUMMARY

<p><b>Statement of qualifications and career</b> Please click 'Add Qualification' to add each qualification</p>	<p>Please give details of all qualifications <b>in reverse chronological order</b>.</p>
<p><b>Present appointment, present employing institution</b></p>	<p>Please state your present appointment and the institution at which you are currently based. If doctoral student please say so. If no current academic employment, please indicate if employed in a non-academic post</p>
<p><b>Personal statement</b></p>	<p>This field is optional, but If you wish to include a brief personal statement of your circumstances, especially if your eligibility needs clarification, please write it here. This field is optional and the character limit is 1100 characters, (approximately 100-120 words).</p>
<p><b>PhD confirmation</b></p>	<p>The expected answer is yes, if you have already been awarded your PhD, and no, if you are not yet in receipt of the doctorate. Please note that, to be eligible, you must expect to have had the viva voce examination by 1 April 2017, if the doctorate has not yet been awarded.</p>
<p><b>PhD submitted/awarded/expected</b></p>	<p><b>These three fields are alternative options. Please only select one.</b></p> <p>Refer to notes on eligibility above.</p> <p>If your PhD has already been awarded, please enter the date of the viva voce examination under PhD awarded.</p> <p>If your PhD has been submitted but not yet examined, please enter the date of submission under PhD submitted.</p> <p>If your PhD has not yet been submitted or examined, please enter the expected date of submission, which must be sufficiently before 1 April 2017 to enable the viva voce examination to be held by then, under PhD expected.</p>
<p><b>Name of Doctoral Supervisor; Names of Examiners</b></p>	<p>Please state the names of your doctoral supervisor(s); and of both internal and external examiners where known</p>
<p><b>Other academic experience</b></p>	<p>Please provide details of all academic posts held prior to, and including, your present position (with dates), including any teaching experience gained during the course of doctoral registration. Please include details of any experience in organising conferences, workshops and wiki-based discussions. If none, please state none. This is a mandatory field, and the limit is 4000 characters.</p>
<p><b>Publications, Unpublished Research</b></p>	<p>These awards are intended for early career scholars. Nevertheless, if you have an extensive list of publications already, please attach the list as an uploaded PDF file. Please list your publications to date, in reverse chronological order (most recent first) including only items published, in press or accepted for publication. Do</p>

	<p>not include speculative publications not yet submitted for consideration. Please include the title of the doctoral thesis and any other unpublished research in the next field.</p> <p>Do not upload any file other than a list of publications if needed</p>
Where did you hear of this scheme?	<p>This field is optional. It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate please state BA website; BA literature; PhD supervisor; University Research Office; Twitter, Other Colleague etc</p>

## ORGANISATIONS

<p><b>Host organisation</b></p> <p><b>Please be aware that it is your responsibility to ensure that you complete your application in time for the host organisation to process it and provide their approval by the closing date. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow at least five working days for this process.</b></p>	<p>Please select your proposed host organisation (where the Postdoctoral Fellowship will be based). The majority of appropriate establishments appear in the drop-down list. <b>If your proposed organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the Research Awards Department with contact details of an appropriate person in the organisation to act as an approver on its behalf.</b></p> <p>All applications must be approved by the host organization authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.</p>
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## PROPOSAL

Subject Group	Please select the Subject Group from the drop down menu that is most relevant to this proposal
Subject	Please select a Subject from the drop down menu. This can only be done once the 'Subject Group' has been selected

<p><b>Title of Project</b></p>	<p>In this field please avoid using any unnecessary quotation or other punctuation marks (e.g. do not use quotation marks round the full title simply to indicate it is a title). Consider the presentation by checking the 'print application' option to ensure that the title appears as you wish it to do</p>
<p><b>Abstract</b></p>	<p>The abstract should be written with an informed general audience in mind, not one that is specialised in your field. The limit on this field is 1100 characters (approximately enough for 100-120 words)</p>
<p><b>Previous Research</b></p>	<p>Normally this will refer to the research completed for the PhD. Please describe briefly the research already undertaken. The limit on this field is 3000 characters.</p>
<p><b>Proposed programme/plan of action</b></p>	<p>Please give a detailed description of the proposed research programme, including methodology, under 'proposed programme'. It is not expected to be essential, but if there is a need to include a short bibliography to help a reader understand the context, this should be included here and is counted within the character limit of the field. Applicants should be aware of the importance that the assessors place on the scholarly importance of the project and on its feasibility, especially in terms of the proposed methodology and timescale. The limit on the 'proposed programme' field is 8000 characters</p> <p>The timescale should be specified under Plan of Action. Please indicate here a clear timetable for your research programme over the three years of the Fellowship. Try to be as realistic as possible, but keep in mind that research programmes will develop over time and this plan of action is not something that is expected to account for every minute of the three years, and is not unchangeable. But your chances of award will be affected by the assessors' perception of how viable and realistic this plan is. The limit on the 'Plan of Action' field is 3000 characters.</p>
<p><b>Planned research outputs/plans for publication/dissemination</b></p>	<p>Please state the type of output, e.g. monograph, journal article(s), etc expected under 'planned research outputs' and give more detail about potential publishers etc under plans for publication. Please also include information about planned dissemination of results more widely. Plans for dissemination may include, but are not limited to, conference or seminar presentations, public lectures, podcasts etc. The limit on the plans for publication/dissemination field is 3000 characters</p>

<b>Digital resource</b>	It is a condition of award that digital resources created as a result of research funded by the Academy be deposited in an appropriately accessible repository. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources.
<b>Start/End date</b>	To select a date in the future using the calendar feature in e- GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Okay' and the calendar will take you to the month and year you have selected.
<b>Proposed Host Institution</b>	Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work. Applicants are advised to give serious consideration to their choice of institution to ensure that they will be entering a suitable environment for their field of research. Applicants are encouraged to consider moving to a different institution for the Postdoctoral Fellowship from that at which the doctorate was undertaken, but there is no requirement to do so, where there is a strong case to remain in the same institution. Please ensure that you also enter the name of the host institution on the Organisations tab (and not your present institution, if different). Note that the application must be approved by a relevant authority at the host institution as part of the application process. Without such authorisation, the application will not be eligible for consideration.
<b>Language competence (if applicable)</b>	Please indicate here, if relevant, your level of language competence, or otherwise explain how the objectives of the research will be met.
<b>Endangered or Emerging Subject Area</b>	<p>Applicants for the Postdoctoral Fellowship should be intending to pursue original, independent research in any field of study within the humanities or social sciences. There are no quotas for individual subject areas and no thematic priorities. The primary factor in assessing applications will remain the excellence of the proposal. The Academy will, however, where appropriate, take into account the aim of providing particular support for certain important fields, either emerging areas of scholarship or areas of research that are endangered or under threat.</p> <p>This is an optional field and the limit is 1500 characters including spaces</p>

<p><b>Ethical Issues</b></p>	<p>The field 'ethical approval obtained' is mandatory and must be addressed by all applicants.</p> <p>Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain, ethical approval from your employing institution or other relevant authority?</p> <p>It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The normal expectation, therefore, will be that applicants should answer the pair of questions under 'Ethical approval obtained', no and no.</p> <p>If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes.</p> <p>If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation under 'Ethical approval (more information)'. This latter field is optional and does not need to be completed unless the answer in the earlier field is 'yes and no'.</p>
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### Nominated Referee

<p><b>Referee</b></p>	<p>You are required to have one nominated referee. The referee should be acquainted with your academic career and should have indicated their willingness to support an application. The choice of a referee is a personal matter, however the British Academy very strongly and explicitly advises that it should be as independent a scholar as possible from the applicant, ideally the external examiner. Only when the viva voce examination has not yet taken place, and the external examiner may not be known or contactable should an alternative referee be nominated, who should also be as independent as possible from the applicant. If this advice is ignored, it may be significantly damaging to an applicant's prospects.</p> <p>Please note that all referees are asked to state on the reference form their relationship to the applicant.</p> <p>It is the applicant's responsibility to ensure that the reference is received on time (<b>by 13 October 2016 – note the later deadline for references to be received than for applications. Referees are expected to comment on the full version of this application being submitted for the Postdoctoral Fellowship scheme and not a general letter of support</b>). Applications will be withdrawn from consideration if the reference is not received.</p>
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## EQUAL OPPORTUNITIES

<p><b>Equal opportunities</b></p> <p>The British Academy is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any).</p> <p><b>This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.</b></p>	<p>This section is optional. The Academy would however, greatly appreciate it if you complete the details.</p> <p>You must either complete the form or tick the box stating that you do not want to complete the form. If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.</p>
<p><b>Date of birth</b></p>	<p>To select a date in the past using the calendar feature in e-GAP, click on the month and year in between the two arrows at the top of the box. A second box will appear where you can select the month you wish and then you can type the year you require in the box provided. Click 'Ok' and the calendar will take you to the month and year you have selected.</p>

## **THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.**

### **Submission of application**

Once you have submitted your application for approval by your host organisation, automatic emails will be sent to your host organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host organisation for approval. The host organisation approver will either: approve and submit your application, 'send back' your application and contact you to request modifications, or decline your application and contact you.

Please be aware that it is your responsibility to ensure that you complete your application in time for your host organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process, but **please check with your proposed host institution as their internal timetables may require earlier submission.**

If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Send Back'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, please re-submit your application for approval by your host organisation.

Once your host organisation has approved your application and submitted it to the British Academy it will not be possible to make any changes.

Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the British Academy and unapproved applications are removed from consideration. No late applications will be accepted.

It is recommended that you check that your application is submitted in time. To see the details of the host organisation approver and to check the status of your application, you should log into e-GAP and, from the personal welcome page, click on the link to 'My Applications' and select 'Manage'. This will take you to the application lifecycle summary. You can return to this page at any time during the application process.

### **Code of Practice**

The Academy has adopted a Code of Practice for assessing research applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for research support. Feedback is not a feature of this programme, and the Academy is, regrettably, unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. Submission of the signed application form constitutes the applicant's agreement to all terms, conditions and notices contained in the Notes for Applicants.

## **Appendix 1**

### **British Academy Postdoctoral Fellowships Information for Prospective Host Institutions**

This information sheet explains the commitments that the Academy expects the host institution to be willing to make to British Academy Postdoctoral Fellows (BA PDFs). The Academy recognises that the host institution will be able to give no more than provisional acceptance of these commitments at the beginning of each competition (when a large number of applicants may be interested in applying), but the institution will be expected to honour its undertakings for those (probably smaller numbers) who are successful.

#### **The scheme**

The British Academy offers approximately 45 three-year postdoctoral fellowships to outstanding recently postdoctoral scholars to enable them to pursue independent research with a view to completing a significant piece of publishable work and also to gain experience of teaching in the University environment. In the 2016-17 competition, awards are expected to be announced in May after a stringent selection process has reduced the field from an annual total now usually in excess of 800-900.

#### **Acting as employer**

Fellows become employees of the institution at which they hold their award, subject to that institution's normal terms and conditions of employment. The Academy will reimburse the institution for 80% of the full economic costs of the Fellowship, including directly incurred salary costs of the PDF (basic, NI and USS), directly incurred research expenses (limited contribution), directly allocated Estates costs, other directly allocated costs for the time of the mentor and Indirect Costs.

#### **The formal commitment**

By giving their formal agreement to accept the PDF, the host institution is committing itself to provide a certain standard of treatment for that PDF. This statement sets out what the Academy regards as a minimum provision.

#### **Provision of facilities**

The Academy's expectation is that its PDFs will be treated in the same way as full-time members of the academic staff, and enjoy comparable working conditions and social facilities. The minimum provision is therefore to be taken to include access to office space, libraries and computer facilities, the use of a telephone, fax and such free photocopying as is normally available to permanent staff. The PDF would also be recognised as a full member of the Faculty/sub-Faculty/School/Department and be allowed to participate in departmental meetings and social events.

#### **Mentors**

The institution may already operate a formal scheme of mentoring for new members of staff and, if so, the PDF will be expected to be covered by the scheme. If no such scheme is already operational, the Academy has adopted a set of guidelines indicating what such a scheme is expected to involve.

The mentor should be an established and experienced member of staff, if possible in an academic field close to that of the PDF, whose role is intended primarily to provide moral



and practical support and advice. It is not suggested that the mentor should act in a supervisory capacity (PDFs are expected to have reached a stage in their academic career when they are capable of pursuing fully independent research). Rather, mentors should be asked to take a particular interest in the PDF, showing concern for his or her welfare, and making themselves available for consultation on such matters as personal and career development, research and teaching opportunities, approaches to potential publishers and the presentation of work for publication. Mentors would only be expected to read material to be submitted for publication if specifically asked to do so. They should also be prepared to give advice about job applications, drawing the attention of the PDF to suitable opportunities which may present themselves.

The expectation should be that the mentor will have a formal meeting with the PDF at the beginning of the term of appointment, to provide a welcome to the institution and to make clear the PDF's new role in it. Thereafter, the mentor should be ready to offer such encouragement as may be called for and should be available for consultation as necessary. At least one further formal meeting should take place at the end of each academic year in order to review arrangements, evaluate progress, and look ahead to the coming year. The Academy expects that the mentor should not need to devote more than the equivalent of one hour per month to these tasks, and that is the limit of the Academy's contribution to the costs of mentoring.

The Academy also expects the Postdoctoral Fellow to be given access to appropriate training opportunities within the host institution's normal provisions for early career stage researchers as part of the normal career development planning in order to develop their skills and experience.

### **Teaching Opportunities**

The British Academy Postdoctoral Fellowship is principally, but not solely, a research award. PDFs are expected to gain experience of teaching up to 5 hours per week (averaged over the academic year) as part of their award. The Academy expects the Faculty/Department to make arrangements for the PDF to obtain teaching opportunities (eg provision of a course of lectures). The costs of this teaching will be expected to have been covered in the salary costs submitted as part of the Full Economic Costing, through appointment from an appropriate starting salary level, taking account of the research and teaching duties expected to be offered. The Academy believes that there will be a return for the Faculty/Department both in terms of teaching done by the PDF and in research output for the facilities which are made available. PDFs should be helped to balance teaching, research and other commitments, and should not be burdened with excessive or inappropriate teaching or administrative duties.

### **For Applicants Applying to Oxford and Cambridge:**

Facilities are expected to be made available to the PDF by their host Faculty or Department and/or by a College. The Academy expects the PDF to be fully integrated into the academic life of the institution, and for access to opportunities for teaching to be provided. In addition, the Academy expects the PDF to be treated similarly to a newly-appointed full-time member of staff, having access to computing, library and research facilities, and travel and other internal research funds as appropriate.

In a collegiate University, the Academy recognises that a number of these facilities, especially those related to the social aspects of University life, may be provided more readily through affiliation to a College. The Academy asks that the University authorities, or through them, the Faculty Chairman/Head of Department, will take steps to ensure that

each PDF (who wishes to do so) becomes associated with a College. The College is not expected to provide residence for the fellow, but should, as a minimum, give them rights of full 'membership' of the Senior Common Room (or equivalent). (There is no obligation to make them non-stipendiary Fellows, though it is probable that many may wish to do so.) It is expected that this 'membership' would entitle the PDF to meals at all times (not necessarily free) and to full integration into College life. It is expected that the College will generally treat the PDF in the same way as scholars holding similar posts appointed through their own or other schemes, giving them access to research funds and other facilities on an equal basis.

### **Any Questions?**

Deans, Heads of Department, Heads of Colleges etc are advised to consult the Academy if there are any questions about the scheme or about the Academy's expectations of host institution.

