



Postdoctoral Fellowships - Second Stage 2022

PLEASE READ THESE SCHEME NOTES CAREFULLY
Any incorrectly submitted application 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 36 months from autumn 2022 in a United Kingdom (UK) university or other higher education institution. The award is not renewable.

Number of awards and strength of competition

It is expected that up to 45 Postdoctoral Fellowships in the humanities and social sciences will be available in this year's competition. In recent years the strength of competition for the available awards has been intense. The success in recent years has not usually exceeded 10%. Around 120 applicants have been invited to submit Second Stage applications this round. It is expected that less than half will ultimately be successful.

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 Postdoctoral Fellows

Fellows will be expected to identify and develop lines of original enquiry in their subject, and to gain some experience of teaching (typically not more than five hours a week). The Academy expects an annual report from Postdoctoral Fellows, detailing the progress of their research, teaching experience and publications. We also expect copies of 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. 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, typically equivalent to posts with similar duties and levels of responsibility within the host institution's pay framework.

Full Economic Costing is a mandatory part of the Second Stage application. Applicants will need to contact the host institution in order to complete this part of the application.

Timetable of the Postdoctoral Fellowship Second Stage 2022

- Opening date: 12th January 2022.
- Closing date: Second stage applications: 9th February 2022 (5pm UK time).
- Final decisions will be released in June 2022.

Eligibility

The Postdoctoral Fellowship Second Stage is by invitation only.

Eligible applicants will be expected to have some association with the UK academic community, and to be at an early career stage, (having successfully completed their PhD viva voce examination by 1 April 2022), not already holding, nor having held, a permanent academic 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.

(i) Association with the UK academic community:

There are three groups of people who are directly eligible: British citizens; anyone of any nationality who has obtained (or expects to have successfully completed their PhD viva examination by 1 April 2022) a doctorate from a UK university; and EEA (European Economic Area) nationals (regardless of whether they have a doctorate from the UK). It is unlikely that anyone who does not fall into one of these categories will be accepted as eligible, but an applicant not meeting these conditions who can, nevertheless, demonstrate a strong prior association with the UK academic community, may be considered.

(ii) 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 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 formal award of a doctorate. The three-year period extends from 1st November 2018 to 1st April 2022 and is taken **from the date of the viva voce examination, not the date of graduation.** The British Academy understands research is not always continuous and breaks in research can happen for a variety of reasons, so please make clear in the personal statement section of the application form any relevant issues related to this that you wish to highlight to the assessors. Relevant issues would be likely to include, for example, interruption for maternity, paternity leave, illness etc or interruptions related to the current Covid pandemic.

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, as no conditional awards will be made.

Applicants must expect to have had their viva voce examination by 1 April 2022. Any applicant who is unable to confirm this when invited to submit a Second Stage

application should decline the offer to proceed to the Second Stage. No exceptions will be made.

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 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.

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 note that it is not expected that a different choice of host institution will be made at the Second Stage of the competition to that indicated in the outline application (see below). The Academy strongly recommends submission of the application at least 5 days before the formal deadline for applicants to submit their application. Contact with the proposed institution at the earliest possible opportunity is very strongly recommended.**

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.

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 introduction of Full Economic Costing 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.

At the Second Stage of the process a statement of support is required from the Head of the Department in which the applicant proposes to be based. The Head of Department is asked to confirm support for this application, and to comment briefly on the match between the proposed research of the applicant and the interests of the Faculty, Department or Research Institute. They are invited to explain what the proposed mentoring arrangements will be, state the name of the proposed mentor, and confirm that appropriate policies are in place for the support and career development of recently postdoctoral researchers, including access to appropriate training. They are asked to comment briefly on arrangements to be made for access to research resources during an award, bearing in mind that the British Academy Postdoctoral Fellowship only covers limited research expenses.

Submission of Written Work Sample

In addition to the information already provided in the outline stage of the competition which should be reproduced in the Second Stage application form (suitably updated if necessary, for example in the list of publications to date), an applicant is expected to provide a submission of written work. Suitable written work can range from a published article, an article submitted/accepted for publication, or an extract from a doctoral thesis.

The total length of the submission should not exceed 35 pages. A published article may well be (much) shorter. There is no advantage to be gained by submitting more than one piece to make up a total of 35 pages. Please note documents must be in PDF format.

If the submission is an extract from a doctoral thesis, it should be accompanied by the thesis abstract and a brief one-page note of how the extract fits into the context of the thesis as a whole. If necessary, these pages may be additional to the 35. It should not be necessary to include the entire bibliography from the thesis, but a brief note of the most relevant publications may be included if appropriate.

The written work will have a serious influence over the judgement of your application. In all cases, applicants should keep in mind the importance of the submission showing originality, displaying the skills that would be brought to bear if the Fellowship was awarded and illustrating the substance of their work, not giving a broad overview. **Wherever possible the submission should be a single-authored piece of work – this is very strongly encouraged.** If it is not possible, please indicate in a covering letter what individual contribution was made to the piece of work by the applicant, and the extent to which it can be considered to represent the applicant's own personal work.

Please note that it is expected that the example of written work be provided in English.

Uploading PDF documents: When uploading PDF documents, please add your name and a heading to the top of every page to show what the document is. E.g. Personal statement, list of publications, etc. Please avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application.

The Selection Process

Applicants are advised to bear in mind that 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 consider evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

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 2022.

All applicants invited to submit Second Stage applications should expect to hear the result of that stage in early June. The prospective host institution will be asked to give its consent before the award is confirmed.

Application Information

Applications can only be submitted online using the British Academy's grants management system: Flexi-Grant®. Applicants should be aware that their application form will be considered by appropriate assessors. The application will be treated as confidential at all times.

When completing your application on the British Academy Flexi-Grant® GMS, it is recommended that you take note of the following points:

- **Personal details:** When registered in the British Academy Flexi-Grant® GMS, 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. Please keep this information up to date.
- **Automatic log-out:** **You are strongly advised to save your work regularly to prevent accidental loss of information.** You should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out.
- **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.
- **Word limits:** When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount 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 word count and paste it into the British Academy GMS. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy GMS. 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.
- **Email addresses:** The British Academy GMS 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. 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. **We strongly advise that you allow enough time for your nominated contributors to provide their reference in the system and to allow your institution enough time to approve 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. We 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 column 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 Team.

IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION TO CHECK THOROUGHLY BEFORE SUBMITTING IT FOR HOST ORGANISATION APPROVAL.

CHARACTER LIMITS APPLY TO PLAIN TEXT. PAGE LIMITS APPLY TO PDFs.
ALL FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY.

DO NOT HAVE MULTIPLE BROWSER WINDOWS/TABS OF YOUR APPLICATION OPEN AT
THE SAME TIME - THIS MAY CAUSE INFORMATION TO BE LOST.

Completing the application form:

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

- Page 1: Research Proposal
- Page 2: Eligibility
- Page 3: Applicant Personal Details
- Page 4: Applicant Career Summary
- Page 5: Financial Details
- Page 6: Equal Opportunities
- Page 7: Head of Department Statement

A full list of question fields to be completed as part of the application can be found in the following table. Each box in the table represents a page of the application form: the left-hand column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance. **Please read the guidance notes carefully before completing the form.**

SUMMARY PAGE

Summary Table	When your application form is complete, all sections on this summary table will be marked as 'Complete'. The 'Complete' status 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.
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PAGE 1: PROPOSAL

Subject	Please select a Subject from the drop-down menu.
Title of Proposed Research	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).
Abstract	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 150 words
Previous Research	This refers to the research completed for the PhD. Please describe briefly the research already undertaken. The limit on this field is 600 words.
Proposed Host Institution/Reason for choice of host institution	Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work. Please ensure that you also enter this institution on the Organisations tab (and not your present institution, if different). Note that the application must be approved by a relevant authority in this institution as part of the application process. Without such authorisation, the application will not be eligible for consideration. The Head of Department is also required to provide a supporting statement in Flexi-Grant.
Proposed Programme	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 2000 words.
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 this field is 800 words.
Planned Research Outputs	Please indicate here what the expected output(s) from your research programme might be. As appropriate, please state as follows: monograph, journal article(s), book chapter(s), digital resources, other (please specify). Details of your plans for publication should be stated under Plans for publication/dissemination below. The limit on this field is 300 words.
Plans for publication/dissemination	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 500 words.

Digital Resource	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.
Start/End date	Please indicate your proposed start and end date. This should be after September 1 st 2022 and before January 1 st 2023.
Language competence	Please indicate here, if relevant, your level of language competence, or otherwise explain how the objectives of the research will be met.
Endangered or Emerging Subject Area	<p>In 2011, the British Academy launched a programme to support languages and the use of quantitative methods in the humanities and social sciences. The programme aims to: build capacity to address these deep-seated challenges at all levels; and to demonstrate the value and significance of languages and quantitative skills for the health and wellbeing of the education and research base, the individual, and for the UK's competitiveness. Our education and skills work is delivered through a range of initiatives, including: fellowships, scholarships and grants; policy reports, advocacy, forums and conferences; and prizes, partnerships and collaborations.</p> <p>(http://www.thebritishacademy.ac.uk/policy/Skills_and_Education_Policy.cfm)</p> <p>Please indicate here if, and how, your application is particularly relevant to this programme. This is an optional field and the limit is 1500 characters including spaces</p>
Ethical Issues	<p>It is not expected that any special ethical issues will arise that are not already covered by relevant professional Codes of Practice. The typical expectation, therefore, will be that applicants should answer the pair of questions '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. 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 to the earlier question is 'yes and no'.</p>

PAGE 2: ELIGIBILITY

Primary and Secondary Subjects	Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the relevant subject areas and fields from the drop-down list.
Time Period	Please indicate the time period(s) of your research.
Audiences	Indicate if your application will be of interest to any particular audience.
Regional Interests	Indicate if your application is relevant to a specific region of the world.
Proposed Institution	Please select the chosen host institution.

PAGE 3: LEAD APPLICANT DETAILS

Contact Details	Please ensure your contact details are up to date.
Nationality	Please select up to 3 nationalities.

PhD Awarding Institution	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.
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PAGE 4: LEAD APPLICANT CAREER SUMMARY

Statement of qualifications and career	Please give details of all qualifications in reverse chronological order .
Present Appointment, Employing Institution and Department	Please ensure these details are included correctly.
Permanent position	Have you ever held a permanent academic post?
Personal Statement	Please use this text box if you wish to include a brief personal statement of your circumstances, especially if your eligibility needs clarification. This may include any part-time working, career breaks, delays due to Covid-19 or any other situations that may be useful for the assessors to take into consideration. 150 words max
PhD confirmation	To be eligible, you must expect to have had the viva voce examination by 1 April 2022.
PhD submitted/awarded/expected	These three fields are alternative options. Please only select one. Refer to notes on eligibility above. If your PhD has been submitted but not yet examined, please enter the date of submission under PhD submitted. If your PhD has already been awarded, please enter the date of the viva voce examination under PhD awarded. If your PhD has not yet been submitted or examined, please enter the expected date of submission, which must be sufficiently before 1 April 2022 to enable the viva voce examination to be held by then, under PhD expected.
Name of Doctoral Supervisor; Names of Examiners	Please state the names of your doctoral supervisor(s); and of both internal and external examiners where known.
Other Academic Experience	Please provide details of all academic posts held prior to your present position (with dates), including any teaching experience gained during the course of doctoral registration. Please include details of any experience in organizing conferences, workshops and wiki-based discussions. If none, please state none. This is a mandatory field, and the limit is 500 words.
Publications	Please list your publications to date, published, in press, or accepted for publication. Please do not include speculative publications not yet submitted for consideration.
Sample Work Upload	Please upload as a pdf file an example of your written work - suitable examples can include one of the following - a short published article, an article submitted/accepted for publication, or an extract from a doctoral thesis. The submission should not exceed 35 pages. 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. Second Stage PDF example of written work. When uploading PDF documents, please add your name and a heading to the top of every page to show what the document is. E.g. Personal statement, list of publications, etc. 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 should not exceed 3mb in size.
Unpublished Research	Please list any extant unpublished projects funded by the Academy or any other agency, and their expected publication date (or other explanation):
Previous Support Dates	Please give details of any research application submitted to the British Academy within the last five years.
Where did you hear of this scheme?	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; Other Colleague etc.

PAGE 5: FINANCIAL DETAILS

<p>Financial Details/ Duration (Years)</p> <p>Please note that you will require help from your proposed host institution's research/finance office in providing the relevant costings.</p>	<p>The financial details table summarises the total amount at 100% of the Full Economic Costing. This is a 3 year award, and the costs will need to be recorded separately for Year 1 (four quarters), Year 2 (four quarters) and Year 3 (four quarters). The form will show 2022 as Year 1, 2023 as Year 2 and 2024 as Year 3.</p> <p>Please note especially that the financial details should be recorded at 100% of the Full Economic Costing. Please note that the Academy will, however, only pay 80% of the costs of the Directly Incurred Salary (the salary of the Postdoctoral Fellow), the Directly Allocated Costs (including the time of the mentor for up to 36 hours, or the equivalent of 1 hour per month) and the Indirect Costs. The Academy will pay 100% of the research expenses which can be claimed directly as part of the award at up to a maximum of £6,000 over the three years (equivalent to £2,000pa).</p> <p>The information requested under the financial details should be familiar to University research office and finance office staff using the TRAC methodology, and their advice and guidance in completing this part of the application will be essential.</p> <p>The Postdoctoral Fellowship is expected to be held full-time over a period of 3 years. The Academy will treat requests for part-time working sympathetically in the event that an award has been offered. Full details are given in appendix 2 below (the terms and conditions of award).</p> <p>The aim of the Postdoctoral Fellowship is to provide an opportunity for the personal career development of the award-holder through an extended period devoted to research and teaching experience, so the principal costs to be reclaimed are the applicant's salary and associated Estates and Indirect Costs. The applicant is expected to devote 100% of their effort to the Fellowship, and their staff costs will be counted as Directly Incurred staff time. It is necessary, therefore, for the actual value of the applicant's proposed starting salary to be revealed. This will be expected to be commensurate with equivalent appointments offering similar duties and responsibilities within the host institution's own internal pay framework.</p> <p>Please note that there is no scope for supplementation of an award once the cash value has been agreed between the Academy and the Institution after an award is offered. Awards should be fully costed from the outset. HEIs should use their own forward planning tools to calculate indexation over the</p>
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period of the grant, including the cost of any salary increments and allowing for inflation.

The Academy will also make a small contribution towards research expenses directly as part of the Postdoctoral Fellowship. 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 of up to £6000 across the full 36 month award. This is the maximum that may be claimed as part of this award. The purposes for which such expenses can be claimed include the direct expenses incurred in planning, conducting, developing and disseminating the research, including:

- personal travel and maintenance
- project planning and development costs (cost of travel for discussion in the UK and overseas; initial workshops with potential partners)
- workshops to advance the programme of research (principally the costs of travel and maintenance for key participants, though organisational costs may be considered)
- travel in connection with presentation of conference papers in the UK and abroad
- consumables
- specialist software
- costs of interpreters in the field

Bids for the cost of childcare may be considered if the parent/carer is conducting research away from home and it is not possible to make alternative arrangements. In such a case, the Academy will consider making a contribution to the element of cost that is directly attributable to the research project. The costs of regular childcare whilst at home are not eligible for support. Consumables include the purchase of datasets, photocopies, microfilms, etc, and any other minor items that will be used up during the course of the project. Provided they are central to the research process and an adequate case is made, the costs of preparing illustrations (including photography, acquisition of images, draughtsmanship and cartography or other bespoke illustrative material) and the cost of reproduction rights for text or images may be considered. Incidental translation expenses may be considered. Please note that equipment costs are generally ineligible (for example laptops, tablets, camera's).

Please note that appropriate detail should be furnished under the justification field to indicate that the costs applied for are fully justified with a clear programme of research activity directly related to the research proposed for the Fellowship. The Academy, in making an offer of the Postdoctoral Fellowship, reserves the right to vary the amount of research expenses that may be payable directly as part of this award.

The Directly Allocated Costs include Estates Costs and Other Directly Allocated Costs. Estates costs will be calculated by institutions in line with the guidance in TRAC. These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not included under other cost headings.

Other Directly Allocated Costs may include the cost of time spent on mentoring for the Postdoctoral Fellow, which is not expected to exceed a

	<p>total of one hour per month (or 36 hours in total during the 3-year Fellowship). The time costs should be calculated based on estimates, and the salary of the mentor does not need to be revealed. No other “Other Directly Allocated Costs” are expected to be payable, as the award is not providing support for a research project but is intended rather for the individual’s research and teaching time.</p> <p>The Indirect Costs heading will be calculated by the institution according to TRAC and needs to be declared only by means of a single figure, with no need for information about its derivation or justification. These include non-specific costs charged across all projects based on estimates not otherwise included as Directly Allocated Costs. They include costs of the Institution’s administration such as personnel, finance, library and some departmental services.</p> <p>It is not necessary for applicants to apply for contributions from other funders at the same time as applying to the British Academy, but if any application has been made which is directly relevant to the research that is the subject of this application, then it should be mentioned under the justification field.</p> <p>Please note that assessors may be asked to make judgements on the basis of the financial cost of awards only at the final stage of assessment. Their primary concern will be with the academic merit of the research proposed and the applicant’s potential for a career in academic research and teaching.</p>
Total Grant Requested	<p>Please note that the total grant requested must record the value at 100% of the Full Economic Costing. The Academy will, however, only be able to meet the cost of 80% of the Directly Incurred, Directly Allocated and Indirect Costs, apart from the Research Expenses element (up to £6,000 over the three years) which will be paid at 100%. After an award has been offered, the Academy will confirm the total grant awarded in discussion with the host organisation. Please enter the relevant figure as a number with no £ sign, no commas and no full stops, and ensure that it is the same as the total in the budget table above.</p>
Financial Justification	<p>Please give full detail to explain the financial summary in the table above. Specifically, please indicate the Postdoctoral Fellow's starting salary and increment date. Please give the name of the mentor and cost of mentoring (expected to be equal to 36 hours of time, 1 hour per month for the 36 months of the award) - note that the mentor's salary does not need to be stated as this counts as 'other directly allocated costs'. Please also give details of the research expenses requested, broken down by year, including information about the types of purpose for which the research expenses will be used, e.g. travel and maintenance, project planning and development costs, travel to conferences, organisation of workshops, consumables and specialist software, cost of interpreters in the field etc. The limit on this field is 3000 characters including spaces</p>
Proposed Mentor	<p>Please confirm the name of the proposed mentor.</p>

PAGE 6: EQUAL OPPORTUNITIES:

This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.

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 information concerning your age, gender, ethnic origin and disabilities (if any).

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.

PAGE 7: HEAD OF DEPARTMENT STATEMENT

Statement	<p>You are required to have a statement of support from the Head of the Department in which you wish to be based.</p> <p>You are expected to invite the Head of Department onto Flexi-Grant and invite them to contribute to your application. They will be able to view your application form, and to edit Page 7: Head of Department Statement. They must upload a document, preferably a PDF document of their statement.</p> <p>The Head of Department must confirm their name, position, department and institution. We also expect your comments on the match between the proposed research of the applicant and the interests of the Faculty, Department or Research Institute. Explain what the proposed mentoring arrangements will be, state the name of the proposed mentor and confirm that appropriate policies are in place for the support and career development of recently postdoctoral researchers, including access to appropriate training. Comment briefly on arrangements to be made for access to research resources during an award, bearing in mind that the Academy Postdoctoral Fellowship only covers limited research expenses (£6,000 over the three years).</p>
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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 to check your application. You will not be able to edit your application after it has been submitted to your host organisation. 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 with enough time left 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, they can 'send back' your application, allowing you to edit it. They can do this by selecting 'Send Back'. Once you have completed and saved the requested changes, please re-submit your application for approval by your host organisation. It is important for you to maintain close contact with your host institution during this process.

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. 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 the Flexi-Grant system at any time and view the status of your application on the dashboard.

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 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.

Assessment criteria: *Assessors will evaluate the proposal based on academic merit, taking into account its originality, its relationship to, and the volume of, research already in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, the specificity of the scheme of research and the intended outcomes.*

Assessors will evaluate the ability of the applicant to undertake the proposed research, considering their track record in terms of publication, their academic age and stage of career. Assessors may consider evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective.

Outcome of Application

Once your application has been submitted, complete with the Head of Department statement and sample of written work, and has been approved, you will not be contacted again by the British Academy until the decisions have been made. Results are issued by email and will be expected by early June 2022.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to contact the Research Funding office at the Academy, where staff will be pleased to assist.

The British Academy
Research Awards Office
10-11 Carlton House Terrace
London SW1Y 5AH

Tel: 020 7969 5217
Email: posts@thebritishacademy.ac.uk

Important Dates:

- Opening date: 12th January 2022.
- Closing date: 9th February 2022 (5pm UK time).
- Final decisions will be released in June 2022.