

Innovation Fellowships Scheme 2024-25

Route B: Policy-Led (Digital Society)

Scheme Guidance Notes

The following Scheme Guidance Notes set out the eligibility and application process of the British Academy’s Innovation Fellowships Scheme – Route B: Policy-led (Digital Society) in the 2024-25 competition round, in partnership with the Department for Education (DfE).

Please read these Scheme Guidance Notes carefully. Any application which is incorrectly submitted will not be eligible.

Contents

Scheme Overview	3
Aims and Purpose of the Scheme	3
Applying to the Scheme.....	3
Person Specification	3
Route B: Policy-led (Digital Society) Innovation Fellowships	4
Overview	4
1. Scope of the Fellowships with the Department for Education (DfE): Artificial Intelligence (AI) Skills	4
Working at and with DfE.....	5
Security Clearance and Nationality Requirements.....	6
Activities and Outputs	6
Subjects Covered.....	6
Value of Funding and Support Provided.....	7
Duration and Start of Award	7
Timetable for Route B (Policy-led: Digital Society) 2024-25 Competition	7
Number of Awards and Strength of Competition	7
Responsibilities of Award-Holders.....	7
Reporting.....	8
Eligibility	8
Lead Applicant Eligibility	8
Employing Institution Eligibility.....	8
Eligible Costs.....	8
Non-eligible Costs.....	9
Reference and Supporting Statement.....	9
Nominated Referee and Reference.....	9
Nominated Referee Requirements and Guidelines	10
Head of Department Supporting Statement	10

Head of Department Requirements and Guidelines	10
Inviting Participants to Contribute to Applications	11
The Selection Process for Route B: Policy-led Innovation Fellowships.....	11
Assessment.....	11
Code of Practice	12
Feedback	12
Applications to Multiple British Academy Schemes.....	12
Submission of Application	12
Outcome of Application	15
Contact Information.....	15
Appendix	15
British Academy Additional Needs Funding.....	15

Scheme Overview

Aims and Purpose of the Scheme

The British Academy has been funded by the UK Government, Department for Science, Innovation & Technology (DSIT) to continue its support for the Innovation Fellowships scheme.

This scheme provides funding and support for established early-career and mid-career researchers in the Humanities and Social Sciences (the [SHAPE](#) disciplines) to partner with organisations and businesses in the creative and cultural, public, private, commercial, or policy sectors that have a base in the UK, to address challenges that require innovative approaches and solutions that are relevant to the UK. Through the Innovation Fellowships, our researchers in the SHAPE community are supported to create new and deeper links beyond academia, enabling knowledge mobilisation and translation, as well as individual skills development.

This call will enable researchers to partner with a central government department, the Department for Education (DfE), for 12 months. Successful applicants will work within specific policy areas set out by the department. These policy areas broadly correlate to the British Academy's own [Digital Society](#) policy programme, which cover similar themes.

Features of the Scheme

The Innovation Fellowships is a dual route scheme, consisting of Route A: Researcher-led and Route B: Policy-led. **This call is for the Innovation Fellowships – Route B: Policy-Led (Digital Society).**

Route B: Policy-led Innovation Fellows will work with policy partners specified by the British Academy. There are expected to be further calls in relation to Digital Society in 2024-25. For this first round of the call, the partner is:

- The Department for Education (DfE), specifically within the Unit for Future Skills, an analytical and research unit in the department.

Henceforth the term ‘partner department’ signifies information applicable to the government department partner for this call, the Department for Education. Information that refers to a specific partner department is signified by the relevant acronym (DfE).

Applying to the Scheme

For Route B: Policy-led Innovation Fellowships, applicants should apply to work with the British Academy's partner department, as above, and will be working on the ‘AI skills’ topic as specified below.

The researcher's employing institution must be a UK-based Higher Education Institution (HEI) or Independent Research Organisation (IRO). The partner department, as outlined above, must be separate to the researcher's employing institution. If successful, the relationship with the partner department will be managed by the researcher, i.e. the Lead Applicant, with responsibility for the success of the award residing with the Lead Applicant's employing institution. The relationship must be conducted in line with the Terms and Conditions of Award. Applications are welcome from researchers who consider themselves to be early-career or mid-career researchers.

Person Specification

Applicants must be an early or mid-career researcher based at a UK institution (e.g. a Higher Education Institution or Independent Research Organisation) with expertise in a Humanities and/or Social Science discipline.

Through the Innovation Fellowships scheme, you will have the opportunity to work in a deeply embedded way with policy and analytical teams, which will enable you to develop outcomes that enhance our understanding of, and response to, societal challenges, and offer solutions to shape policy and practice. You will be able to draw on the expertise and insights of policymakers and practitioners, and benefit from their continued engagement with your

project. This is an opportunity for all participants to form new collaborations and draw on the insights these bring to inform and influence future policy and research.

Applicants should be open-minded, and willing to explore new perspectives and innovative approaches. They will have an appetite for working across academia and policy. They will be challenge-driven and receptive to integrating the perspectives, needs and priorities of the partner department.

Route B: Policy-led (Digital Society) Innovation Fellowships

Overview

These Fellowships are designed to ensure close interaction with policymakers, right at the heart of partner departments' work. Government departments operate in a context where timely access to high-quality evidence-based analysis might be the difference between success and failure. Exerting influence, negotiating, and leveraging others' power at the right moment is crucial. This can make it difficult for researchers operating outside government departments to influence policymakers – the Innovation Fellowship Route B: Policy-led Fellowships are designed to help change this.

The British Academy and its partner department (DfE) for this call aim to support up to two Innovation Fellowships in this round. The opportunities and areas of policy interest for this call are discussed below.

Fellows will remain in communication with the British Academy's Digital Society programme team throughout the duration of the award and may be asked to sit upon the relevant expert Working Group in the Academy (e.g. the Digital Society Working Group). This will enable the Academy's policy team to support the work of the Fellows by, for example, supporting pathways to impact and engagement across our wider policy activities. This will also enable emerging insights from the Fellowship to be fed back to the policy team.

Prior to application submission, applicants must not contact the partner department regarding the application. Questions may be directed to grants@thebritishacademy.ac.uk.

1. Scope of the Fellowships with the Department for Education (DfE): Artificial Intelligence (AI) Skills

The Fellows will work with the Unit for Future Skills, an analytical and research unit within the Department for Education working to improve the quality of jobs and skills data, and which operates across government to make this available and more accessible to policymakers, stakeholders, and the general public. For instance, in November 2023, the Unit for Future Skills published a [report](#) which examined the impact of AI on areas within the UK labour market and education. This Fellowship will be working with and alongside teams within the Skills Strategy and Engagement Division but will also be conducting independent research and analysis.

The central topic that Fellows will be working on is on understanding **AI Skills across the UK**.

This will involve work on a policy area focused around understanding the AI skills needs and challenges in the UK, both in the immediate term and in the future. Within their Fellowship proposal, prospective Innovation Fellows should detail an outline of how their research, expertise, and experience equip them to work on projects related to one or more of the topics listed below, including the kinds of methods that they would use to approach potential other topics. Fellows working with DfE will conduct research on topics such as:

- the nature of the emerging AI skills in the UK, across sectors, regions, and career stages, and its future trajectories;
- the social, economic, and cultural impacts of the current distribution of AI skills in the UK, and the impacts of different strategies to improve this;

- the development and maintenance of effective AI skills partnerships;
- studies of alternative AI skills strategies, both from within the UK and abroad.

The list of topics above is not exhaustive, and in their applications researchers are welcome to make the case for other topics related to AI skills that they could work on. It is expected that projects will produce findings that can inform policy questions around the AI skills landscape. Some non-exhaustive examples of questions the Fellowships could explore include:

1. (a) Is the skills system sufficiently rigorous enough to respond appropriately to emerging AI requirements now and in the future? (b) Is the skills system meeting immediate AI skills needs?
2. What is the time lag between skills required in the workforce, being trained appropriately in AI and how does that translate into requirements for now, 5-, and 15-years' time? (e.g., curriculum, post-16 training, career training, etc.)
3. How can partnerships between educational institutions, businesses, and government be leveraged to provide effective AI training?
4. What are the distributional impacts of AI, and what are the inequalities experienced by the individuals in those roles/sectors being impacted?
5. To what extent is AI creating disruption to supply and demand, and lead to unemployment, across different sectors, both now and in the future?
6. How can we ensure that access to job opportunities, AI tools, and AI-related skills and training are accessible to everyone, regardless of their socio-economic background or education level?
7. Is the current support offered to businesses adapting to AI enough and what more is required?
8. What are the social and economic advantages and disadvantages of businesses adapting to AI?
9. What are the reasons behind declines in employer investment in skills, and what can be done about this issue? What can be learned from international counterparts?

While the British Academy and the Unit for Future Skills do not have preconceived ideas about the disciplinary background of Fellows, applicants will need to demonstrate a solid understanding of the relevant policy areas. The individual will need to assess qualitative and quantitative evidence and apply data science/analytical expertise (with the use of Excel and a coding package such as R or Python) to produce evidence-based conclusions and/or policy advice/steers. Strong research and/or evaluation skills from a relevant disciplinary background are required, and applicants would benefit from a background in relevant policy areas, although demonstration of relevant transferable skills and a desire to develop knowledge of a new policy area is also encouraged.

Working at and with DfE

Fellows will conduct research and analysis in one or more areas of work to address a specified set of policy-driven research question(s), which are agreed at the outset of the Fellowship. This Fellowship will be working with and alongside teams within the Skills Strategy and Engagement Division but will also be conducting independent research and analysis.

Work-planning will centre on the programme of work and analysis agreed at the outset. However, those Fellows who are more embedded and integrated within teams will be expected to reserve some time for responsive and demand-led analysis. An indicative list of these tasks might include: providing evaluation or policy research design advice to departments, writing papers and shorter evidence and policy briefing notes, oral briefings

for senior officials and ministers, meeting external and cross-government partners, as well as organising and running masterclasses on evidence and/or evaluation methodologies. **The Fellows would finalise the outline of a work programme with DfE after being awarded the Fellowship and applicants are asked to bear this in mind when putting their applications together.**

The ability to communicate clearly and succinctly, highlighting policy relevance to non-experts is important to all work. So too is the ability to work collaboratively with others and to do so at pace, sometimes delivering to tight deadlines. The Fellows will need to agree to respect the department's values and standards of behaviour, including following the [Civil service code](#), and sign an agreement to that effect. Failure to do so may result in the termination of the Fellowship.

N.B. Please note that for security reasons, successful applicants will have to be security cleared before the final arrangements for a Fellowship can be confirmed. Fellows will be required to receive security clearance at the [Baseline Personnel Security Standard](#). For all DfE Fellows, there are no nationality requirements. For more details, see below.

Security Clearance and Nationality Requirements

For security reasons, successful applicants will generally need to be security cleared before the final arrangements for a Fellowship can be confirmed. Security checks will need to be processed once an offer has been made to the successful candidate – the formal confirmation of the offer will be contingent on the person obtaining this level of clearance. Loss of clearance during the Fellowship period, for example, due to personal conduct, will risk termination of the Fellowship. All security clearance decisions are personal to the applicant and depend on a range of factors. For further information on security clearance, please view the [gov.uk website](#).

1. Department for Education (DfE)

Fellows will be required to receive security clearance at the [Baseline Personnel Security Standard](#). For all DfE Fellows, there are no nationality requirements. Award-holders are expected to provide information requested by the partner department in a timely manner.

Activities and Outputs

Successful candidates will be selected on the basis of the quality and relevance of the activity and outputs proposed in the application. Award-holders will be expected to play a role in promoting the approaches and methods that are the focus of their award in their own academic environments and the partner department they are working in. Expected activities and outputs will be specific to the policy areas and departmental teams the Fellow will be working with. They may involve, but are not limited to:

- Evidence notes/policy briefings – reports, notes and responses to key challenges/approaches for developing connections with policy leaders or innovators;
- Data analysis – identifying and analysing datasets that may be relevant to enhancing understanding and framing new solutions;
- Case studies – exploring practical or policy-orientated solutions, engagement between academic and non-academic environments and the wider benefits to individuals/communities/regions;
- Briefings/blogs/presentations/podcasts/videos and other outputs to reach a variety of policy audiences and environments;
- Conferences/workshops/webinars/toolkits and other training opportunities which enable knowledge exchange with a wider academic and policy audience.
- Academic papers are encouraged, but will need to be discussed with the Department prior to writing up and publication.

Subjects Covered

The British Academy welcomes proposals for high-quality research in all its subject areas, i.e. disciplines within the Humanities and Social Sciences. While all proposals should be situated in an appropriate field of study, they may vary considerably in their approach to

conceptualisation, methodology and/or outputs, depending on the discipline. In some cases, creative and professional practice may play a significant role in shaping the methods and/or outcomes of research. In all proposals, whether practice-led or not, a clear scholarly rationale is required for the choice of research methods, processes and outputs.

Value of Funding and Support Provided

Route B: Policy-led Innovation Fellowship awards are offered on a Full Economic Costing (FEC) basis. Applicants must enter the costs in the application form, Financial Details section, at 100% FEC. The maximum that can be claimed is £150,000 at 100%, of which the Academy will pay 80% (i.e. up to £120,000 if the full sum is requested).

There are four elements to the Full Economic Costing. The Directly Incurred Salary Costs are the costs of the time of the Lead Applicant as this is a Fellowship award. Directly Incurred Research Expenses include costs of travel and subsistence, as well as project costs. Note that there is a minimum spend expected on this research expense element of at least £12,500 at 100% FEC (£10,000 at 80% British Academy contribution). The other elements are Directly Allocated (Estates) Costs and Indirect Costs which cover costing for space, central support services and other necessary costs incurred by the employing institution in supporting the Fellow.

The Academy recognises that the upper limit on the contribution that the Academy’s funding can make to this award – £120,000 – might not be sufficient to cover all of the costs up to 80% of the Full Economic Cost value required. In those cases, an employing institution may need to be willing to make additional contributions to the overhead costs involved.

The Lead Applicant must commit between 0.4 and 0.8 FTE time to the Fellowship, providing justification for the time percentage as part of the application, especially if the time commitment is below 0.5 FTE. All of the grants awarded are expected to be used for the purposes specified in the application and agreed in the award-letter.

Duration and Start of Award

Awards can be held for 12 months. Awards are expected to commence between 1-31 October 2024.

Timetable for Route B (Policy-led: Digital Society) 2024-25 Competition

Competition Opens	24 April 2024
Application Deadline	26 June 2024, 17:00 (UK time)
Interviews	Approx. Late August
Decisions (notification via email)	By September 2024
Starting period of Award(s)	Between 1-31 October 2024
Duration of Award(s)	A duration of 12 months

Number of Awards and Strength of Competition

It is expected that up to 2 awards will be made for this first round of the Route B: Policy-led (Digital Society) strand. This is a fairly new scheme and the strength of competition remains difficult to estimate. We are unable to give guidance on the likely success rate.

Responsibilities of Award-Holders

Award-holders will be expected to act as champions for academic-policy engagement within their institutions and partner organisations, and to liaise with and feed insights into relevant British Academy policy programmes, as well as through broader British Academy networks. This is expected to involve:

- working within and across the partner department as required by the agreed programme of work and the role;
- discussing their analyses and insights with the British Academy policy teams and engaging in regular catch-ups and discussions about their work;
- sitting upon a relevant British Academy policy advisory group;
- engaging with individuals both within and beyond academia as relevant to the programme of work;

- proactively identifying opportunities to promote and advance the role of the [SHAPE](#) subjects.

Reporting

In addition to the responsibilities above, award-holders are required to complete two reports:

1. A final report from award holders within three months of the award's end, detailing the progress of the activities in which they participated.
2. A post-award report three years after the award's end showing the impact of the award on their subsequent career.

Eligibility

Lead Applicant Eligibility

All applications require one Lead Applicant. Eligible Lead Applicants must be ordinarily resident in the United Kingdom with a current long-term appointment that will continue for at least as long as the period of the award at a UK-based institution (e.g. a Higher Education Institution [HEI] or Independent Research Organisation [IRO]). If your organisation is not currently registered on the Academy's grant management system, Flexi-Grant, please contact us via grants@thebritishacademy.ac.uk to discuss possible registration. **N.B.** Lead Applicants must also meet the requirements set out above in the 'Working at and with DfE' section; in particular, the requirements about security clearance.

Applications are welcome from early-career researchers and mid-career researchers. Applicants must self-define their career stage in the application, providing further details about career breaks or other circumstances, if relevant. Applicants do not have to fit within a certain time-frame since their PhD in order to prove their career-stage. However, applicants must self-define their career stage and demonstrate this accordingly in their applications. Typically, it can be defined as within 15 years of being awarded your PhD (although this will be interpreted flexibly to accommodate any career breaks, parental/caring leave or non-traditional career trajectories). However, this typical definition is a guide only. Applicants may self-define their career stage as they see fit. Applicants should be aware that if they are more advanced in their career, the assessors may determine that they are not within the bounds of the scheme. Therefore, applicants should explain their career stage clearly in response to the question on career stage in the application form. Lead Applicants who do not have a doctorate may have equivalent experience, which they should define in the personal statement section.

Applicants for the Innovation Fellowships scheme should be intending to pursue challenges that can benefit from the contribution of Humanities or Social Sciences expertise.

N.B. Postgraduate students are **not eligible** to apply for grant support from the Academy, and Lead Applicants are asked to confirm in the personal details section that they are not currently working towards a PhD, nor awaiting the outcome of a *viva voce* examination, nor awaiting the acceptance of any corrections required by the examiners. Please note that applications from independent researchers **cannot be accepted** in this scheme.

Employing Institution Eligibility

Lead Applicants must be based in an institution which must be listed as an approving-organisation in the British Academy's grant management system, Flexi-Grant. This institution (e.g. a Higher Education Institution [HEI] or Independent Research Organisation [IRO]) must be based in the United Kingdom and will be issued the Terms and Conditions of Award, if successful.

Eligible Costs

Route B: Policy-led Innovation Fellowship awards are offered on a Full Economic Costing (FEC) basis. The maximum that can be claimed is £150,000 at 100% FEC, of which the Academy will pay 80% FEC (i.e. up to £120,000 if the full sum is requested). **N.B. Applicants must enter the costs in the application form, Financial Details section, at 100% FEC.**

There are four elements to the Full Economic Costing. The Directly Incurred Salary Costs are the costs of the time of the Lead Applicant as this is a Fellowship award. Directly Incurred Research Expenses include costs of travel and subsistence, as well as project costs. **N.B.** Note that there is a minimum spend expected on this research expense element of at least £12,500 at 100% FEC (£10,000 at 80% British Academy contribution). The other elements are Directly Allocated (Estates) Costs and Indirect Costs which cover costing for space, central support services and other necessary costs incurred by the employing institution in supporting the Fellow.

N.B. This is Fellowship award and not a project grant, therefore it is anticipated that most of the funding sought will be to support the costs associated with the Lead Applicant's time (through direct salary contribution). It is expected that not more than 25% of the total budget and not less than £12,500 at 100% FEC (£10,000 at 80% British Academy contribution) will be used for Directly Incurred Research Expenses.

Directly Incurred Salary Costs	This is a Fellowship award paying for the time of the person appointed as the Innovation Fellow. Therefore, the cost for the time of the Lead Applicant should be submitted as Directly Incurred Salary Costs. The award can be used to support the employing institution's salary costs of the Lead Applicant for the duration of the award at between 0.4 and 0.8 FTE. It is expected that the majority of funding requested will cover the Lead Applicant's salary costs.
Directly Incurred Research Expenses	A minimum of £12,500 at 100% FEC (BA contribution at 80% of £10,000) for each award must be used to cover engagement with the project and partner by the Fellow. Such costs include the following: <ul style="list-style-type: none"> • Travel and subsistence within reasonable limits. • Directly incurred project costs (e.g. workshops, website development, podcasts, transcription costs, specialist software).
Directly Allocated Costs (incl. Estates costs)	Standard Directly Allocated Costs (including Estates Costs) may be attributed to this award. However, it cannot include any directly allocated salary costs.
Indirect Costs	The award can include the employing institution's indirect costs incurred as a result of direct staff costs. 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 nonspecific 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.

Non-eligible Costs

The following items are **not eligible** for funding: research assistance; purchasing of assets; equipment costs; computer hardware including laptops, electronic notebooks, digital cameras, etc; books and other permanent resources; the preparation of camera-ready copy, copy-editing, proof-reading, indexing, nor any other editorial task; subventions for direct production costs (printing, binding, distribution, marketing etc); costs of publication in electronic media; carbon offsetting; open access fees.

Applicants registered with special needs may consult the Academy about possible exceptions prior to application – alternatively application for this type of cost may be made to the [British Academy's Additional Needs Funding](#).

Reference and Supporting Statement

Nominated Referee and Reference

A reference must be provided by one nominated referee. The referee must be nominated by the Lead Applicant.

Nominated Referee Requirements and Guidelines

- The nominated referee must **not** be based at the same employing institution as the Lead Applicant or the partner department. The primary consideration is that they are able to comment independently and authoritatively on your application (i.e. someone in your field, who is independent from you, the Lead Applicant, and the partner). You do not need to know them personally, but you should make sure they are able to provide a reference before adding them to your application.
- They will be expected to comment on:
 - The relevance of the applicant to the Scope of the Fellowship as defined above;
 - The experience and suitability of the applicant in engaging closely with policy counterparts and future colleagues in government departments, including but not limited to the DfE, and/or experience in working with policymakers on similar topics or areas of interest previously;
 - The anticipated benefit and impact on the partner department's areas of interest as expressed above on pages 4-5 and the applicant's future policy engagement ambitions;
 - The anticipated benefit of the proposed partnership with regards to knowledge exchange between academic and non-academic environments;
 - The anticipated contributions to the British Academy's wider policy work;
 - The ability of the applicant to provide policy relevant, clear and succinct oral briefings (will be assessed at interview if applicants are invited to interview);
 - Value for money;
 - The career benefit to the Lead Applicant may also be considered at the final stage of assessment.
- Nominated references from the Lead Applicant's former/current supervisor (including PhD supervisor) will not be accepted. The referee must not be a member of the [British Academy's Council](#).
- The reference may be obtained from a person based within or outside the UK, but must be submitted in English. If a reference is not submitted in English, it will not be accepted and may render the application ineligible.
- The statement submitted by the nominated referee should be on letterheaded paper, dated and signed by the nominated referee.
- Before listing your referee on your application form, you should seek permission from them that they are happy to provide this by the deadline. It is essential that you enter the correct email address for your referee, otherwise they will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. We strongly advise that you complete your application as early as possible to allow your referee enough time to provide their reference in the system. The reference must be submitted before the application can be approved. Any application without the supporting reference will not be able to be submitted.
- Please note that the reference **must** be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy. **Any reference received after the deadline, or outside of the system, will not be accepted, and your application will be withdrawn from this competition.**

Head of Department Supporting Statement

The Lead Applicant is required to obtain a statement of support from their Head of Department as part of this application.

Head of Department Requirements and Guidelines

- The Head of Department should be the person who heads the Department, Faculty, Institute or other unit of an Independent Research Organisation (IRO) in which you are currently working.
- As Head of Department, they will be expected to comment on:
 - Their level of support for the application and the career development benefit to be gained by the Lead Applicant if the award is made.

- N.B. They will be expected to confirm that the Lead Applicant will be released from duties at the employing institution for the duration of the award and be able to return to the employing institution once the award ends.
- The statement submitted by the Head of Department should be on letterheaded paper, dated and signed by the Head of Department.
- Please note that the Head of Department statement must be received before you can formally submit the application for approval, and you are strongly advised to ensure that your Head of Department submits the statement well in advance of the formal applicant deadline for this round of competition as noted above.
- If the Lead Applicant is also Head of Department, the statement must be provided by another suitable individual, e.g. Deputy Head or Head of School.

Inviting Participants to Contribute to Applications

Your nominated referee and Head of Department must be invited to contribute to your application via the Flexi-Grant system. Please see further guidance below:

- The participants will need to register for an account on the British Academy's Flexi-Grant® Grant Management System (GMS) via (<https://britishacademy.flexigrant.com/>), or have an account on [Flexi-Grant](#), prior to being invited to contribute to the application.
- They can be invited through the 'Contributors' tab displayed on the application form summary page. Once they have been invited, they will receive an email notification with instructions on how to contribute.
- You can monitor the progress of your participant's activity through this section of the application form, and issue reminders as required. Once the recipient has accepted your invitation, their status will be displayed as 'active'. Upon completion of their section of the application form, their status will be displayed as 'complete'.
- Once participants have completed all their sections of the application form, please remind them to select 'Save & Submit' on the application form page or select 'Submit your contribution' on the summary page.
- You will not be able to submit your application form until the status of all participants shows as 'complete' in the 'Contributors' tab.

Please also note that an application cannot be submitted until all required contributors have submitted their contribution first. We recommend your supporting participants fulfil their requirements at least 5 working days before the submission deadline to ensure there is sufficient time for organisational approval. The employing institution approver must approve the completed application by the submission deadline.

The Selection Process for Route B: Policy-led Innovation Fellowships

Assessment

Applications will be assessed against the following criteria:

- a. The relevance of the applicant to the Scope of the Fellowship as defined above;
- b. The experience and suitability of the applicant in engaging closely with policy counterparts and future colleagues in government departments, including but not limited to the DfE, and/or experience in working with policymakers on similar topics or areas of interest previously;
- c. The anticipated benefit and impact on the partner department's areas of interest as expressed above on pages 4-5 and the applicant's future policy engagement ambitions;
- d. The anticipated benefit of the proposed partnership with regards to knowledge exchange between academic and non-academic environments;
- e. The anticipated contributions to the British Academy's wider policy work;
- f. The ability of the applicant to provide policy relevant, clear and succinct oral briefings (will be assessed at interview if applicants are invited to interview);
- g. Value for money;

h. The career benefit to the Lead Applicant may also be considered at the final stage of assessment.

All eligible proposals submitted in response to this call will be peer-reviewed by reviewers with subject/sector-specific expertise, including representatives of the partner department. The peer review assessments will be considered by a Final Awarding Panel, which will conduct interviews with a shortlist of applicants. The Final Awarding Panel will meet after the call for applications is closed. When the Panel meets it will include an interview element as part of its assessment. Applicants who are shortlisted at this stage are required to be available to attend these interviews at the end of August as a mandatory part of the assessment process.

All applicants will be notified of the outcome of the application by September for immediate start in October 2024. The approving organisation will be asked to give its consent before the award is confirmed.

Opening date	Closing date	Notification of result	Research to commence
24 April 2024	26 June 2024 (17:00, UK time)	By September 2024	Between 1-31 October 2024

Code of Practice

The Academy has 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. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure.

Feedback

Feedback is not a feature of the Innovation Fellowships scheme and the Academy is, regrettably, unable to enter correspondence regarding the decisions of the Final Awarding Panel, which are governed by the Code of Practice. Please note that by applying to this scheme, applicants undertake to accept the terms under which applications are assessed.

Applications to Multiple British Academy Schemes

There must be no duplication of funding for the same purpose. Applicants may not hold more than one British Academy award of a comparable nature at any one time. For example, it would not be possible to hold two British Academy grant awards or two British Academy Fellowship awards at the same time; but it may be possible to hold a British Academy grant (i.e. Talent Development Award or BA/Leverhulme Small Research Grant) and a British Academy Fellowship at the same time, depending on the amount of time required for the Fellowship.

Please note that an application cannot be accepted if there is a report outstanding on any previous research grant awarded by the Academy to the Lead Applicant named in the current proposal. Failure to follow this guidance will result in your application being withdrawn from this round of competition. Duplicate applications for the same purpose to more than one Academy scheme will not be accepted.

Submission of Application

Once you have submitted your application for approval by your employing institution, automatic emails will be sent to your employing institution 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 employing institution for approval. The employing institution 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 employing institution 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 employing institution as their internal timetables may require earlier submission.

If your employing institution approver requests modifications through the British Academy Flexi-Grant® GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic email 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 employing institution.

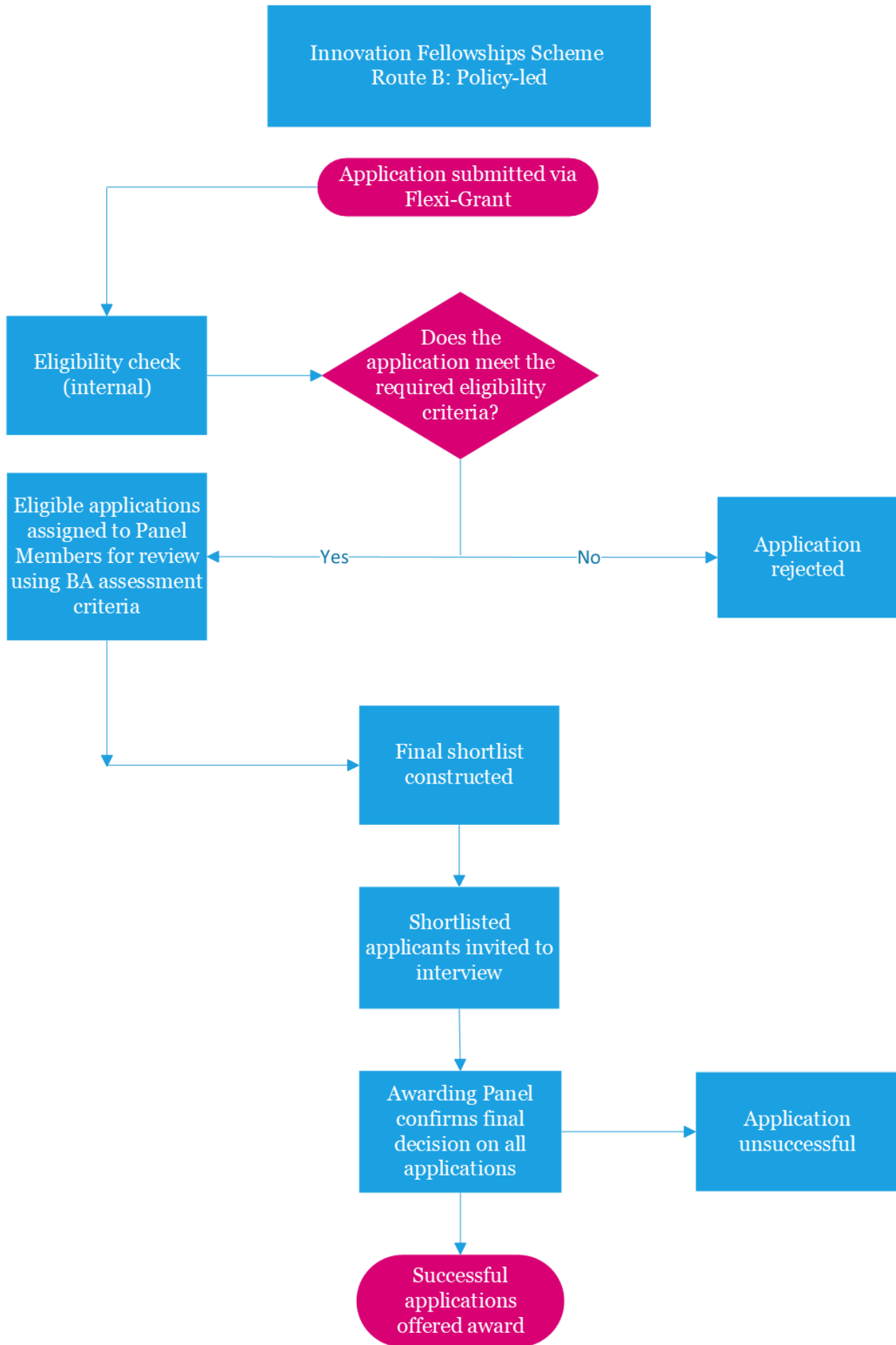
Once your employing institution has approved your application and submitted it to the British Academy it will not be possible to make any changes.

Please note that once the closing date has passed, employing institution 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 employing institution approver and to check the status of your application, you should log into the British Academy Flexi-Grant® GMS and click on the link to the Application Portal where a summary of your application will be displayed.

N.B. Please see the additional **Application Submission Guidance document for applicants** applying to the Innovation Fellowships 2024-25 (Route B: Policy-led), which provides guidance on the application form.

Please see the flowchart below for an overview of the application to award process for a Route B: Policy-led Innovation Fellowship.



Outcome of Application

Once your application has been submitted – complete with a reference from your nominated referee and a statement of support from your Head of Department – and it has been approved by your employing institution, you will not be contacted again by the British Academy until the decisions have been made. You can track the progress of your application by logging in again to the Flexi-Grant system at any time. Results are issued by email.

Contact Information

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 Funding Office
10-11 Carlton House Terrace
London SW1Y 5AH

Due to remote working we recommend
contacting us by email only.
Email: grants@thebritishacademy.ac.uk

Important Dates

Deadline for application submission and organisation approval: **26 June 2024, 17:00 (UK time)**

Results announced by email to address on application: **by September 2024**

Appendix

British Academy Additional Needs Funding

The British Academy has set aside specific funding to support any additional needs that applicants and award holders may require. This funding would be in addition to the amount already requested for research expenses. Each request will be considered on a case-by-case basis. This additional financial support cannot be guaranteed but the British Academy is keen to be as inclusive as possible in supporting applicants and award-holders with any additional needs in order to facilitate the best possible research. Some examples of what may be considered for this funding are:

- Specific equipment to overcome barriers to people with disabilities undertaking research.
- Assistance to allow applicants living with sensory impairment to carry out their research.
- Bids for the cost of child, parent or other caring responsibilities may be considered if the carer is conducting research away from home and it is not possible to make alternative arrangements.
- The costs of normal regular care whilst at home are not eligible for support.

To find more information about British Academy Additional Needs Funding and apply, please visit [our website](#).