

# Application Submission Guidance for Innovation Fellowships Scheme 2024-25

## Route B: Policy-Led (Digital Society)

**PLEASE READ THESE NOTES CAREFULLY**

Any application which is incorrectly submitted will not be eligible

### 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: Eligibility Declaration Page
- Page 2: Fellowship Proposal
- Page 3: Proposal Focus
- Page 4: Lead Applicant Details
- Page 5: Lead Applicant Career Summary
- Page 6: Financial Details
- Page 7: Equal Opportunities
- Page 8: Nominated Referee Statement
- Page 9: 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 righthand column contains useful guidance on its completion. An asterisk (\*) indicates which questions are mandatory and therefore must be complete before the application can be submitted.

**Please read the scheme guidance notes carefully before completing the form.**

**Please see further guidance on making an application using the British Academy’s grant management system, Flexi-Grant, here: [British Academy Flexi-Grant® Guidance Notes](#).**

#### SUMMARY

<b>Summary Table</b>	When your application form is complete, all sections on this summary table will be marked as ‘Complete’. <b>The ‘Complete’ status will only appear when all the mandatory fields in that section have been completed.</b> 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: ELIGIBILITY DECLARATION PAGE

<b>UK Residency*</b>	Please note, you must be ordinarily resident in the UK - have a registered UK address - to be eligible for this scheme. If you answer 'No' to this question, unfortunately your application is not eligible.
<b>Experience, PhD or Equivalent*</b>	Please note, PhD or equivalent experience is required in order for your application to be considered. Please select the relevant options in the dropdown menu.
<b>Outstanding Reports*</b>	Please note, any outstanding reports must be submitted by the earliest start date of your proposal, otherwise your application will be withdrawn. Please select 'Not Applicable' if you have not previously been granted an Award and therefore do not have any reports to submit.
<b>Lead Applicant Referee*</b>	Please note, your nominated referee <b>must not be based</b> at the same employing institution as the Lead Applicant or the partner department.  If your nominated referee is based at the same institution as the Lead Applicant or the partner department, your application will not be accepted. Please find an alternative referee if this is the case.
<b>Project Costs – FEC*</b>	Please confirm your proposed costs are entered on the application form at 100% Full Economic Cost. <b>N.B. Applicants must enter the costs in the application form, Financial Details section, at 100% FEC.</b>  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).

## PAGE 2: FELLOWSHIP PROPOSAL

<b>Title of Fellowship Proposal*</b>	Please use this field to title what you see as the central research contribution that your expertise will bring to the Fellowship.  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.
<b>Abstract*</b>	Please provide a short abstract summarising your proposed research in terms suitable for an informed general audience, not one specialised in your field. This is a mandatory field and the limit is 150 words. Please note that 'proposed research' is understood as your research contribution as stated in the Scheme Guidance Notes.
<b>Start Date*/End Date*</b>	To select a date in the future using the calendar feature, click on the month and year in between the two arrows at the top of the box. To change the year keep clicking on the box – a second click will produce a decade. Use the arrows to move back or forward in time. To change the month, 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 on the date and the calendar will take you to the month and year you have selected where you can select the relevant date for display. <b>Please note that awards may be held for a period of 12 months from a starting date between 1-31 October 2024.</b>
<b>Scope of Fellowships*</b>	The Fellowships take place in the context of the Academy's policy work. The policy area for this Fellowship is AI Skills, to align and primarily contribute to the work of the partner department (DfE), as outlined in the Scheme Guidance Notes. This also correlates to the Academy's own programme of policy work on Digital Society.  In this field, please briefly state your primary topic of interest within this policy area (AI Skills). The word limit for this field is 25 words.
<b>Research Expertise in Chosen Area of Interest*</b>	Applicants to this scheme will work with DfE as the British Academy's partner department. Innovation Fellowships in this Round will be working with DfE on the topic of AI Skills. Applicants should set out clearly how their experience and proposed work meets the requirements of the partner

	<p>department, and how it relates to and would help bring innovative ideas to the policy area (AI Skills) and the topic of interest as stated in the Scheme Guidance Notes.</p> <p>The limit for this field is 2000 words.</p>
<b>Policy Engagement*</b>	<p>Please explain your expertise, experience and interest in engaging closely with policy counterparts, and particularly the value you can bring to working with officials in the chosen partner department.</p> <p>The limit for this field is 1000 words.</p>
<b>Benefit and Impact – Policy*</b>	<p>Please explain what anticipated benefit and impact is envisaged that can be brought to bear on the chosen Department’s policymaking process, the contribution to the Academy’s policy work, and the applicant’s future policy engagement ambitions.</p> <p>The limit for this field is 1000 words.</p>
<b>Planned Research Outputs*/Plans for Publication* and Dissemination*</b>	<p>Under ‘planned research outputs’, please only state the type of output expected. Expected activities and outputs will be specific to the policy areas and departmental teams the Fellow will be working with and can involve, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Evidence notes/policy briefings – reports, notes and responses to key challenges/approaches for developing connections with policy leaders or innovators;</li> <li>• Data analysis – identifying and analysing datasets that may be relevant to enhancing understanding and framing new solutions;</li> <li>• Case studies – exploring practical or policy-orientated solutions, engagement between academic and non-academic environments and the wider benefits to individuals/communities/regions;</li> <li>• Briefings/blogs/presentations/podcasts/videos and other outputs to reach a variety of policy audiences and environments;</li> <li>• Conferences/workshops/webinars/toolkits and other training opportunities which enable knowledge exchange with a wider academic and policy audience.</li> <li>• Academic papers are encouraged, but will need to be discussed with the department prior to writing up and publication.</li> </ul> <p>The word limit is 300 words.</p> <p>Please give detail about plans to disseminate findings from the Fellowship to wider audiences within and beyond academia under plans for publication/dissemination, for which the limit is 500 words. In assessing value for money, the assessors may consider the intended outcome as compared with the amount of money sought, although it is fully appreciated that some modes of research are more expensive than others and proposals will not be discriminated against on grounds of cost alone.</p>
<b>Ethical Issues*</b>	<p>This field 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 with the answers 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.</p>

<b>Source of Funding</b>	<p>Please provide details of other support given or applied for in connection with the current proposal.</p> <p>Please indicate whether any other grant applications relating to this project have been submitted, either to the British Academy or to any other funder. Applications submitted to the Academy by separate applicants will not be accepted if it is considered that both (or all, if more than two) applications relate to the same project, whose components would not be viable as independent pieces of research.</p> <p>The Academy has no objection to its grants being held in conjunction with awards from other bodies, if there is no duplication of expenditure. <b>Applicants are requested to keep the Academy informed of the outcomes of any other applications by email to <a href="mailto:grants@thebritishacademy.ac.uk">grants@thebritishacademy.ac.uk</a>.</b> Failure to do so may jeopardise the application's prospects of success. In cases where simultaneous applications to the Academy and to another funding agency covering the same elements of a project are both successful, the applicant will be asked to choose which award to accept.</p> <p>Only if there is no duplication and no unnecessary inflation of a project will an applicant be permitted to retain both awards (subsequent requests to alter the plan of research simply to allow the applicant to retain both awards are unlikely to be considered favourably).</p>
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### PAGE 3: PROPOSAL FOCUS

<b>Primary* and Secondary Subjects</b>	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.
<b>Multidisciplinary Proposal</b>	If the proposed engagement is especially multidisciplinary in its approach, please explain more in detail. This is an optional field. The limit is 750 words.
<b>Regional Interests*</b>	This field provides the opportunity to give further indications of the relevance of your subject area.

### PAGE 4: LEAD APPLICANT DETAILS

<b>Lead Applicant Contact Details*/ Nationality*/ Eligibility*</b>	<p>Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.</p> <p>You can update your personal details by checking 'my account' and selecting the link to 'my contact details' and 'my organisation' and ensuring the relevant details are up to date.</p> <p>Please state explicitly the grounds on which you meet the eligibility criteria for the partner department with which you wish to work. Please see the Scheme Guidance Notes for further information.</p>
<b>Employing Organisation*</b>  <i>N.B. Please be aware that it is your responsibility to ensure that you complete your application in time for your employing institution to process it and</i>	<p>Please select your current employing institution. The majority of appropriate establishments are registered in the system. If your employing institution is <b>not</b> currently registered on the Academy's grant management system, Flexi-Grant, please contact us via <a href="mailto:grants@thebritishacademy.ac.uk">grants@thebritishacademy.ac.uk</a> to discuss possible registration. Applications are welcome from early-career researchers and mid-career researchers. Please note that applications from independent researchers cannot be accepted in this round of the scheme.</p> <p>All applications must be approved by the employing institution 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. <b>The deadline for this round is the deadline by which approval must be given.</b> Remember</p>

<p><i>provide their approval by the closing date.</i></p>	<p>that the application cannot be submitted for approval before the Head of Department has submitted their contribution, so it is essential to obtain the supporting statement well before the deadline.</p> <p>It is strongly recommended that the applicant maintains an open dialogue with the approving department at their employing institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.</p> <p><b>It is recommended that you allow at least five working days for this process. Once the approving department has checked your application, they will contact you if any changes are required, please note if changes need to be made these will have to be done before the deadline as they cannot be done afterwards.</b></p>
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## PAGE 5: LEAD APPLICANT CAREER SUMMARY

<p><b>Statement of Qualifications and Career*</b></p>	<p>Please give details of up to 4 qualifications <b>in reverse chronological order</b>.</p>
<p><b>Present Appointment*, Employing Institution* and Department*</b></p>	<p>Please give details of your current appointment. 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 employing institution is not currently registered on the Academy's grant management system, Flexi-Grant, please contact us via <a href="mailto:grants@thebritishacademy.ac.uk">grants@thebritishacademy.ac.uk</a> to discuss possible registration.</p>
<p><b>PhD Confirmation*</b></p>	<p><b>Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.</b> Please therefore confirm that you have a PhD by answering yes. If you are an established scholar with relevant equivalent experience, but no doctorate, please select 'no' and indicate in the 'personal statement' field why you should be eligible for consideration.</p>
<p><b>Career Stage*</b></p>	<p>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. This is a mandatory field, the limit is 150 words.</p>
<p><b>Personal Statement</b></p>	<p>Applicants are invited to include any information relating to their professional career which they may wish to be taken into account in assessing this application. For example, details of a career break, or the effect of working on a part-time contract may be relevant. Lead Applicants who do not have a doctorate may have equivalent experience, which they should define in this section. This is an optional field, the limit is 500 words.</p>
<p><b>Experience of working in teams across different disciplines and</b></p>	<p>Please outline your ability and experience of working in teams involving interdisciplinary projects or policy or practice areas outside your usual role, and of contributing to interdisciplinary research. For example, if you are a researcher, please outline your ability and experience of working with policymakers or practitioners. This a mandatory field and the limit is 300 words.</p>

across different areas of policy and practice*	
Experience of communicating and engaging with a wider audience*	Please outline your ability and experience of engaging with audiences outside your area of expertise and of communicating your work to non-specialists. This is a mandatory field and the limit is 300 words.
Publications*, Unpublished Research	Please list up to six relevant publications or outputs to date <b>in reverse chronological order</b> under publications/outputs which demonstrate the expertise in the relevant field and engagement with audiences including beyond academia; and any unpublished studies previously funded by any agency, including but not restricted to the British Academy. Please give details of planned publication dates or explain why the research has not yet been published. Assessors may take backlogs of publication into account.
Previous Support Dates	An application will not be eligible for consideration if there is a report outstanding on any previous research grant awarded by the Academy to the applicant. <b>Failure to follow this guidance will result in your application being withdrawn from this round of competition.</b>  Please give details of any research applications submitted to the British Academy within the last five years. In the case of a further application for continuing research which has received previous Academy support, <b>please note that a full report and statement of expenditure for the previous grant must be submitted before further funding can be considered.</b>
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; Twitter, other colleague etc.

## PAGE 6: FINANCIAL DETAILS

<p>Financial Details*/ Justification*</p> <p><b>If you include ineligible costs, your application will be withdrawn from this competition.</b></p>	<p>Please provide details of funding in the relevant fields:</p> <ul style="list-style-type: none"> <li>• Directly Incurred Salary Costs;</li> <li>• Directly Incurred Research Expenses;</li> <li>• Directly Allocated Costs (including Estates Costs);</li> <li>• Indirect Costs.</li> </ul> <p>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). <b>N.B. Applicants must enter the costs in the application form, Financial Details section, at 100% FEC.</b></p> <p>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. <b>N.B.</b> Note that there is a <u>minimum spend expected on this research expense element of at least £12,500 at 100% FEC (£10,000 at 80% British Academy contribution)</u>. 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.</p> <p><b>N.B.</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</p>
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	<p>not less than £12,500 at 100% FEC (£10,000 at 80% British Academy contribution) will be used for Directly Incurred Research Expenses.</p> <p>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.</p> <p>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.</p> <p>Please be aware that if the Fellowship is offered, then there can be no viring of funds between each of these four budget headings, and no spending can take place outside the timeframe of the Fellowship.</p> <p>Applicants should prepare accurate costings for the proposed project costs and should be particularly careful not to overestimate the resources required. Applicants are advised that competition for funds can be fierce, and proposals on the margin for award may have a greater chance of success if they are modestly costed.</p> <p><b>Costs should be clearly itemised and justified in terms of the research programme.</b> If the Academy is being asked to support only a proportion of the total costs, please explain this clearly.</p> <p>It is advised that travel costs should be clearly justified; that the length of time for which subsistence is sought should be justified in the application; that <i>per diem</i> rates should be explained. If a claim for child or parental care, or additional needs, is included, please supply sufficient justification for the case to be assessed – alternatively, application may be made for this type of cost to the <a href="#">British Academy’s Additional Needs Funding</a>.</p> <p>Please note that grants are cash-limited, and there is no scope for supplementation of an award. Projects should be fully costed from the outset.</p> <p>All of the grants awarded are expected to be used for the purposes specified in the application and agreed in the award-letter.</p> <p><b>Please do not use ‘£’ signs in the amount boxes.</b></p>
<p><b>FTE Contribution*</b></p>	<p>Please state the proportion of time (FTE) to be committed to work on this award. For the Innovation Fellowships (Route B: Policy-led; Digital Society), 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. Please state in this field the proportion to be committed on this award as a figure.</p>

**PAGE 7: EQUAL OPPORTUNITIES**

<p><b>Equal Opportunities</b></p>	<p>This section is optional; however, the Academy would greatly appreciate it if you can complete the details to assist us in our diversity monitoring.</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 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>
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## PAGE 8: NOMINATED REFEREE STATEMENT

<p><b>Lead Applicant Referee Statement*</b></p>	<p>Lead Applicants are <b>required</b> to nominate one referee in total and ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® GMS well in advance of the deadline for the submission of your application.</p> <p>Please enter all the details of the referee by clicking ‘Contributors’ tab on the Application’s ‘Summary’ page. Please click on the ‘Invite’ button, enter the referee’s email addresses and then click ‘Send Invitation’.</p> <p>Nominated referee</p> <p>The nominated referee must <b>not</b> 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:</p> <ul style="list-style-type: none"><li>○ The relevance of the applicant to the Scope of the Fellowship as defined in the Scheme Guidance Notes;</li><li>○ 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;</li><li>○ The anticipated benefit and impact on the partner department’s areas of interest as expressed in the Scheme Guidance Notes on pages 4-5 and the applicant’s future policy engagement ambitions;</li><li>○ The anticipated benefit of the proposed partnership with regards to knowledge exchange between academic and non-academic environments;</li><li>○ The anticipated contributions to the British Academy’s wider policy work;</li><li>○ 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);</li><li>○ Value for money;</li><li>○ The career benefit to the Lead Applicant may also be considered at the final stage of assessment.</li></ul> <p>The statement submitted by the nominated referee should be on letterheaded paper, dated and signed by the nominated referee.</p> <p>Before listing your referee on your application form, you should seek permission from them that they are happy to provide this by the deadline. <u>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.</u></p> <p>We strongly advise that you alert your referee as early as possible to allow them enough time to provide their reference in the system. Note that the deadline shown to the referee is the deadline for the whole application to be submitted. The application needs to be approved before the same deadline, and it cannot be submitted for approval before the reference and Head of Department statement of support are submitted.</p> <p>An application cannot be considered for an award unless the proposal, reference and Head of Department statement of support have been submitted on time.</p>
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Please note that references must be provided through the British Academy Flexi-Grant® GMS, they cannot be provided as an email attachment nor sent by post in hard copy. Any references received after the deadline, or outside of the system, will not be accepted, and your application will be withdrawn from this competition.

## PAGE 9: HEAD OF DEPARTMENT STATEMENT

<b>Head of Department Statement*</b>	<p>Applicants are <b>required</b> to include a supporting statement from their Head of Department on the British Academy Flexi-Grant® GMS well in advance of the deadline for the submission of your application.</p> <p>Please enter all the details of your Head of Department by clicking ‘Contributors’ tab on the Application’s ‘Summary’ page. Please click on the ‘Invite’ button, enter the Head of Department’s email address and then click ‘Send Invitation’.</p> <p>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.</p> <p>As Head of Department, they will be expected to comment on:</p> <ul style="list-style-type: none"><li>○ Their level of support for the application and the career development benefit to be gained by the Lead Applicant if the award is made.</li><li>○ <b>N.B.</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.</li></ul> <p>The statement submitted by the Head of Department should be on letterheaded paper, dated and signed by the Head of Department.</p> <p>We strongly advise that you alert your Head of Department as early as possible to allow them enough time to provide their statement in the system. Note that the deadline shown to the Head of Department is the deadline for the whole application to be submitted. The application needs to be approved before the same deadline, and it cannot be submitted for approval before the HOD statement is submitted.</p> <p>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.</p> <p><b>An application cannot be considered for an award unless all contributions have been submitted on time.</b></p> <p>Please note that statements <u>must</u> be provided through the British Academy Flexi-Grant® GMS, they cannot be provided as an email attachment nor sent by post in hard copy. <u>Any statements received after the deadline, or outside of the system will not be accepted, and your application will be withdrawn from this competition.</u></p>
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**THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.**