**Notes for Applicants for British Academy Mid-Career Fellowship Scheme
Outline Stage 2018-19 Competition**

NOTE: PLEASE READ THESE SCHEME NOTES CAREFULLY
Any application which is incorrectly submitted will not be eligible for consideration

Aim of the Scheme

1.   The Academy intends, through this scheme, both to support outstanding individual researchers with excellent research proposals, and to promote public understanding and engagement with humanities and social sciences. The purpose of these Fellowships is, therefore, to allow successful applicants to obtain time freed from their normal teaching and administrative commitments. The time bought by the scheme should be devoted to the completion of a major piece of research, and the Academy will also look for evidence of a clear commitment to a strategy of public engagement with and communication of the results of the research during the period of the Fellowship. The scheme thus contributes to the Academy's strategic commitments to the support of ideas, individuals and intellectual resources and to public engagement. Awards will be judged both on the excellence of the research proposed and on the capacity of the applicant to communicate with a broad audience. Applicants are invited to indicate ways in which their proposed programme will contribute to advances in understanding, including public understanding, in their subject area and to the identification of appropriate strategic priorities in the social sciences and humanities. **The Fellowships are tenable for a period of not less than 6 months and not more than 12 months beginning in the autumn of 2019.**

Financial Basis of the Scheme

2.   These awards are covered under the Full Economic Costing (FEC) regime and no spending can take place outside the time-frame of the Fellowship. The Academy's contribution to the Directly Incurred expense of the Principal Investigator (the Mid-Career Fellow) will be capped at a maximum contribution of £80,000. The total value of the award, including Directly Incurred Salary, Directly Incurred Research Expenses, Directly Allocated and Indirect Costs is not expected to exceed £200,000 (at 100% FEC), of which the Academy's contribution, at 80%, will not exceed £160,000. The research expense element of the award is limited to a maximum of £10,000 at 100% (i.e. an Academy contribution of £8,000). The total Directly Incurred cost (which includes Salary Costs and any Research Expenses such as travel, accommodation and consumable items along with any research assistance) is limited to £100,000 at 100% (i.e. an Academy contribution of £80,000). **Please note that detail of the Full Economic Costing is not required for this Outline Stage of Application.**

Eligible Costs

3.   The purpose of this scheme is principally to buy out 100% of the time of the scholar awarded the Mid-Career Fellowship. Small-scale research expenses (of up to £10,000 at 100% FEC, of which the Academy will meet £8,000 at 80%) may also be requested, but the combined total of the DI Salary costs and the research expenses added together must not exceed £100,000 at 100% FEC. Funds may be sought to cover the direct expenses incurred in planning, conducting, and developing the research, including:

- Project planning and development costs (cost of travel for discussion in the UK and overseas);

- Travel and maintenance for the award-holder to conduct fieldwork, travel to archives or related project activities;
- Travel to disseminate results of the research at conferences or other public events held either in the UK or abroad;
- Costs associated with organising events, talks, conferences or presentations in the UK or abroad;
- Research assistance;
- Consumables;
- Specialist software

Funds **may not** be requested to purchase **any** items of hardware equipment, such as laptops, tablets, digital cameras, mobile phones etc; or for books or other publications.

Number of Awards
4.　It is expected that up to 35 Mid-Career Fellowships will be available to be taken up in the autumn of 2019.

Suitable Applicants
5.　The British Academy is looking particularly to support mid-career scholars. The Academy takes no account of an applicant's physical age or current status (e.g. Professor, Lecturer) in determining eligibility for these awards. Rather, these awards are intended primarily to provide opportunities for scholars who have already published works of intellectual distinction or have established a significant track record as an excellent communicator and 'champion' in their field, and who would normally be within **no more than 15 years from the award of their doctorate**. In considering eligibility, the Academy will make due allowance for applicants who have had career breaks; and for established scholars who do not have doctorates, who should be within fifteen years of their first academic appointment.

6.　The aim of the Fellowship is to support outstanding individual researchers and outstanding communicators who will promote public engagement and understanding of the humanities and social sciences. Applicants will be asked in their proposal to set out specific plans for the dissemination of their research to a broad audience, in addition to publication in the usual academic press and journals.

Suitable Fields
7.　Applicants for the Mid-Career Fellowships should be intending to pursue – or, in the case of those applying to support a programme of communication, have pursued – original, independent research in any field of study within the humanities or social sciences. The Academy will take into account the aim of providing support for areas in which there are specific vulnerabilities within the humanities and social sciences. All applicants are invited to state how they see their particular programme, whether directly meeting current challenges or not, contributing to the identification of future priorities and challenges. To amplify this final point, the Academy does not set thematic priorities to which all applicants are expected to relate their proposal. Rather the onus is on the individual to indicate if, and how, their research will contribute to meeting national challenges. The primary factor in assessing applications will remain the excellence of the proposal.

8.　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.

Relationship of these awards to other schemes offered by the British Academy
9.　Applicants should note that the Fellowship will provide only limited research expenses to the successful candidates. The principle applied by the Academy is no duplication of funding for the same purpose. Intending applicants for the Mid-Career Fellowship are **not**

eligible to apply to the BA/Leverhulme Senior Research Fellowship scheme at the same time. They may submit an application for support under the BA/Leverhulme Small Research Grant, but the Academy will take due notice of any duplication of purpose in any offer of award.

Resubmission of the same proposal may be made once in the Mid-Career Fellowship scheme. An applicant is eligible to re-apply with a revised or different proposal so long as they meet the eligibility criteria.

Previous Mid-Career Fellowship holders are not permitted to submit another application to this scheme.

Application and assessment procedures

10.   The British Academy uses a two-stage application process. In this first Outline Stage, **for which the deadline for application approval by your employing institution is 5pm (BST) 19 September 2018**, applicants are invited to supply information about their current academic commitments, publications, and research proposal. Applications at this stage are not expected to provide detailed costings, and institutions are asked simply to approve the application to indicate awareness of it, and agreement that, in the event of the British Academy inviting a second-stage submission, the institution will then (**in January 2019**) provide full financial details of the Full Economic Costing and research expenses. The Second-Stage Application will also provide the opportunity for the applicant to update any aspect of their proposal, if applicable, (and to explain the reasons), along with updating their publication record if necessary, **but there must be no significant change from the original Outline Stage application, as any change will result in conflict with the statement provided by your referee.** Please note that no reference is required for a Second-Stage application as the original reference is presented to the awarding Committee.

11.   For the Outline Stage, applicants are required to nominate one referee **(from outside their own employing institution)** and ensure that the supporting statement from their chosen referee is submitted on the British Academy Flexi-Grant® Grant Management System (GMS) as early as possible, to allow enough time for applicants to meet any internal deadlines set by their employing institution. **The deadline for employing institutions to approve applications and submit them to the British Academy is 5pm (BST) 19 September 2018 – and this deadline is final as no late applications can be accepted. The reference must be submitted before the application can be approved. Any application without a supporting reference will not be able to be submitted.** Your referee must be drawn from outside your own employing institution, and before listing your referee on your application form you should seek permission that they are happy to provide this. **It is essential that you enter the correct email address for your referee otherwise your referee will not receive the automated messages delivered from the British Academy Flexi-Grant® GMS. If your referee has more than one email address you must check which address they are using to ensure they can access your application. 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 and to allow for any unexpected delays. Please note that references must be provided through the GMS, they cannot be provided as an email attachment nor sent by post in hard copy.**

12.   There is likely to be strong competition for the available awards. Initial assessment of applications is made by one or more disciplinary committees, whose comments and recommendations are considered by the Research Awards Committee which makes the final decision on the Fellowships to be offered. Specific advice may also be sought from expert communicators. There are no interviews prior to offers being made. The result of the

Outline Stage of the competition is expected to be either an offer to submit a Second-Stage application or notification that the application has been unsuccessful.

13.   Applicants may wish to note that the following summary is given to assessors to form the basis of their judgements on the applications submitted:

(a)   Is the applicant at an appropriate career stage, usually <u>within 15 years</u> of the award of a doctorate, with due allowance for career breaks? Has the applicant already published work of intellectual distinction?
(b)   Is the proposal of outstanding academic merit?
(c)   Is the applicant's proposed communication strategy well thought out and likely to contribute strongly to the public engagement aim of the scheme?

14.   Please note that academic merit and the focus on communication are the primary bases on which assessment will be made and may be judged together.

15.   Assessors will evaluate the proposal taking into account the following criteria as appropriate to the aims of the scheme: its originality, its relationship to, and the volume of, research already done in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, its timeliness, the communication plan and the public benefit of the intended outcomes. Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective. Assessors will also evaluate the ability of the applicant to undertake the proposal, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may also be taken into account in assessing the current proposal.

Code of Practice
16.   The Academy has a Code of Practice for assessing applications, setting out the principles of equity, integrity and confidentiality governing the treatment of all applications for funding. The Code of Practice also covers Data Protection, the Academy's ethics policy and the appeals procedure. The Code of Practice may be viewed on the Academy's website at http://www.britac.ac.uk/node/4120 **Feedback is not a feature of the Mid-Career Fellowships scheme**, and the Academy is, regretfully, unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. **Please note** that by applying in this scheme, applicants undertake to accept the terms under which applications are assessed.

Application Information
17. Applications can only be submitted online using the British Academy Flexi-Grant® Grant Management System (GMS) via (https://britishacademy.flexigrant.com/). If you have not previously registered in the British Academy's Flexi-Grant® GMS, please follow the registration process by logging on to: https://britishacademy.flexigrant.com/   Applications cannot be submitted on paper or in any other format.

18.   Applicants should be aware that this 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 particular 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 represents a personal record of your account in the system and will help to populate the contact details in any

application form you complete. It is useful if this information is kept up to date, but it is not essential to the progress of an application.

• *Automatic log-out:* You are strongly advised to save your work regularly to prevent accidental loss of text. In particular, you should be aware that if the system does not detect any activity for 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 text box to avoid being timed out in this way.

• *Multiple sessions:* You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost. Only one user should edit an application at a time, otherwise changes might be lost.

• *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.

• *Uploading PDF documents:* When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is (e.g. CV or list of publications). Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your application in black and white. Each PDF cannot exceed 3 Mb in size.

• *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 complete your application as early as possible to allow enough time for your nominated referee to provide their reference in the system and to allow your institution enough time to approve your application before the closing date.** You should also check whether your institution has their own internal deadlines.

• *Application sharing:* All applications must be started by the applicant who is to be the Principal Investigator (PI) on the award. You can invite other contributors to join the application (e.g. Finance Office contact etc.), but in order to do so your contributor will need to be registered in the British Academy's Flexi-Grant® system first. You will need to ensure you have their registered email address to invite them to participate in your application. You can let other British Academy GMS users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and see your application and depending on permissions, amend 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' on page 13), **but you must then resubmit it again before the deadline of 5pm (BST) 19 September 2018 (and allow your institution sufficient time to approve it) as the Flexi-Grant system will automatically switch off at that point, therefore, any application that cannot be resubmitted by the applicant in time should not be returned to them as late applications cannot be accepted.**

• *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, applicants are advised to first read the FAQ section (at the end of these notes) and if further clarification is needed, then to contact the Research Funding Office at the British Academy. The contact details are on page 14.

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

WORD LIMITS APPLY TO PLAIN TEXT ONLY. PAGE LIMITS APPLY TO PDFs ONLY

All FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY AND YOU WILL NOT BE ABLE TO SUBMIT YOUR APPLICATION IF THESE FIELDS ARE NOT COMPLETED

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

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 criteria
> Page 2: Applicant details
> Page 3: Applicant Career Summary
> Page 4: Research Proposal
> Page 5: Nominated Referee
> Page 6: Equal Opportunities

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 on its completion. A red asterisk (*) indicates which questions are mandatory and therefore must be complete before the application can be submitted. **Please read the guidance notes carefully before completing the form.**

SUMMARY

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.

PAGE 1: ELIGIBILITY CRITERIA

Eligibility criteria	Please confirm that you meet the eligibility criteria as stated on page 2 of these guidance notes. On this page you will start to answer

	questions about your eligibility.
Primary and Secondary Subjects	Your application must be relevant to the Humanities and/or Social Sciences and you will need to select the most relevant subject areas and fields from the drop-down list.
Time Period, Audiences, Regional Interests	These fields provide the opportunity to give further indications of the relevance of your subject area. They are optional fields.
Employing Organisation **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 provide their approval by the closing date.**	Please enter the organisation at which you are employed. The majority of appropriate establishments are registered in the system. **If your proposed organisation is not there, however, please contact the institution's research support services, or equivalent department, and ask them to provide the Research Funding Office at the British Academy with contact details of an appropriate person in the organisation to act as an approver on its behalf.** All applications must be approved by the host organisation authorities e.g. research office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received. **It is recommended that you allow at least five working days for this process. Once they have checked your application they will contact you if any changes are required. Please note, if changes need to be made these must be done before the deadline otherwise you will not be able to 'resubmit' your application.**

PAGE 2: APPLICANT DETAILS

Lead Applicant Contact Details	Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application. 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.
Nationality	Please state your nationality. Up to 3 choices may be selected.

PAGE 3: APPLICANT CAREER SUMMARY

Statement of qualifications and career	Please give details of up to 4 relevant appointments and qualifications, in particular the award of the PhD, **in reverse chronological**

	order. A brief CV should be uploaded as a PDF document in the later field 'curriculum vitae'.
Curriculum Vitae	The curriculum vitae should be uploaded <u>as a PDF file</u>. It should be kept brief and it will not be necessary to include details of research grants held, prizes/awards won, conferences attended or external examining.
Publications, Unpublished Research	Please list principal publications to date **in reverse chronological order** under publications. In the case of planned, unpublished research, 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.
Present Appointment, Employing Institution and Present Department	Please give details of your current appointment. Applicants must be employed in an established academic post (in which they have teaching or related commitments) from which they need to be relieved in order to concentrate on this award.
PhD confirmation	**Applicants working towards a PhD or awaiting the outcome of their viva/submission of corrections are not eligible to apply.** Please answer 'yes' if you have been awarded a PhD, and 'No' if you do not hold a PhD but have suitable equivalent experience (and explain this in the field below under personal statement). If you do not have a PhD, but are employed as a Lecturer etc., you are still eligible to apply as long as you are within fifteen years of your first academic appointment.
Personal statement	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, particularly in the case of applicants who were awarded a doctorate more than 15 years ago, or the effect of working on a part-time contract may be relevant. This field can also be used to explain eligibility for applicants who do not possess a PhD. This is an optional field and the limit is 150 words.
Next period of research leave; dates of research leave in the last five years; standard sabbatical arrangements; current commitments	These fields call for details of the next period of research leave already granted, research leave already enjoyed in the recent past (sabbatical leave, unpaid leave and leave resulting from other research awards) as well as the normal leave entitlement offered by the applicant's employing institution; and information about current teaching (including numbers of PhD students supervised), administrative and publication commitments, giving a clear indication of those from which the applicant would not be able to be released in

	order to work on the proposed programme. Details of current teaching and administrative load should specify undergraduate and postgraduate courses taught, numbers of MA (or equivalent) and doctoral students supervised, and specific offices giving rise to administrative and other duties.
Previous support	An application may not be eligible for consideration if there is a report outstanding on any previous award from the Academy to the applicant. Failure to follow this guidance may result in your application being withdrawn from this round of competition. Please give details of any applications submitted to the British Academy within the last five years. **Please note that a full report and statement of expenditure for any previous grant must be submitted,** before further funding can be considered.

PAGE 4: RESEARCH PROPOSAL

Subject Area	Please select the Subject Area from the drop-down menu that is most relevant to this proposal.
Subject	Please select a Subject from the drop-down menu. This can only be done once the 'Subject Area' has been selected.
Title of Research Proposal	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.
Abstract	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.
Proposed programme/plan of action	Under 'Proposed Programme', please give a detailed description of the proposed programme of research and communication and public engagement, including methodology. Applicants should be aware of the importance that assessors place on the viability, specificity and originality of the programme and of its achievability within the timescale, which should be specified under Plan of Action. Applicants should keep in mind the timescale of the award (not less than 6 months and not more than 12 months) and propose a plan of action that is achievable. Both are mandatory fields and the limits are 1500 words for the proposed programme and 800 words for the plan of action.

Planned research outputs/ Plans for publication/dissemination	Please indicate in the 'Planned research outputs' field what the expected output(s) from your programme might be. As appropriate, these might include monograph, journal article(s), report(s), guidance notes, training plan(s), book chapter(s), digital resources, other (please specify). This is a mandatory field and the limit is 300 words. Under Plans for publication/dissemination, give more detail about plans for publication, and **in a separate paragraph,** state in more detail what plans you have for public engagement, noting the emphasis placed by the Academy on communication of findings to a broad audience. This is a mandatory field and the limit is 500 words. It is a condition of award that digital resources created as a result of awards funded by the British 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. The Academy attaches importance to the dissemination of research, and assessors will take into account how far the intentions for publication or other dissemination have been developed.
Start date/End date/Duration	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. **Fellowships must be taken up between 1 September 2019 and 1 January 2020.**
Overseas travel - Country, Institution	If your proposal will involve travel abroad, please indicate up to 3 countries to be visited during the Fellowship, and any specific institution(s) to be visited or with which you will be collaborating.
Support of British International Research Institute Required/Granted	This field not only refers to support that might be sought from British International Research Institutes, but to all appropriate links with them. The British Academy sponsors the British Institute at Ankara, British Institute in Eastern Africa, British Institute of Persian Studies, British School at Athens, British School at Rome, Council for British Research in the Levant and Society for Libyan Studies.

	All applicants with research interests in these parts of the world are invited to consider making approaches to the relevant School or Institute. More information can be found on the Academy's website at: http://www.britac.ac.uk/british-international-research-institutes If your proposal is relevant, please indicate in this field in what ways your programme could benefit from, or contribute to, the work or life of the relevant Institute. This is an optional field, and the limit is 700 words.
Endangered or Emerging Subject Areas	Applicants for the Mid-Career Fellowship should be intending to pursue original, independent research in any field of study within the humanities or social sciences. There are no quotas for individual subject areas and no thematic priorities. All applicants are invited to state how they see their particular programme, whether directly meeting current national challenges or not, contributing to the identification of future priorities and challenges. To amplify this final point, the Academy does not set thematic priorities to which all applicants are expected to relate their proposal. Rather the onus is on the individual to indicate if, and how, their research will contribute to meeting national challenges. The primary factor in assessing applications will remain the excellence of the proposal. This is a mandatory field and the limit is 300 words.
Language Competence	The Academy expects that applicants will have any language skills necessary to conduct the programme. If relevant, please state the level of language competence of the applicant and other participants, or otherwise explain how the objectives of the programme will be met.
Ethical Issues	It is expected that most ethical issues will be covered by standard codes of practice. It is only necessary to indicate here in detail any non-standard issues. Please note the Academy's ethics policy described in the Code of Practice. Approval to undertake the proposal must be granted by the relevant authority before any work requiring approval begins.

FINANCIAL DETAILS

Financial Details/ Justification	Please note that the British Academy does not require the financial details at the Outline Stage, although the institution may have internal requirements for this to be calculated now before an Outline Stage application is submitted. **There is no financial details page on the Outline Stage application form.**

	Please remember that the purpose of the scheme is to buy out 100% of the time of the applicant and that the combined total of the DI Salary costs added together with the DI Research Expenses costs cannot exceed £100,000 at 100% FEC.

PAGE 5: NOMINATED REFEREE

Referee	**Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy GMS in good time before the deadline. Please note that the reference must be received before you can formally submit the application for approval, and you are strongly advised to ensure that your referee submits the reference <u>well in advance</u> of the final deadline for this round of competition, which is 5pm (BST) on 19 September 2018.** *<u>Please note this deadline is the final approving deadline.</u>*

Your referee should be familiar with your project and able to comment on its significance and feasibility, and on your abilities. The reference may be supplied by a scholar based outside the UK if you wish. **Your referee <u>MUST</u> be drawn from outside your own employing institution.**

Before listing your referee on your application form, you should seek permission from them that they are happy to provide this <u>before</u> the deadline. **It is essential that you enter the correct email address for your referee (*especially if they are using more than one email address*) otherwise your referee will not receive the automated messages delivered from the British Academy GMS.**

We strongly advise that you submit your application as early as possible to allow your referee enough time to provide their reference in the system.

An application cannot be considered unless the reference has been submitted on time. **Please note that references <u>must</u> be provided through the British Academy GMS, they cannot be provided as an email attachment nor sent by post in hard copy.** |

PAGE 6: EQUAL OPPORTUNITIES

Equal opportunities (including gender, age, date of birth, ethnic origin and disability)	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.
Date of birth	To select a date in the past 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.

<p style="text-align: center; color: red;">THE ACADEMY WILL ONLY PROCESS APPLICATIONS THAT HAVE BEEN APPROVED AND SUBMITTED CORRECTLY</p>

Submission of application

Once you have submitted your application for approval by your employing organisation, automatic emails will be sent to your employing organisation's approver asking them to log on to the system. You will not be able to edit your application after it has been submitted for approval. The organisation approver will either: i) approve and submit your application, ii) 'send back' your application and contact you to request modifications, or iii) 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 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 institution as their internal timetables may require earlier submission.

If your employing organisation approver requests modifications through the British Academy GMS email facility, they can unlock your application, allowing you to edit it. They can do this by selecting 'Return to Applicant'. An automatic e-mail will be sent to you alerting you of this fact. Once you have completed and saved the requested changes, **please re-submit your application** for approval by your organisation *before* the deadline and allow enough time for approval to be given.

Once your 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, organisation approvers cannot approve applications and submit them to the British Academy and unapproved applications are removed from consideration. **No late applications can be accepted.**

It is recommended that you check that your application is submitted in time. To see the details of the organisation approver and to check the status of your application, you should log into the British Academy GMS and click on the link to the Application Portal where a summary of your application will be displayed.

Assessment criteria: Applicants may wish to note that the following summary is given to selectors to form the basis of their judgements on the applications submitted:

(a)   Is the applicant at an appropriate career stage, usually within 15 years of the award of a doctorate, with due allowance for career breaks? Has the applicant already published work of intellectual distinction?

(b)   Is the proposal of outstanding academic merit?

(c)   Is the applicant's proposed communication strategy well thought out and likely to contribute strongly to the public engagement aim of the scheme?

Please note that academic merit and the focus on communication are the primary bases on which assessment will be made and may be judged together.

Assessors will evaluate the proposal taking into account the following criteria as appropriate to the aims of the scheme: its originality, its relationship to, and the volume of, research already done in the field, the scholarly importance of the research proposed, the suitability of the methodology, the feasibility of the research programme, its timeliness, the communication plan and the public benefit of the intended outcomes. Assessors may take into account evidence of language competence where the understanding of material in a foreign language is crucial to the achievement of the research objective. Assessors will also evaluate the ability of the applicant to undertake the proposal, taking into account their track record in terms of publication, their academic age and stage of career. Backlogs of publication (including any reasons given by applicants) may also be taken into account in assessing the current proposal.

Outcome of application
Once your completed application has been submitted, and once it has been approved by your employing institution, you will not be contacted again by the British Academy until the Outline Stage decisions have been made (**around mid-December 2018**). You will not be required to do anything further in the GMS system. You can track the progress of your application by clicking on the link to the Application Portal where a summary of your application will be displayed. Please note that the eligibility stage is an internal British Academy process and you do not need to do anything for this. Applicants will be notified of the outcome of their application approximately **three months after** the closing date by email to the email contact address given on their application form.

Applicants in any doubt about their eligibility or any other aspect of their application are advised to first read the FAQ section (at the end of these notes) and if further clarification is needed, then to contact the Research Funding Office at the British Academy.

The British Academy	Tel: 020 7969 5217
Research Funding Office	Email: grants@britac.ac.uk
10-11 Carlton House Terrace	
London SW1Y 5AH	

Important Dates:
Final deadline for Outline Stage applications: **Wednesday 19 September 2018 (5pm BST)**
Please note: This deadline is the official deadline for employing institutions to submit applications to the British Academy. Applicants are advised to check with their Research Office (or relevant department) whether internal deadlines have been set by their own institution.

Results of Outline Stage announced via email to address the applicant gave on the application form: *before* **24 December 2018.**

Frequently Asked Questions: Mid-Career Fellowship

I am a mid-career scholar but notice that applicants should 'normally be within no more than 15 years from the award of their doctorate'. I received my doctorate more than 15 years ago - would I still be eligible for consideration?

You are not directly eligible within the terms we have set, but a case could certainly be considered by the assessors. If your doctorate was awarded more than 15 years ago and your career has been interrupted, for example for illness or maternity/paternity leave, we will consider your case sympathetically. If you want to go ahead and apply, please do so, but in the personal statement you would need to set out the case for exemption to be given, referring, for example, not only to the periods of interruption, such as for maternity/paternity leave, but to the subsequent impact of having young children to care for as well.

For an applicant to the MCF scheme who has no other claims for career breaks, maternity/paternity leave etc. is the 15 years postdoc experience an 'absolute' or an 'approximately' and does the 15 years period apply at the application date or the start of the Fellowship?

We don't propose to count dates very strictly, so someone whose doctorate was awarded up to or around 15 years would be fine. The 15 years limit is counted back from the closing date of the round (**19 September 2018**). If applicants are very clearly outside the target range that we have used to define mid-career and have no good reason for exemption, they would not be considered a high priority and therefore would be unlikely to be supported. We would suggest they look at the British Academy/Leverhulme Senior Research Fellowship scheme (opening on 10 October 2018). This scheme has no limitation on when the doctorate was awarded and is a fixed 12 months replacement teaching Fellowship only, with no research costs built in.

I'm a mid-career scholar in an established post at a UK institution but I do not have a doctorate. Am I eligible to apply for a Mid-Career Fellowship?

If you are able to make a case that your career experience is equivalent to that of a PhD (i.e. publication record etc.), you are in an established academic post at a UK institution, and you are within fifteen years of your first academic appointment then you will be eligible to apply. However, we recommend that you make reference to this under the 'Personal Statement' part of application form so that the assessors are fully informed.

I am employed at my university on a part-time contract – am I eligible to apply for a Mid-Career Fellowship or are only full-time scholars eligible?

Applications are accepted from scholars currently employed on both full and part-time contracts (i.e. anything less than 1.0 FTE). As the scheme is designed to buy out the <u>whole</u> of the Fellowship holder's research time, any award will cover the entirety of the salary costs of any part-time contract. In other words, if you are employed for 20 hours a week then the Fellowship would buy out the 20 hours a week. However, we strongly recommend that applicants on part-time contracts make a case in the personal statement section as to why their need to be freed from their commitments is as great as someone who is on a full-time contract as it would be helpful to the assessors to know how the remainder of their time is spent.

I am on a full-time contract, but have other commitments outside of my time allocated for research - am I, for example, able to hold a 6 months Mid-Career Fellowship but then pro-rata this part-time over 12 months?

It would not be a high priority to support someone whose time was not being _fully_ devoted to the Mid-Career Fellowship. The intention is to buy the time of the scholar appointed to one of these Fellowships fully out of their normal teaching and administrative commitments, in order to allow

them to be free to concentrate on the research for which the Mid-Career Fellowship is being awarded, but we understand that there will always be some duties – PhD supervision is the most usual example – from which this is not possible. There is space on the application form to describe those commitments from which an applicant cannot be relieved.

I am on a full-time contract but only wish to dedicate and charge part of my time to the Fellowship. Can the overall cost of the award be shared with funding from another body on a part-time basis?

As above, we would not consider it a high priority to support a candidate whose time is not wholly devoted to the Fellowship. Only exceptionally could a case be made for an applicant on a full-time contract to choose to work part time and have time shared with funding from another body. In this instance, a very strong argument would need to be made to outline the feasibility of completing the research proposed in the related timescale. In these circumstances, an applicant would also need to be careful in costing the award in order not to count their time twice – funding cannot be provided for this on an FEC basis when it is already covered by another FEC award.

If a member of staff is on a fixed term contract which covers the proposed period of the fellowship, would such a person be eligible to apply for the scheme?

Yes. It is essential, however, that the period of the contract covers the whole proposed period of the Fellowship. The purpose of the scheme is to allow successful applicants to obtain time freed from their normal teaching and administrative commitments. If the member of staff's current contract ends during the proposed Fellowship period, or before it starts, but there is a commitment from the University to renew the contract, then also, yes, the applicant would be eligible.

Is the salary element of the Mid-Career Fellowship funding intended for the award holder or for teaching replacement?

The basis of the Mid-Career Fellowship is that the Fellowship is offered on the Full Economic Costing model, under which costs are calculated on the basis of the salary of the Mid-Career Fellows themselves. In agreeing to support the award, the institution is agreeing to enable the Mid-Career Fellow to have the time to concentrate on the programme of research and communication set out in the original application, save for those commitments declared on the form from which it is not possible to be relieved (usually PhD supervision). How the institution uses the money awarded for the Fellowship is up to it – we are not paying specifically for a replacement so cannot insist on a full-time teaching replacement being appointed, but it would be good if an opportunity, albeit a short-term one, was opened up for an early career appointment as a result. All the Academy needs to be assured about at the end of the Fellowship is that the programme of research and communication has been carried out as planned, and that teaching and other commitments did not get in the way.

The notes for this scheme mention that there is a budget of £8000 for research expenses – can this funding also be used for public engagement activities?

Yes, if by that you mean organising events, talks, conferences, presentations and so on.

I understand that the research expenses can cover a wide range of possible types of expenditure, but since this is capped at £8000 it will be difficult to finance all these costs under that heading. Is there perhaps another heading for research expenses? Are there separate categories for travel and accommodation?

The main purpose of the Mid-Career Fellowship is to buy out the time of the applicant from their normal university commitments – it is not designed to provide more general financial support for a research project – it is, after all, a Fellowship and not a Research Grant. It is correct that some

research expenses can be asked for under the Fellowship, but this is capped at a maximum of £8000 (at 80% FEC), and there is no other capacity for increasing this as part of this award. The funds are designed to help support the Fellowship-holder and can include research assistance costs if necessary.

The funding being applied for is to allow time for the writing up of extensive fieldwork, rather than to carry out further research or undertake a programme of communication activity. Through the writing up, it is the intention that various publications arise and there will be opportunity for ongoing communication with existing stakeholders and potentially develop new links with other interested parties, so a programme of communication/dissemination is planned, but the driver for the Fellowship is to have the opportunity thoroughly to interrogate the raw data for a focused period. Is such a focus appropriate for a Fellowship application?

This focus is fine - but we would also stress that the scheme places a strong emphasis on a programme of communication activity. In order for a good application to be presented to our assessors this factor should be taken into consideration.

I have applied for a Mid-Career Fellowship, but I will be taking up a new post at another institution shortly. Are these Fellowships transferrable, and if I was offered a Fellowship could I take it with me?

Yes, these Fellowships are transferrable and if your application is successful then we will advise you on what you need to do in order to take the Fellowship with you to your new institution.

I am currently a Principal (or Co-Investigator) on another British Academy grant. Am I eligible to apply?

The principle applied by the Academy is no duplication of funding for the same purpose. Applicants currently holding a BA/Leverhulme Small Research Grant (if not for this purpose) are eligible to apply. However, as the Mid-Career Fellowship buys out the Fellowship-holder's time 100%, any existing award must be completed, and a final report submitted, before the Mid-Career Fellowship can be taken up. The Fellowship demands 100% of the time of the Fellowship-holder therefore it would leave no capacity to undertake separate research.

Am I eligible to submit applications to more than one Academy scheme at the same time?

As above, the principle applied by the Academy is no duplication of funding for the same purpose. Intending applicants for the Mid-Career Fellowship scheme are not eligible to apply to the BA/Leverhulme Senior Research Fellowship scheme at the same time.

Individuals may submit an application for support under the BA/Leverhulme Small Research Grant (if not for this purpose) but the Academy will take due notice of any duplication of purpose in any offer of award.

Though simultaneous applications can be made to both schemes, it is not possible for an application to be successful in both the Mid-Career Fellowship scheme and the BA/Leverhulme Small Research Grant scheme as the Fellowship already includes funding for research expenses.

Please note - It is also not possible for a candidate to apply for a Mid-Career Fellowship at the same time as the BA/Leverhulme Small Research Grant scheme if the Small Research Grant application relates to an entirely separate research project. This is because the Mid-Career Fellowship is designed to buy out 100% of an award-holder's time, leaving no capacity to undertake separate research.

I was unsuccessful in applying to the Academy in a previous round. Are resubmissions accepted?

Yes, resubmission of the same proposal may be made **once** in the Mid-Career Fellowship scheme. An applicant is eligible to re-apply with a revised or different proposal so long as they still meet the eligibility criteria.

I received a Mid-Career Fellowship from the Academy previously – can I apply again as I'm still within 15 years of my doctorate?

No, previous Mid-Career Fellowship holders are not permitted to submit another application to this scheme.

The 'Notes for Applicants' state that the Fellowship is to begin in the 'autumn of 2019'. Is there a specific date when the Fellowship must start - or can the start date be delayed?

The earliest date the Fellowship can be taken up is 1 September 2019 – and the latest start date permitted is 1 January 2020. If the Fellowship cannot be taken up on a date within this time-frame, then regrettably the offer would have to be declined.

I see from the 'Notes for Applicants' that I would not be eligible to be considered for a Mid-Career Fellowship if I haven't submitted my report and financial statement on the award I am currently holding. What is the deadline for receiving the report and FES on my current award so that my Mid-Career Fellowship application can proceed?

The Mid-Career Fellowship scheme is a two-stage application process with the result of the Outline-Stage being announced before 24 December 2018.

If you are invited to the Second-Stage for the closing date of 16 January 2019, then you must submit the final report and FES on your current award to the Academy no later than 28 February 2019. The awarding Committee will meet in March 2019 and an existing award must be closed before any decision could be made to offer you a Fellowship.

When I apply for funding through any of the awards offered by the British Academy, can I include in the application the cost of APCs (Article Processing Charges) to enable any articles that may arise from the research to be published in learned journals that offer a 'Gold' open access option?

No. Currently the Academy's position is that costs of publication are not eligible costs.

Does the Academy require the outputs of the research it funds to be made available in any open access format?

No, this is not currently a stipulation of any Academy award.