



## Notes for Applicants of the British Academy Postdoctoral Fellowship Outline Stage 2017-18 Competition

### **PLEASE READ THESE SCHEME NOTES CAREFULLY**

Any application which is incorrectly submitted will be ineligible for award

#### **Aim of the Scheme**

The British Academy's aim in making these awards is to offer opportunities for outstanding early career researchers to strengthen their experience of research and teaching in a university environment which will develop their curriculum vitae and improve their prospects of obtaining permanent lecturing posts by the end of the Fellowship. The primary emphasis is on completion of a significant piece of publishable research, which will be assisted by full membership of an academic community of established scholars working in similar fields. The Fellowships will be tenable for three years from autumn 2018 in a United Kingdom university or other higher education institution, and are not renewable.

#### **Number of Awards**

It is expected that up to 45 Postdoctoral Fellowships in the humanities and social sciences will be available to be taken up in the autumn of 2018. These awards are extremely competitive and the success rate in recent years has not exceeded 10%. The Academy normally receives hundreds of applications for the available funding.

#### **Suitable Subjects for Award**

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

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

#### **Responsibilities of fellows**

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

## Financial Basis of the Scheme

Fellows will be employees of the institution in which they hold their award, and subject to the terms and conditions of employment of that institution. This scheme is covered under the Full Economic Costing (FEC) regime. Currently, the Academy will fund 80% of the salary costs, directly allocated and indirect costs under FEC, and 100% of the research expenses claimed within an upper limit, currently £6,000 over three years. The initial salary will be expected to be commensurate with the early career stage of the applicants, normally equivalent to posts with similar duties and levels of responsibility within the host institution's pay framework. **Please note that detail of the Full Economic Costing is not required by the Academy for this Outline Stage of Application.**

## Timetable of the 2017-18 competition

The British Academy uses a two-stage application process. In this first outline stage, applicants are invited to supply information about their past academic experience, publications, and research proposal. Applications at this stage are not expected to include costings, and institutions are asked simply to approve the application to indicate awareness of it, and agreement that, in the event of the British Academy inviting a second-stage submission, the institution will then (in February 2018) provide a fuller Head of Department Statement, together with full financial details of the Full Economic Costing and research expenses.

Outline Stage Competition Opens	23 August 2017
Outline Stage Applicant Deadline (please note that the self-nominated reference must be received before the application can be submitted)	18 October 2017
Outline Stage Approver Deadline	19 October 2017
Applicants notified via e-mail of outcome of Outline	By late January 2018

## Eligibility

Eligible applicants will be expected to have some association with the UK academic community, and to be at an early career stage, (in possession of a doctoral degree by 1 April 2018), not already holding, nor having held, a permanent university post. Further information about these requirements is given below but anyone in doubt about their eligibility or any other aspect of their proposed application is advised to consult the British Academy before completing their application.

**NB Please note that the British Academy has a resubmission policy for the Postdoctoral Fellowship scheme. The presumption is that previously unsuccessful applicants will only be considered if they previously reached the second stage of the competition, and are still otherwise within the eligibility criteria.**

Previously unsuccessful applicants will only be able to submit another application to this scheme if they have been advised formally of their eligibility to do so by the British Academy.

When considering the possibility of submitting an application for the first time, therefore, all candidates planning on applying to the 2017-18 Postdoctoral Fellowship competition should think about whether they, and their proposed project, are at a sufficiently advanced stage to be submitted to such a highly competitive scheme.

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

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

There are three particular groups of people who are directly eligible: British citizens; anyone of whatever nationality who has obtained (or expects to have obtained by 1 April 2018) a doctorate from a UK university; and EEA (European Economic Area) nationals (regardless of whether or not they have a UK doctorate). It is unlikely that anyone who does not fall into one of these categories will be accepted as eligible, but an applicant not otherwise meeting these conditions who can, nevertheless, demonstrate a strong prior association with the UK academic community, may be considered.

### **b) Early Career Status**

The British Academy has no age criterion for these awards. No account will be taken by the selectors of an applicant's physical age. Instead, eligible applicants are expected to be at an early stage of their career. Early career is defined as being within a three-year period from the award of a doctorate. The three-year period extends from 1 April 2015 to 1 April 2018 and is taken from the date of the viva voce examination, not the date of graduation. Where there are good reasons, exemption from this criterion may be granted provided the applicant can demonstrate that they have a reasonable period in an academic career ahead of them. Good reasons would be likely to include interruption to an academic career after the date of the viva voce examination for maternity leave, illness, family commitments etc.

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

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

### **Proposed Institution**

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

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

The Academy is open to proposals where the full range of career development may be led by one host organisation, but delivered in partnership with others – for example, in a research-based organisation, where teaching experience might be gained in a partner organisation, or where an applicant works in a centre which is part of an established inter-university collaboration and is directly associated therefore with more than one organisation. Payment of the funding awarded will

continue to be made to the lead organisation only, but the Academy will expect a clear statement about the arrangements for the sharing of the funding, to reflect the relative involvement of each partner in any collaboration, to be included in the financial details justification section of the application at the second stage of the assessment process.

Applicants are encouraged to consider moving to a different institution for the Postdoctoral Fellowship from that at which the doctorate was undertaken, but there is no requirement to do so, where there is a strong case to remain in the same institution. The British Academy's grants management system requires that the relevant approver on behalf of the institution approves the application to confirm that the institution is aware of the application, and agrees, in the event of the Academy inviting a second-stage submission, to provide further information, including the Full Economic Costing of the application. It may be necessary for institutions to have plenty of notice of the intention to submit an application, and they may well have internal deadlines ahead of the Academy's deadline for submission. Contact with the proposed institution at the earliest possible opportunity is very strongly recommended.

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

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

### **The selection process**

As indicated above, there is likely to be strong competition for the available awards. Initial assessment of applications is made by subject specialist assessors. Decisions on these outline applications will be communicated to all applicants by the end of January 2018.

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

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

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

At the end of January 2018, the British Academy expects to invite submission of second-stage applications from a smaller number of applicants, probably no more than 15–20% of the original field. The second-stage application will include an opportunity for the applicant to update information on their proposal, publications and academic experience, and will require the submission of an example of written work, such as a published article, submitted article or extract from a doctoral thesis. The second-stage submission will then be considered by specially appointed Selection Panels. Recommendations are then placed before the Academy's Research Awards Committee, which will meet in May 2018. All applicants invited to submit second-stage applications will hear the result of that stage in May. The prospective host institution will be asked to give its consent before the award is confirmed.

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

- **Personal details:** When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. This 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 information.** 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 relevant 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.
- **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. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Please note we will only print your applications in black and white. Each PDF cannot exceed 3 Mb in size.
- **Email addresses:** The 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 submit 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.**

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

**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**

**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: Lead Applicant details
- Page 3: Lead Applicant Career Summary
- Page 4: Research Proposal
- Page 5: Equal Opportunities
- Page 6: Nominated Referee

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. 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

<p><b>Summary table</b></p>	<p>When your application form is complete, all sections on this summary table will be marked as 'Complete'. The <b>'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.</p>
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## PAGE 1: ELIGIBILITY

<p><b>Eligibility criteria*</b></p>	<p>Please confirm that you meet the eligibility criteria as stated on pages 2-3 of these guidance notes. On this page you will start to answer questions about your eligibility.</p>
<p><b>Primary and Secondary Subjects</b></p>	<p>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</p>
<p><b>Time Period, Audiences, Regional Interests</b></p>	<p>These fields provide the opportunity to give further indications of the relevance of your subject area. They are optional fields.</p>
<p><b>Employing Organisation</b>  <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 provide their approval by the closing date.</b></p>	<p>Please enter the organization at which you wish to be based.</p> <p>Please select your proposed host organisation (where the Postdoctoral Fellowship will be based). The majority of appropriate establishments are registered in the system. <b>If your proposed organisation is not there, however, please contact the institution's research support services, or equivalent, and ask them to provide the Research Awards Department with contact details of an appropriate person in the organisation to act as an approver on its behalf.</b></p> <p>All applications must be approved by the host organization authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it. They will be asked to provide approval and then submit the application to the British Academy. It is strongly recommended that the applicant maintains an open dialogue with the approving department at the host institution as the British Academy cannot be held responsible for emails being caught in spam filters or not being received.</p> <p><b>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 will have to be done before the deadline as they cannot be done afterwards.</b></p>

## PAGE 2: LEAD APPLICANT PERSONAL DETAILS

<p><b>Lead Applicant Contact Details</b></p>	<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><b>University and Country for PhD</b></p>	<p>Please only state the name of the university from which you obtained (or expect to obtain) your doctorate and the country in which it is based, if outside the United Kingdom, in this field.</p> <p>If this is not a UK university, and you are not an EEA national, please refer to the personal statement field on the Lead Applicant Career Summary page to explain briefly your prior connection with the UK academic community.</p>
<p><b>Nationality</b></p>	<p>Please state your nationality. Up to 3 choices may be selected.</p>

## PAGE 3: 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>. Please use the 'Other Academic Experience' field to add other information about your academic career to date.</p>
<p><b>Present appointment, Employing Institution and Department</b></p>	<p>Please state your present appointment and the institution at which you are currently based. If doctoral student please say so. If no current academic employment, please indicate if employed in a non-academic post.</p>
<p><b>Personal statement</b></p>	<p>This field is optional, but If you wish to include a brief personal statement of your circumstances, especially if your eligibility needs clarification, please write it here. This field is optional and the character limit is 150 words.</p>
<p><b>PhD Awarded/ Submitted/ Expected</b></p>	<p><b>These three fields are alternative options.</b> Please <b>only</b> select one. Refer to notes on eligibility above.</p> <p>If your PhD has already been awarded, please enter the date of the viva voce examination under PhD awarded.</p> <p>If your PhD has been submitted but not yet examined, please enter the date of submission under PhD submitted.</p> <p>If your PhD has not yet been submitted or examined, please enter the expected date of submission, which must be sufficiently before 1 April 2018 to enable the viva voce examination to be held by then, under PhD expected.</p>
<p><b>Name of Doctoral Supervisor; Names of Examiners</b></p>	<p>Please state the names of your doctoral supervisor(s); and of both internal and external examiners where known</p>

<b>Other academic experience</b>	Please provide details of all academic posts held prior to, and including, your present position (with dates), including any teaching experience gained during the course of doctoral registration. Please include details of any experience in organising conferences, workshops and wiki-based discussions. If none, please state none. This is a mandatory field, and the limit is 500 words.
<b>Publications, Unpublished Research</b>	<p>These awards are intended for early career scholars. Please list your publications to date, in reverse chronological order (most recent first) including only items already published.</p> <p>Under Unpublished Research, please include the title of the doctoral thesis and any other unpublished research, including items in press or accepted for publication in the next field. Do not include speculative publications not yet submitted for consideration.</p>
<b>Previous Support Dates</b>	Please give details of any research application submitted to the British Academy within the last five years.
<b>Where did you hear of this scheme?</b>	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 4: RESEARCH PROPOSAL

<b>Subject Area</b>	Please select the Subject Area from the drop-down menu that is most relevant to this proposal
<b>Subject</b>	Please select a Subject from the drop-down menu. This can only be done once the 'Subject Area' has been selected
<b>Title of Research Proposal</b>	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.
<b>Proposed Host Institution</b>	<p>Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work. Please only state the name.</p> <p>Please ensure that you also select this institution as the approving institution (and not your present institution, if different). Note that the application must be approved by a relevant authority in this institution as part of the application process. Without such authorization, the application will not be eligible for consideration. If you are invited to the Second Stage of the process, the Head of Department is also required to provide a supporting statement as part of that application.</p>
<b>Reason(s) for choice of host institution</b>	Please briefly explain the reason(s) for your choice of UK host institution (the university/research institute,, department). This is expected to be a very short statement, not more than 150 words.

<b>Previous Research</b>	Normally this will refer to the research completed for the PhD. Please describe briefly the research already undertaken. The limit on this field is 600 words.
<b>Proposed programme/plan of action</b>	<p>Please give a detailed description of the proposed research programme, including methodology, under 'proposed programme'. It is not expected to be essential, but if there is a need to include a short bibliography to help a reader understand the context, this should be included here and is counted within the character limit of the field. Applicants should be aware of the importance that the assessors place on the scholarly importance of the project and on its feasibility, especially in terms of the proposed methodology and timescale. The limit on the 'proposed programme' field is 1500 words</p> <p>The timescale should be specified under Plan of Action. Please indicate here a clear timetable for your research programme over the three years of the Fellowship. Try to be as realistic as possible, but keep in mind that research programmes will develop over time and this plan of action is not something that is expected to account for every minute of the three years, and is not unchangeable. But your chances of award will be affected by the assessors' perception of how viable and realistic this plan is. The limit on the 'Plan of Action' field is 800 words.</p>
<b>Planned research outputs/plans for publication/dissemination</b>	<p>Please state the type of output, e.g. monograph, journal article(s), etc expected under 'planned research outputs' and give more detail about potential publishers etc under plans for publication. The limit on this field is 300 words.</p> <p>Please also include information about planned dissemination of results more widely. Plans for dissemination may include, but are not limited to, conference or seminar presentations, public lectures, podcasts etc. The limit on the plans for publication/dissemination field is 500 words.</p>
<b>Digital Resource/Deposit of Datasets</b>	It is a condition of award that digital resources created as a result of research funded by the Academy be deposited in an appropriately accessible repository. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources. Please confirm whether the primary product of the research will be a digital resource, and if so how and where it will be deposited.
<b>Start/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>Language Competence</b>	Please indicate here, if relevant, your level of language competence, or otherwise explain how the objectives of the research will be met.
<b>Endangered or Emerging Subject Areas</b>	Applicants for the Postdoctoral Fellowship should be intending to pursue original, independent research in any field of study within the humanities or social sciences. There are no quotas for individual subject areas and no thematic priorities. The primary factor in assessing applications will remain

	<p>the excellence of the proposal. The Academy will, however, where appropriate, consider the aim of providing particular support for certain important fields, either emerging areas of scholarship or areas of research that are endangered or under threat.</p> <p>This is an optional field and the limit is 500 words</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>

## PAGE 5: EQUAL OPPORTUNITIES

<b>Equal opportunities</b>	<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>
<b>Date of Birth</b>	<p>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>

## PAGE 6: NOMINATED REFEREE

<b>Referee</b>	<p>Applicants are required to nominate one referee and ensure that the supporting statement from their chosen referee is submitted on the British Academy GMS by the deadline. Please note that the reference must be received before you can formally submit the application for approval, and you are strongly advised, therefore, to ensure that your referee submits the reference well in advance of the formal deadline for this round of competition, which will be 5pm (UK time) on 18<sup>th</sup> October 2017. <i>Please note this deadline is final and we will not be able to accept any references received after this date.</i></p> <p>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. <b>Your referee <u>has to be drawn from outside your own employing institution and from outside the employing institution of your co-investigator(s), if any.</u></b></p> <p>An application cannot be considered for an award unless the proposal and reference have been submitted on time. <b>Please note that references <u>must be provided through the British Academy GMS, they cannot be provided as an email attachment nor sent by post in hard copy. <u>Any references received after the deadline, or outside of the system, or by another academic at the same institution as you or a co-applicant(s) will not be accepted and your application will be withdrawn from this competition.</u></u></b></p>
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## **THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.**

### **Submission of Application**

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

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

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

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

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

It is recommended that you check that your application is submitted in time. To see the details of the host organisation approver and to check the status of your application, you should log into the Flexi-Grant system at any time and view the status of your application on the dashboard.

### **Code of Practice**

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

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

*Assessors will evaluate the ability of the applicant to undertake the proposed research, taking into account their track record in terms of publication, their academic age and stage of career.*

*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.*

### **Outcome of application**

Once your application has been submitted, complete with the reference, and it has been approved, 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. Applicants will be notified of the outcome of their application by the end of January 2018. Results are issued by email. The outcome of the outline stage of the Postdoctoral Fellowship will be either an invitation to submit a second stage application or notification that the application has been unsuccessful.

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

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

Tel: 020 7969 5265  
Email: [posts@britac.ac.uk](mailto:posts@britac.ac.uk)

### **Important Dates:**

Deadline for applications: **Wednesday 18 October 2017 (5pm UK time)**

Deadline for organisation approval: **Thursday 19 October 2017 (5pm UK time)**

Results announced by email to address on application: *before 31 January 2018*

# Terms & Conditions of Award

## PART 1

### 1. INTRODUCTION

- 1.1. Part 1 of this Terms & Conditions of Award document sets out the standard terms and conditions for all British Academy awards. Additional terms and conditions specific to the BA Postdoctoral Fellowships are outlined in Part 2. The Academy's expectations of host institutions are set out in Appendix 1.
- 1.2. The Conditions of Award should be read in conjunction with the Award Letter, and the British Academy's Code of Practice, which together set out the terms and conditions of the award. The [Code of Practice](#) is available on the British Academy's website and may be updated periodically.
- 1.3. The Host Organisation must ensure that the Award Holder, others supported by the Award and collaborators are made aware of their responsibilities and comply with these Conditions of Award and the Award Letter. Failure to comply with these terms and conditions will lead to termination of the Award and the British Academy reserves the right to recover the grant monies in part or full. For further information, please see Section 12: Compliance.

### 2. DEFINITIONS

- 2.1. **Award:** the award of a British Academy Postdoctoral Fellowship as specified in the Award Letter.
- 2.2. **Award Letter:** the letter from the British Academy to the principal Award holder specifying the value and tenure of the grant that has been awarded.
- 2.3. **Award Holder(s):** the person or persons to whom the Postdoctoral Fellowship has been awarded and who has responsibility for the intellectual leadership and undertaking of the research.
- 2.4. **Award Period:** the period of the Award as set out in the Award Letter, commencing on the start date confirmed by the Host Organisation in the manner indicated by the British Academy.
- 2.5. **Data:** includes computational or curated data, and data that are produced by an experimental or observational procedure.
- 2.6. **Financial Statement:** a form that must be completed by the Host Organisation and submitted to the British Academy that sets out (i) the actual expenditure incurred by the Host Organisation during the Award period on the Award, (ii) the total amount awarded by the British Academy in respect of the Award, and (iii) any additional information that the British Academy requests from the Host Organisation.
- 2.7. **Host Organisation:** the University, institution, research council or other body at which some or all of the research funded by the award will be carried out or which employs the Award Holder(s), and which takes responsibility for the management of the research project and the accountability of funds provided. (This is the organisation which approved the submission of the application in the Flexi-Grant system)
- 2.8. **Intellectual Property:** includes all inventions, discoveries, materials, technologies, products, data, algorithms, software, patents, databases, copyright and general knowledge
- 2.9. **Report:** a form on which the Host Organisation reports on the activities undertaken during the award period that must be completed by the Award Holder and submitted to the British Academy.
- 2.10. **Research Misconduct:** includes the fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting results, misrepresentation, mismanagement or inadequate preservation of data and/or primary materials, making up data or results and recording and reporting them, such that the research is not accurately represented in the public research record.
- 2.11. **The British Academy:** the British Academy (a charity registered in England with number 233176)

### **3. USE OF GRANT**

- 3.1. Unless otherwise stated, all awards must be held in a research active institution.
- 3.2. The Award Holder and Host Organisation must ensure that the Award is used only for the activities specified by the British Academy.
- 3.3. The Award is to support the research project and related activities described in the application and against which performance will be assessed. If it is proposed to vary the project or programme in any significant way, prior approval must be sought from the British Academy.
- 3.4. The Award may be used only for eligible items as outlined in the scheme notes, and in accordance with the activities originally requested in the application. If any exceptions have been approved, they will be specified in the Award Letter.
- 3.5. The Host Organisation must ensure that sufficient resources are provided to support the activities described in the Award Letter. This includes adequate office and laboratory space and access to essential equipment and facilities.
- 3.6. Expenditure cannot be vired between budget headings without prior written permission from the British Academy.
- 3.7. Applicants must inform the British Academy of the outcomes of any other applications relating to the project. In cases where simultaneous applications to the British Academy and to another funding agency covering the same elements of a project are both successful, the applicant should decide which of the two awards to accept. Only if there is no duplication of expenditure under any of the budget heads, 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). There is no objection to the applicant holding awards both from the British Academy and from another funding agency to cover separate elements of a project.
- 3.8. Any items of equipment that may have been exceptionally agreed, and any research resources purchased with the help of a British Academy grant, must be deposited on the expiry of the grant with an institution (usually the recipient's home institution, or otherwise as agreed with the British Academy). Such items do not become the personal property of the Award Holder.

### **4. ACCEPTING THE OFFER AND PAYMENT**

- 4.1. The Host Organisation will be the financial administrator of the award.
- 4.2. Awards are paid to the Host Organisation by electronic transfer (BACS).
- 4.3. The timing of payment is at the British Academy's discretion but every effort will be made to ensure that funds are released in good time. Please note that it may take up to 28 days for payment transfer to be completed by the British Academy's Finance Office. The Award Holder must confirm acceptance of these conditions of award as part of the formal acceptance in the Flexi-Grant system before the grant is released.
- 4.4. Grants are cash-limited at the value stated in the Award Letter. There is no scope for increasing the level of grant awarded.
- 4.5. It is the responsibility of award holders to ensure that suitable arrangements have been agreed with the Host Organisation and any other partner institutions, whether in the UK or overseas, for the administration of the Award. This includes arrangements for the transfer of funds, if applicable, before the award begins. The British Academy expects the funds to be administered by institutions in

accordance with their normal procedures for managing grant income. The Host Organisation is responsible for accounting to the British Academy for the use of the award.

## **5. REPORTING AND ACCOUNTS**

- 5.1. The Award Holder must fulfil the financial and non-financial reporting requirements as set by the British Academy. Failure to submit a report that has been deemed as satisfactory by the British Academy can result in the Award being suspended or withdrawn.
- 5.2. The Host Organisation must ensure proper financial management of the Award and accountability for the use of public and charitable funds, and ensure that formal audit standards and procedures exist for maintaining appropriate anti-fraud and corruption controls in accordance with the Fraud Act (2006). Any fraud associated with the award must be notified to the British Academy immediately.
- 5.3. Recipients of awards are required to submit an itemised statement of expenditure, signed by the responsible officer in the Host Organisation. If there is an underspend on the grant, the unspent amount should be refunded to the British Academy. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.
- 5.4. Future applications for funding will not be considered unless a satisfactory report and statement of expenditure for the previous grant have been submitted.
- 5.5. At the end of all awards, Award Holders are required to submit a final report on the work carried out with the aid of the British Academy grant. The final report must be submitted within two months of the end of the Award on the prescribed report form via the Flexi-Grant system.
- 5.6. For all awards lasting two or more years, Award Holders are required to submit an interim report for each year on the work carried out with the aid of the British Academy grant, with the exception of the final year. This interim report must be submitted on the prescribed report form and will be reviewed by the British Academy; only after it has been deemed satisfactory will funds for any subsequent years be issued. For the final year, the final report must be submitted as described in 5.5.
- 5.7. The Host Organisation must complete and return a reconciliation statement within 3 months of the end date of the Award period. The completed final reconciliation statement received by the British Academy represents the final statement of expenditure for the Award. The British Academy is not obliged to make any further payments in respect of the Award once it has received the final statement. The British Academy will reconcile the expenditure incurred against payments made to ensure that any under spend on the Award is returned. Funding cannot be vired between budget headings to cover the cost of an over spend, any overspend must be met by the Host Organisation.
- 5.8. In the case of independent scholars, who have administered the award personally, receipts for single items over £100 must be provided. If there is an underspend on the grant, the unspent amount should be refunded to the Academy. The report will be deemed incomplete until the grant has been fully accounted for and any financial reconciliation made.
- 5.9. The British Academy reserves the right to require the Host Organisation to complete and submit a statement of expenditure for a financial year at any time during the course of the Award, or to provide supplementary information in support of an interim or final statement of expenditure.
- 5.10. In the event that the requested interim or final reports, or statements of expenditure are not submitted, the Host Organisation's staff or affiliated / visiting researchers will not be able to apply or to be considered for British Academy funding until such reports or statement have been received, and are deemed satisfactory, with any underspend returned.

- 5.11. If there are exceptional reasons that will prevent submission of the final report within the period allowed, a written request may be made, before the due date passes, for the submission period to be extended.
- 5.12. All payments may be recovered if the statement is not received within 6 months of the end of the Award.

## 6. VARIATION AND TERMINATION

- 6.1. The British Academy reserves the right to amend these Conditions of Award, its Code of Practice, and any terms and conditions in the Award Letter. Any changes to the Conditions of Award or Award Letter will be notified to the Award Holder in writing, and any changes to the Code of Practice will be notified on the British Academy's website.
- 6.2. Work must commence on the start date as specified in the application and confirmed with the offer of award. Formal approval will be required if it is proposed to defer the start date which must still be within the start period stated in the Scheme Notes. The British Academy should be notified of any delay.
- 6.3. Under exceptional circumstances, no-cost extensions may be requested. Extensions must be requested before the due end date of the Award, giving sufficient reason for the request. Requests for no-cost extensions received after the due end date of the Award will not be considered. If an extension is approved, the final report should be submitted as soon as the British Academy-funded phase of research is completed, within the agreed timescale.
- 6.4. The Award Holder or the Host Organisation must inform the British Academy without delay of any change to the status of the Award Holder, Co-applicant, or the Host Organisation that might affect their ability to comply with these Conditions of Award. This includes contracts of employment which must continue at least for the duration of the Award or any cessation and event or circumstance that is likely to affect the overall delivery of the Award.
- 6.5. The Award Holder must inform the British Academy as soon as practicable of any significant divergence from the original aims and directions of the research project that is being funded by the Award, or any cessation and event or circumstance that is likely to affect the overall delivery of the project.
- 6.6. The British Academy reserves the right to terminate or suspend the Award at any time, subject to reasonable notice (normally 3 months). In the event that the British Academy's public funding is reduced or withdrawn by UK Government or if the British Academy should enter into administration, the British Academy reserves the right to terminate any awards with no liability for any further Fellowship or Award payments. The Host Organisation will fully indemnify the British Academy in respect of any claims brought against the British Academy in this regard.

## 7. PUBLICATIONS

- 7.1. Due acknowledgement of support received from the British Academy should be made in any publication resulting from the research, whether an article, a book, or any other form of output. One copy of any book should be sent to the British Academy, where it will be catalogued, and placed in the British Academy's Library. The Award Holder is required to provide the British Academy with full bibliographical information on any other published outputs resulting from the award.
- 7.2. The Award Holder is expected to follow acknowledged good practice when publishing the results of their research as detailed in guidelines issued by, for example, the [Committee on Publication Ethics](#), the [Council of Science Editors](#) and the [ARRIVE guidelines](#).

## **8. OTHER DISSEMINATION**

- 8.1. For projects whose primary purpose, or significant product, is the creation of a digital resource, data created as a result of the research, together with documentation, should be offered for deposit in an appropriately accessible repository within a reasonable time after the completion of the project.
- 8.2. In cases where the principal output from the project is the creation of a digital resource, applicants should be aware that details of the project, and contact details of the principal applicant, may be passed to the relevant national Data Services providers for evaluation or contact purposes.
- 8.3. The Award Holder is required to notify the British Academy of any impact resulting from their research. Impact can mean making a significant contribution to an academic field and/or to policy and practice decision-making. This could be an impact in economic terms, affecting the profits of firms or the revenue of government, or in terms of having an impact on less quantifiable areas such as the environment, public health or quality of life.
- 8.4. The Award Holder must make all reasonable efforts, if so invited, to respond to requests for information or to attend events or activities organised by the British Academy concerning the research undertaken. Such events may be held after a grant has ended.
- 8.5. The Host Organisation must ensure that it obtains the prior approval of the British Academy on any press statements associated with the Award.
- 8.6. Due acknowledgement of support received from the British Academy should be made in any form of media communication, including media appearances, press releases and conferences. The contents of any press releases or announcements associated with the Award should be agreed by the British Academy first to ensure they comply with any current publicity requirements (including any branding guidelines).

## **9. RESEARCH ETHICS, POLICIES, AND LEGAL**

- 9.1. The British Academy will not become an employer of the Award Holder or any other third party as a result of the provision of this Award. In all cases where support is provided by the Award for the employment of staff, the Host Organisation must issue a contract of employment which is in compliance with relevant laws and regulations.
- 9.2. The Award Holder and Host Organisation must ensure that the Award is managed in a way which is compliant with the terms of the (UK) Equality Act 2010.
- 9.3. The British Academy requires the research it funds to be conducted in an ethical and legal manner. The Host Organisation is responsible for ensuring that ethical issues relating to the research project are identified and brought to the attention of the relevant approval or regulatory body. Ethical approval to undertake the research must be granted by the relevant authority before any work requiring approval begins. Research undertaken outside the UK must have both UK and respective country ethical approvals. The Host Organisation must ensure that all legal requirements related to the research are met.
- 9.4. The Host Organisation should meet the requirements of the Concordat to Support Research Integrity (2012) and subsequent amendments, and must have in place formal procedures for governing good research practice and for handling and reporting allegations of fraud or research misconduct.
- 9.5. The Host Organisation is expected to adopt the principles, standards and good practice for the management of research staff set out in the Concordat to Support the Career Development of Researchers (2008) and subsequent amendments. Research staff should be appointed on terms that are no less favourable than those of comparable posts in the Host Organisation.

- 9.6. The Host Organisation is responsible for ensuring that a safe working environment is provided for all individuals associated with a research project, and must meet all regulatory and legislative requirements as recommended by the Health and Safety Executive, and will include appropriate care where researchers are working off-site.
- 9.7. It is the responsibility of the Host Organisation and Award Holder to ensure that appropriate insurance is obtained for any individual employed on the Award, including students, who intend to undertake Overseas Travel, Fieldwork, Secondments or Sabbaticals during the Award period.
- 9.8. The Award Holder is expected to comply with the Host Organisation guidelines on overseas travel and safety in fieldwork, particularly for high risk countries. The British Academy will not be held liable for the health, safety and security of award holders or individuals employed on an award.
- 9.9. The Host Organisation and the Award Holder must ensure that research involving the use of animals falls within the regulations laid down in the UK Animals (Scientific Procedures) Act 1986 and subsequent amendments. Any element of research funded by the Award that is conducted outside the UK must, as a minimum standard, be conducted in accordance with the principles of UK legislation.
- 9.10. In the case of research involving the use of animals, the Award Holder must inform the British Academy that animals will be used in the research and provide the following details, the number of animals, the species and procedures involving animals. The Award Holder must also inform the British Academy as soon as possible of any significant increase to the number of animals used or a change in the species from that which was originally supported by the Award.
- 9.11. The British Academy endorses the principle of the NC3Rs (replace, refine and reduce) which means that every effort must be made to replace the use of live animals with non-animal alternatives; to reduce the number of animals used in research; and refine procedures so that the degree of suffering for animals is kept to an absolute minimum.
- 9.12. The British Academy accepts no responsibility for costs or liabilities arising from the research funded by the Award, other than those set out in these Conditions of Award, or otherwise agreed in writing.
- 9.13. The Host Organisation, any Award Holder or any other person working on the Award (including but not limited to employees, students, visiting fellows and subcontractors) will indemnify the British Academy against any claims for compensation or against any other claims (whether under any statute or regulation or at common law) for which the Host Organisation may be liable as an employer or otherwise or for which any other person working on the Award may be liable.
- 9.14. These Conditions of Award will be governed by the laws of England and Wales. All matters relating to the terms and conditions will be subject to the exclusive jurisdiction of the courts of England and Wales.
- 9.15. If any provision of these terms and conditions is found by a court or other legitimate body to be illegal, invalid or unreasonable, it will not affect the remaining terms and conditions which will continue in force.

## **10. INTELLECTUAL PROPERTY**

- 10.1. Unless stated otherwise, the ownership of British Academy-funded intellectual property (IP), and responsibility for its identification, protection, management and exploitation, rests with the Host Organisation.
- 10.2. It is the responsibility of the Host Organisation, and all engaged in the research, to make every effort to ensure that any potentially valuable results obtained in the course of the research are exploited, whether protected by IP rights or not, and used to the benefit of society and the economy.

- 10.3. Where the Award is associated with more than one research organisation and/or project partner, a formal collaborative agreement must be established, which sets out the contributions and ownership rights of the organisations and individuals involved with regards to intellectual property and exploitation. It is the responsibility of the Host Organisation to put such an agreement in place before the Award commences. The terms of the collaborative agreement must not conflict with the British Academy's Conditions of Award.
- 10.4. The collaborative agreement must set out that the Host Organisation(s) is not restricted in its future research capability, that all applications of the intellectual property are developed in a timely manner and that the substantive results of the research are published within an agreed and reasonable period.

## **11. DATA PROTECTION**

- 11.1. The British Academy is registered under the Data Protection Act 1998 (Registration Number: K4009399) and adheres to the Data Protection Principles.
- 11.2. Successful applicants should be aware that the information they provide on the application form and in subsequent reports will be used by the British Academy for processing the application, making any consequential award, for the payment, monitoring and review of the award, and for general British Academy business. This information may be shared with relevant funding partners, including but not limited to the Department for Business, Innovation and Skills, the Foreign and Commonwealth Office, and the Department for International Development.
- 11.3. Information will also be shared with relevant officers in the Host Organisation for the award procedures to be followed.
- 11.4. Details of award holders (including name, institution, project details and amount of award) will be used to compile published lists of award holders which will be made available on the Internet, and to produce statistical and historical information on British Academy awards.
- 11.5. Queries submitted under the terms of the Data Protection Act about the processing of personal data should be addressed to the British Academy's Data Protection Officer. Submitting the online application form constitutes the applicant's agreement to all terms, conditions, and notices contained in the Scheme Notes.
- 11.6. Application forms will be retained for ten years in the case of successful applications, and may be consulted by the British Academy in the event of future applications being submitted.

## **12. COMPLIANCE**

- 12.1. The British Academy reserves the right upon reasonable notice to inspect the award at any time and to require further information to be supplied as seen fit. Such further information may include but is not limited to financial records and financial procedures associated with the Award, or to appoint any other body or individual for the purpose of such inspection.
- 12.2. Persistent failure to comply with the conditions of award will result in the British Academy writing to the Vice-Chancellor or equivalent senior official of the Host Organisation and lead to the possibility of sanctions.
- 12.3. The sanction for non-compliance with the conditions of award is penalty-listing: that is, to disbar, sine die, the scholar concerned from applying to the British Academy under any of its grant-giving schemes; and to disbar, for a period of two years, all members of that institution from applying to the British Academy under any of its grant-giving schemes.

## PART 2

### SCHEME-SPECIFIC CONDITIONS

#### BRITISH ACADEMY POSTDOCTORAL FELLOWSHIP

##### Title of award

1. The Academy will confer on the successful applicant the title of *British Academy Postdoctoral Fellow (BA PDF)*.

##### Variation of programme of research

2. The award of a BA PDF is made to support the research project described in the application. It is unlikely that the Academy will agree to any significant variation of the proposed project or programme, and if it is proposed to make any such variation it is essential that **prior** approval is sought from the British Academy.

##### Starting date and period of award

3. British Academy Postdoctoral Fellowships must begin between 1 September and 1 January following of the year in which the award is offered. No later starting date is permitted under any circumstances. The award is for 36 months, FTE, but requests may be made to hold an award part-time for the equivalent length of award, up to and including a maximum of 72 months.

##### Full-time research, interruption of research and part-time working

4. Award-holders will be required to give an undertaking that they will devote themselves full-time to the research for which they have been given the award, with responsibility for teaching and other commitments limited to the agreed levels approved by the Academy. Requests to work at less than full-time, but devoting 100% of an award-holder's research effort to the research for which the award has been given, will be received sympathetically, and may be agreed where there are good reasons for this – the most usual case for this will be on grounds of family commitments. When an award-holder is offered an opportunity that would involve not committing 100% of their time to the Postdoctoral Fellowship, an application may be made to the Academy for an interruption of the Fellowship. The Academy would expect to treat such requests sympathetically, when there is a clear case for career development reasons to take up another appointment. No interruption of longer than 12 months will be permitted. Institutions should be aware that the agreed full economic costs of the award will not be recalculated in the event of any interruption to an award.
5. Requests for the interruption of an award for maternity or paternity leave will also be received sympathetically by the Academy, and may expect to be agreed as a matter of course, in accordance with the general principles of the treatment of fixed-term contract staff in the host institution. In addition to paying a contribution toward the costs of maternity/paternity pay calculated as 10% of the total FEC contribution that would otherwise have been made for that period, the Academy will continue to offer, as standard, extensions to the three year award to enable the award-holder to have the full-time equivalent of three years devoted to research. As indicated above, return to normal duties on a part-time basis will be considered as appropriate, concomitant with the aim of career development.
6. Requests to hold the BA Postdoctoral Fellowship part-time at the same time as another award will not be considered by the Academy.

##### Transfer to another institution

7. The award of a Postdoctoral Fellowship is made to the individual for his or her own personal research merit, and is not an award to the host institution to fill a gap in its research profile. Accordingly, requests to transfer to a different host institution will be received sympathetically by the Academy, and may be agreed when there is a sound academic case for transfer. Only in exceptional circumstances, however, such as, for example, the transfer of the proposed mentor to a new institution or the emergence of plans to close or otherwise significantly alter the focus of the proposed Department or Institute, will the Academy agree to transfer prior to the start of an award. Subsequent requests for transfer during the course of the Fellowship will be considered on a case-by-case basis by the Academy, and may be agreed in certain circumstances, such as the promise of a permanent appointment to follow the end of the Fellowship, or other career development reasons. Alternatively, the Academy may agree to the BA PDF undertaking teaching duties for a new institution, while remaining formally attached to their original employing institution, with the consent of all parties involved. Institutions should be aware, however, that no supplementation of the agreed full economic cost of an award will be possible.

### **Employment contract**

8. The BA Postdoctoral Fellow will become an employee of the host institution, subject to their normal terms and conditions of employment. The salary will be expected to be commensurate with the early career stage of the applicant, normally equivalent to posts with similar duties and levels of responsibility, as calculated with reference to the host institution's local pay framework. The award also covers the employers' contributions to National Insurance and superannuation, as well as the Directly Allocated and Indirect Costs associated with the award. Limited Directly Incurred research expenses will also be payable to the Postdoctoral Fellow as part of the full economic costing of the programme.

### **Teaching commitment**

9. There is a balance to be struck between the varying demands on the time of a BA Postdoctoral Fellow during the term of their award. The Fellowship is primarily a research award, and the employing institution may expect to benefit from the research profile that a BA PDF will develop during the course of the award. But there is also a need for teaching experience to be developed. BA PDFs and their employing institutions should keep in mind that the Academy's expectation is that suitable opportunities will be made available for PDFs to gain teaching experience in relevant subjects up to a maximum of five hours per week (i.e. five contact hours) during the teaching year. It may be necessary, however, when undertaking a course for the first time, for preparation to take considerably longer than this. Also, it may be that the departmental teaching profile might mean that demand is spread unevenly through the teaching year, and the number of hours may therefore be averaged across the teaching year. The Academy will arbitrate in any disputes over teaching experience, but expects, when possible, that this will be agreed internally between the PDF and the employing institution.

### **Institutional Approval**

10. In giving approval to the application and accepting the award, the institution is committing itself:
  - a) To offer a contract of employment to the award-holder as a British Academy Postdoctoral Fellow for a period of three years
  - b) To make arrangements for the payment of the BA Postdoctoral Fellow through their normal payroll system, reclaiming the agreed full economic costs from the British Academy
  - c) To provide the BA Postdoctoral Fellow with working accommodation, access to libraries and collections, and normal social facilities, and generally to treat the award-holder as a full member of the institution's academic staff;
  - d) To appoint a mentor for the BA Postdoctoral Fellow, whose role is to help the award-holder to integrate fully into the working life of the relevant department/faculty/school etc.

## Appendix 1

# 1. British Academy Postdoctoral Fellowships

## Information for Prospective Host Institutions

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

### The scheme

The British Academy offers approximately 45 three-year postdoctoral fellowships to outstanding recently postdoctoral scholars to enable them to pursue independent research with a view to completing a significant piece of publishable work and also to gain experience of teaching in the University environment. In the 2017 competition, awards are expected to be announced in May after a stringent selection process has reduced the field from a total now usually in excess of 800.

### Acting as employer

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

### The formal commitment

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

### Provision of facilities

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

### Mentors

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

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

The expectation should be that the mentor will have a formal meeting with the PDF at the beginning of the term of appointment, to provide a welcome to the institution and to make clear the PDF's new role in it. Thereafter, the mentor should be ready to offer such encouragement as may be called for and should be available for consultation as necessary.

At least one further formal meeting should take place at the end of each academic year in order to review arrangements, evaluate progress, and look ahead to the coming year. The Academy expects that the mentor should not need to devote more than the equivalent of one hour per month to these tasks, and that is the limit of the Academy's contribution to the costs of mentoring.

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

### **Teaching Opportunities**

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

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

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

In a collegiate University, the Academy recognises that a number of these facilities, especially those related to the social aspects of University life, may be provided more readily through affiliation to a College. The Academy asks that the University authorities, or through them, the Faculty Chairman/Head of Department, will take steps to ensure that each PDF (who wishes to do so) becomes associated with a College. The College is not expected to provide residence for the fellow, but should, as a minimum, give them rights of full 'membership' of the Senior Common Room (or equivalent). (There is no obligation to make them non-stipendiary Fellows, though it is probable that many may wish to do so.) It is expected that this 'membership' would entitle the PDF to meals at all times (not necessarily free) and to full integration into College life. It is expected that the College will generally treat the PDF in the same way as scholars holding similar posts appointed through their own or other schemes, giving them access to research funds and other facilities on an equal basis.

### **Any Questions?**

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