



Postdoctoral Fellowships - Second Stage 2019

PLEASE READ THESE SCHEME NOTES CAREFULLY
Any incorrectly submitted application will be ineligible for award

Aim of the scheme

The British Academy's aim in making these awards is to offer opportunities for outstanding early career researchers to strengthen their experience of research and teaching in a university environment which will develop their curriculum vitae and improve their prospects of obtaining permanent lecturing posts by the end of the Fellowship. The primary emphasis is on completion of a significant piece of publishable research, which will be assisted by full membership of an academic community of established scholars working in similar fields. The Fellowships will be tenable for 36 months from autumn 2019 in a United Kingdom university or other higher education institution. The award is not renewable.

Number of awards and strength of competition

It is expected that up to 55 Postdoctoral Fellowships in the humanities and social sciences will be available in this year's competition. In recent years the strength of competition for the available awards has been intense. The success in recent years has not usually exceeded 10%. Around 120 applicants have been invited to submit Second Stage applications this round. It is expected that less than half will ultimately be successful.

Suitable subjects for award

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

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

Responsibilities of Postdoctoral Fellows

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

Financial Basis of the Scheme

Fellows will be employees of the institution in which they hold their award, and subject to the terms and conditions of employment of that institution. This scheme is covered under the Full Economic Costing (FEC) regime. The Academy will fund 80% of the salary costs, directly allocated and indirect costs under FEC, and 100% of the research expenses claimed within an upper limit, currently £6,000

over three years. The initial salary will be expected to be commensurate with the early career stage of the applicants, normally equivalent to posts with similar duties and levels of responsibility within the host institution's pay framework.

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

Timetable of the 2018-19 competition

- Deadline for Second Stage applications is: 20th February 2019 (5pm UK time).
- Final decisions are expected to be communicated to all applicants by the end of May 2019.

Eligibility

Application for the Second Stage of the Postdoctoral Fellowship competition is by invitation only.

Eligible applicants will be expected to have some association with the UK academic community, and to be at an early career stage, (having successfully completed their PhD viva examination by 1 April 2019), 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.

(i) Association with the UK academic community:

There are three groups of people who are directly eligible: British citizens; anyone of whatever nationality who has obtained (or expects to have successfully completed their PhD viva examination by 1 April 2019) a doctorate from a UK university; and EEA (European Economic Area) nationals (regardless of whether they have a doctorate from the UK). It is unlikely that anyone who does not fall into one of these categories will be accepted as eligible, but an applicant not meeting these conditions who can, nevertheless, demonstrate a strong prior association with the UK academic community, may be considered.

(ii) Early Career Status:

The British Academy has no age criterion for these awards. No account will be taken by the selectors of an applicant's age. Instead, eligible applicants are expected to be at an early stage of their career. Early career is defined as being within a three-year period from the formal award of a doctorate. The three-year period extends from 1 April 2016 to 1 April 2019 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 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, as no conditional awards will be made.

Applicants must expect to have had their *viva* by 1 April 2019. Any applicant who is unable to confirm this when invited to submit a Second Stage application should decline the offer to proceed to the Second Stage. No exceptions will be made.

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

Proposed Institution

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

Applicants are encouraged to consider moving to a different institution for the Postdoctoral Fellowship from that at which the doctorate was undertaken, but there is no requirement to do so, where there is a strong case to remain in the same institution. **Please note that it is not expected that a different choice of host institution will be made at the Second Stage of the competition to that indicated in the outline application (see below). The Academy strongly recommends submission of the application at least 5 days before the formal deadline for applicants to submit their application. Contact with the proposed institution at the earliest possible opportunity is very strongly recommended.**

The Academy is open to proposals where the full range of career development may be led by one host organisation, but delivered in partnership with others – for example, in a research-based organisation, where teaching experience might be gained in a partner organisation, or where an applicant works in a centre which is part of an established inter-university collaboration and is directly associated therefore with more than one organisation. Payment of the funding awarded will continue to be made to the lead organisation only, but the Academy will expect a clear statement about the arrangements for the sharing of the funding, to reflect the relative involvement of each partner in any collaboration, to be included in the financial details justification section of the application at the Second Stage of the assessment process.

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

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

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

Submission of Written Work

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

The total length of the submission should not exceed about 35 pages. A published article may well be (much) shorter. There is no advantage to be gained by submitting more than one piece to make up a total of 35 pages. Please note documents must be in PDF format and should not exceed 3mb.

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

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

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

Uploading PDF documents: When uploading PDF documents, please add your name and a heading to the top of every page to show what the document is. E.g. Personal statement, list of publications, etc. Please avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note, we will only print your applications in black and white. Each PDF should not exceed 3mb in size.

The Selection Process

As indicated above, there is likely to be strong competition for the available awards among those invited to the Second Stage of the competition.

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

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

The Second Stage application will include an opportunity for the applicant to update information on their proposal, publications and academic experience, and will require the submission of an example of written work, such as a published article, submitted article or extract from a doctoral thesis. The Second Stage submission will then be considered by specially appointed Selection Panels. Recommendations are then placed before the Academy's Research Awards Committee, which will meet in May 2019. All applicants invited to submit Second Stage applications should expect to hear the result of that stage in May. The prospective host institution will be asked to give its consent before the award is confirmed.

There are no interviews prior to selection. All applicants will be notified of the outcome of the Second Stage application by the end of May. The prospective host institution will be asked to give its consent before the award is confirmed.

Application Information

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

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

- **Personal details:** When registered in the British Academy Flexi-Grant® GMS, a user has the option to add or update personal information such as contact details, log-in details (including email address and password), interests, research and employment details, at any time. **This does not form part of the specific application form for any individual scheme** but represents a personal record of your account in the system. Please keep this information up to date.
- **Automatic log-out:** **You are strongly advised to save your work regularly to prevent accidental loss of information.** You should be aware that if the system does not detect any activity for 2 hours it will log out and save the application at that time. Please note that moving between *pages* within an application form will save the page that you are exiting but completing a field on a page is not considered an activity. It is recommended that you write the text for longer sections/fields in a word processor such as Word and then copy and paste into the relevant text box to avoid being timed out.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time as this may cause information to be lost.
- **Word limits:** When completing boxes that have a restricted length (note that it refers to words) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the word count and paste it into the British Academy GMS. You will then still have a copy of the text to return to in the word processor. The word limit applies to text boxes.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by the British Academy GMS. You should generate and view a PDF of your application to check that the application appears as you want it to by clicking on print application.
- **Email addresses:** The British Academy GMS relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- **Submission:** You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures. **We strongly advise that you allow enough time for your nominated referee to provide their reference in the system and to allow your institution enough time to approve your application.**
- **Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. We will be able to recover a deleted application for a period of 7 days after deletion. After this, it will be permanently removed from the system.
- **Application returned for editing:** The approver can return your application to you for further editing see 'Submission of Application' below.
- **Guidance:** In the tables below, you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- **Further clarification:** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the British Academy's Research Awards Team.

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

CHARACTER LIMITS APPLY TO PLAIN TEXT. PAGE LIMITS APPLY TO PDFs.

ALL FIELDS MARKED WITH AN ASTERISK* ARE MANDATORY.

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

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

Page 1: Subjects

Page 2: Applicant Personal Details

Page 3: Applicant Career Summary

Page 4: Research Proposal

Page 5: Financial Details

Page 6: Equal Opportunities

Page 7: Head of Department Statement

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

SUMMARY PAGE

| | |
|----------------------|--|
| Summary Table | When your application form is complete, all sections on this summary table will be marked as 'Complete'. The ' Complete ' status will only appear when all the mandatory fields in that section have been completed. All mandatory fields are marked with an asterisk '*'. Only then will a 'Submit' button appear for you to be able to submit your application. |
|----------------------|--|

PAGE 1: SUBJECTS

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

PAGE 2: LEAD APPLICANT DETAILS

| | |
|---------------------------------|---|
| Contact Details | Please ensure your contact details are up to date. |
| Citizen of EEA | Please refer to notes on eligibility above. All EEA citizens are eligible to apply whether or not they obtained a doctorate from a UK university. |
| PhD Awarding Institution | Please state where you obtained (or expect to have obtained) your doctorate from. If not from a UK university and you are not an EEA national, please explain briefly your prior connection with the UK academic community. |

PAGE 3: LEAD APPLICANT CAREER SUMMARY

| | |
|--|--|
| Statement of qualifications and career | Please give details of all qualifications in reverse chronological order . |
| Present Appointment, Employing Institution and Department | Please ensure these details are included correctly. |
| Personal Statement | Please use this text box if you wish to include a brief personal statement of your circumstances, especially if your eligibility needs clarification. |
| PhD confirmation | To be eligible, you must expect to have had the viva voce examination by 1 April 2019. |
| PhD submitted/awarded/expected | These three fields are alternative options. Please only select one. Refer to notes on eligibility above. If your PhD has been submitted but not yet examined, please enter the date of submission under PhD submitted. If your PhD has already been awarded, please enter the date of the viva voce examination under PhD awarded. If your PhD has not yet been submitted or examined, please enter the expected date of submission, which must be sufficiently before 1 April 2019 to enable the viva voce examination to be held by then, under PhD expected. |
| Name of Doctoral Supervisor; | Please state the names of your doctoral supervisor(s); and of both internal and external examiners where known. |

| | |
|---|--|
| Names of Examiners | |
| Other Academic Experience | Please provide details of all academic posts held prior to your present position (with dates), including any teaching experience gained during the course of doctoral registration. Please include details of any experience in organizing conferences, workshops and wiki-based discussions. If none, please state none. This is a mandatory field, and the limit is 4000 characters |
| Publications | Please list your publications to date, published, in press, or accepted for publication. Please do not include speculative publications not yet submitted for consideration. |
| Sample Work Upload | Please upload as a pdf file an example of your written work - suitable examples normally include one of the following - a short published article, an article submitted/accepted for publication, or an extract from a doctoral thesis. The submission should not exceed 35 pages. When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is, e.g. Second Stage PDF example of written work. When uploading PDF documents, please add your name and a heading to the top of every page to show what the document is. E.g. Personal statement, list of publications, etc. Please avoid uploading documents containing illustrations with fine details or colour, as this can cause problems when creating a PDF of the application. Please note, we will only print your applications in black and white. Each PDF should not exceed 3mb in size. |
| Unpublished Research | Please list any extant unpublished projects funded by the Academy or any other agency, and their expected publication date (or other explanation): |
| Previous Support Dates | Please give details of any research application submitted to the British Academy within the last five years. |
| Where did you hear of this scheme? | This field is optional. It helps the British Academy to target appropriate resources towards the promotion of the scheme to know where an applicant hears about it. As appropriate please state BA website; BA literature; PhD supervisor; University Research Office; Other Colleague etc. |

PAGE 4: PROPOSAL

| | |
|--|---|
| Subject | Please select a Subject from the drop-down menu. |
| Title of Proposed Research | In this field please avoid using any unnecessary quotation or other punctuation marks (e.g. do not use quotation marks round the full title simply to indicate it is a title). |
| Abstract | The abstract should be written with an informed general audience in mind, not one that is specialised in your field. The limit on this field is 1100 characters including spaces (approximately enough for 100-120 words) |
| Previous Research | Normally this will refer to the research completed for the PhD. Please describe briefly the research already undertaken. The limit on this field is 3000 characters including spaces. |
| Proposed Host Institution/Reason for choice of host institution | Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work. |
| Previous Research | Please give a description of research already undertaken, normally referring to the doctoral thesis. |

| | |
|--|---|
| Proposed Programme | Please give a detailed description of the proposed research programme, including methodology, under 'proposed programme'. It is not expected to be essential, but if there is a need to include a short bibliography to help a reader understand the context, this should be included here and is counted within the character limit of the field. Applicants should be aware of the importance that the assessors place on the scholarly importance of the project and on its feasibility, especially in terms of the proposed methodology and timescale. The limit on the 'proposed programme' field is 8000 characters including spaces. |
| Plan of Action | Please indicate here a clear timetable for your research programme over the three years of the Fellowship. Try to be as realistic as possible, but keep in mind that research programmes will develop over time and this plan of action is not something that is expected to account for every minute of the three years, and is not unchangeable. But your chances of award will be affected by the assessors' perception of how viable and realistic this plan is. The limit on this field is 3000 characters |
| Planned Research Outputs | Please indicate here what the expected output(s) from your research programme might be. As appropriate, please state as follows: monograph, journal article(s), book chapter(s), digital resources, other (please specify). Details of your plans for publication should be stated under Plans for publication/dissemination below. The limit on this field is 1100 characters including spaces |
| Plans for publication/dissemination | Please state the type of output, e.g. monograph, journal article(s), etc expected under 'planned research outputs' and give more detail about potential publishers etc under plans for publication. Please also include information about planned dissemination of results more widely. Plans for dissemination may include, but are not limited to, conference or seminar presentations, public lectures, podcasts etc. The limit on the plans for publication/dissemination field is 3000 characters including spaces. |
| Digital Resource | It is a condition of award that digital resources created as a result of research funded by the Academy be deposited in an appropriately accessible repository. Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources. |
| Start/End date | Please indicate your proposed start and end date. |
| Proposed Host Institution | Please indicate here your choice of host institution, including the appropriate Faculty, Department, Research Institute or College where you propose to work. Please ensure that you also enter this institution on the Organisations tab (and not your present institution, if different). Note that the application must be approved by a relevant authority in this institution as part of the application process. Without such authorisation, the application will not be eligible for consideration. The Head of Department is also required to provide a supporting statement in Flexi-Grant. |
| Language competence | Please indicate here, if relevant, your level of language competence, or otherwise explain how the objectives of the research will be met. |
| Endangered or Emerging Subject Area | In 2011, the British Academy launched a programme to support languages and the use of quantitative methods in the humanities and social sciences. The programme aims to: build capacity to address these deep-seated challenges at all levels; and to demonstrate the value and significance of languages and quantitative skills for the health and wellbeing of the education and research base, the individual, and for the UK's competitiveness. Our education and skills work is delivered through a range of initiatives, including: fellowships, scholarships and grants; policy reports, advocacy, forums and conferences; and prizes, partnerships and collaborations. |

| | |
|------------------------------|--|
| | <p>http://www.thebritishacademy.ac.uk/policy/Skills_and_Education_Policy.cfm)</p> <p>Please indicate here if, and how, your application is particularly relevant to this programme. This is an optional field and the limit is 1500 characters including spaces</p> |
| <p>Ethical Issues</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 ‘Ethical approval obtained’, no and no.</p> <p>If there are any special issues arising, but they have already been cleared by approval from a relevant authority, please answer yes and yes. If any special issues arise and approval has not yet been obtained, please answer yes and no, and provide more explanation under ‘Ethical approval (more information)’. This latter field is optional and does not need to be completed unless the answer to the earlier question is ‘yes and no’.</p> |

PAGE 5: FINANCIAL DETAILS

| | |
|---|--|
| <p>Financial Details/ Duration (Years)</p> <p>Please note that you will require help from your proposed host institution’s research/finance office in providing the relevant costings.</p> | <p>The financial details table summarises the total amount at 100% of the Full Economic Costing. This is a 3 year award, and the costs will need to be recorded separately for Year 1 (four quarters), Year 2 (four quarters) and Year 3 (four quarters). The form will show 2019 as Year 1, 2020 as Year 2 and 2021 as Year 3.</p> <p>Please note especially that the financial details should be recorded at 100% of the Full Economic Costing. Please note that the Academy will, however, only pay 80% of the costs of the Directly Incurred Salary (the salary of the Postdoctoral Fellow), the Directly Allocated Costs (including the time of the mentor for up to 36 hours, or the equivalent of 1 hour per month) and the Indirect Costs. The Academy will pay 100% of the research expenses which can be claimed directly as part of the award at up to a maximum of £6,000 over the three years (equivalent to £2,000pa).</p> <p>The information requested under the financial details should be familiar to University research office and finance office staff using the TRAC methodology, and their advice and guidance in completing this part of the application will be essential.</p> <p>The Postdoctoral Fellowship is expected to be held full-time over a period of 3 years. The Academy will treat requests for part-time working sympathetically in the event that an award has been offered. Full details are given in appendix 2 below (the terms and conditions of award).</p> <p>The aim of the Postdoctoral Fellowship is to provide an opportunity for the personal career development of the award-holder through an extended period devoted to research and teaching experience, so the principal costs to be reclaimed are the applicant’s salary and associated Estates and Indirect Costs. The applicant is expected to devote 100% of their effort to the Fellowship, and their staff costs will be counted as Directly Incurred staff time. It is necessary, therefore, for the actual value of the applicant’s proposed starting salary to be revealed. This will be expected to be commensurate with equivalent appointments offering similar duties and responsibilities within the host institution’s own internal pay framework.</p> |
|---|--|

Please note that there is no scope for supplementation of an award once the cash value has been agreed between the Academy and the Institution after an award is offered. Awards should be fully costed from the outset. HEIs should use their own forward planning tools to calculate indexation over the period of the grant, including the cost of any salary increments and allowing for inflation.

The Academy will also make a small contribution towards research expenses directly as part of the Postdoctoral Fellowship. Currently, the Academy will fund 80% of the salary costs, directly allocated and indirect costs under FEC, and 100% of the research expenses claimed within an upper limit of up to £2,000pa. This is the maximum that may be claimed as part of this award. The purposes for which such expenses can be claimed include the direct expenses incurred in planning, conducting, developing and disseminating the research, including:

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

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

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

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

| | |
|------------------------------|---|
| | <p>Other Directly Allocated Costs may include the cost of time spent on mentoring for the Postdoctoral Fellow, which is not expected to exceed a total of one hour per month (or 36 hours in total during the 3-year Fellowship). The time costs should be calculated based on estimates, and the salary of the mentor does not need to be revealed. No other “Other Directly Allocated Costs” are expected to be payable, as the award is not providing support for a research project but is intended rather for the individual’s research and teaching time.</p> <p>The Indirect Costs heading will be calculated by the institution according to TRAC and needs to be declared only by means of a single figure, with no need for information about its derivation or justification. These include non-specific costs charged across all projects based on estimates not otherwise included as Directly Allocated Costs. They include costs of the Institution’s administration such as personnel, finance, library and some departmental services.</p> <p>It is not necessary for applicants to apply for contributions from other funders at the same time as applying to the British Academy, but if any application has been made which is directly relevant to the research that is the subject of this application, then it should be mentioned under the justification field.</p> <p>Please note that assessors may be asked to make judgements on the basis of the financial cost of awards only at the final stage of assessment. Their primary concern will be with the academic merit of the research proposed and the applicant’s potential for a career in academic research and teaching.</p> |
| Total Grant Requested | <p>Please note that the total grant requested must record the value at 100% of the Full Economic Costing. The Academy will, however, only be able to meet the cost of 80% of the Directly Incurred, Directly Allocated and Indirect Costs, apart from the Research Expenses element (up to £6,000 over the three years) which will be paid at 100%. After an award has been offered, the Academy will confirm the total grant awarded in discussion with the host organisation. Please enter the relevant figure as a number with no £ sign, no commas and no full stops, and ensure that it is the same as the total in the budget table above.</p> |
| Start Date | <p>The start date must be no earlier than 1 September 2019 and no later than 1 January 2020.</p> |
| Justification | <p>Please give full detail to explain the financial summary in the table above. Specifically, please indicate the Postdoctoral Fellow's starting salary and increment date. Please give the name of the mentor and cost of mentoring (expected to be equal to 36 hours of time, 1 hour per month for the 36 months of the award) - note that the mentor's salary does not need to be stated as this counts as 'other directly allocated costs'. Please also give details of the research expenses requested, broken down by year, including information about the types of purpose for which the research expenses will be used, e.g. travel and maintenance, project planning and development costs, travel to conferences, organisation of workshops, consumables and specialist software, cost of interpreters in the field etc. The limit on this field is 3000 characters including spaces</p> |

PAGE 7: HEAD OF DEPARTMENT STATEMENT

| | |
|------------------|---|
| Statement | <p>You are required to have a statement of support from the Head of the Department in which you wish to be based.</p> |
|------------------|---|

You are expected to invite the Head of Department onto Flexi-Grant and invite them to contribute to your application. They will be able to view your application form, and to edit Page 7: Head of Department Statement. They must upload a document, preferably a PDF document of their statement.

The Head of Department must confirm their name, position, department and institution. We also expect your comments on the match between the proposed research of the applicant and the interests of the Faculty, Department or Research Institute. Explain what the proposed mentoring arrangements will be, state the name of the proposed mentor and confirm that appropriate policies are in place for the support and career development of recently postdoctoral researchers, including access to appropriate training. Comment briefly on arrangements to be made for access to research resources during an award, bearing in mind that the Academy Postdoctoral Fellowship only covers limited research expenses (up to £2,000pa, or £6,000 over the three years).

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

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

Outcome of Application

Once your application has been submitted, complete with the 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 May 2019. 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 5217
Email: grants@thebritishacademy.ac.uk

Important Dates:

Deadline for Second Stage applications is: 20th February 2019 (5pm UK time).
Final decisions are expected to be communicated to all applicants by the end of May 2019.



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 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 enough 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 Award, or to provide supplementary information in support of an interim or final statement of expenditure.
- 5.10. If 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 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 during 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 compliant with the GDPR and adheres to the principles of the Data Protection Act 2018.
- 11.2. The British Academy is committed to protecting and storing securely any personal and sensitive data held. Applicants should be aware that the information they provide on the application form and, if successful, 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 application and 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 GDPR about the processing of personal data should be addressed to the British Academy's Data Protection Officer at DPO@thebritishacademy.ac.uk. Submitting the online application form constitutes the applicant's agreement to all terms, conditions, and notices contained in the Scheme Notes.
- 11.6. You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745

- 11.7. Application forms will be retained for ten years in the case of successful applications, and five years in the case of unsuccessful 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 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 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 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: 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 many 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 55 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 to gain experience of teaching in the University environment. In the 2018-19 competition, awards are expected to be announced in May after a stringent selection process has reduced the field from an annual total now usually more than 650.

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 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 an 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 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 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 (e.g. 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 institution.

Contact Details:

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

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