

STFC FELLOWSHIPS RULES AND REGULATIONS

Fellowship Opportunities in Astronomy; Solar and Planetary Science; Particle Physics; Particle Astrophysics; Nuclear Physics; Development of STFC Neutron, Laser and Synchrotron Facilities within the UK

Advanced fellowships enable outstanding researchers the opportunity to pursue full-time research for a period of up to five years. Fellowships can also be held on a part-time basis over a longer period for applicants wishing to combine their fellowship with caring responsibilities. The intention is to further the careers of individuals of outstanding potential. STFC expects to make up to twelve awards each year.

Eligibility

- Advanced Fellowships are intended for researchers who do not have a permanent academic position or a permanent research position but wish to pursue a long term research career. Applicants who secure a permanent position prior to the offer of a fellowship award are ineligible to hold the fellowship.
- Applicants must have a PhD and a minimum of five years' research experience from the start of the postgraduate programme leading to the award of a PhD and 1 September 2011, with normally a minimum of two years postdoctoral experience.
- Applicants should have proved their ability as an individual and independent researcher.
- Applicants must hold the fellowship at any UK Institution acceptable to STFC.
- Fellowships are open to applicants of any nationality.

Rules and Regulations

General Understandings

STFC Fellowships are governed by grant conditions as laid out in the Research Grants Handbook (<http://www.scitech.ac.uk/rgh/>) unless otherwise stated. In addition, this section provides details on the Advanced Fellowship scheme and the additional rules and regulations which govern the awards. It is important that you read this section carefully before making an application.

Applications are accepted and awards are made on the understanding that Institutions and Fellows agree to observe the regulations set out in this document and any amendments issued during the currency of the award.

Liability

It is a condition of the making of every award that STFC accepts no liability for the manner in which the work in connection with the award is undertaken, and the Institution and Fellow will be responsible in all respects for the work and the consequences of it.

Scientific Conduct

Institutions in receipt of research funding from STFC must have in place rules of good scientific practice which are made known to and are binding on all members of their staff. There must be reliable systems in place for the prevention of scientific misconduct (e.g. plagiarism, falsification of data), clearly defined arrangements for investigating allegations of scientific misconduct and procedures that are followed where the case is proven. If a STFC supported Fellow is suspected of scientific misconduct STFC must be informed immediately and advised of the outcome of the investigation.

Full Economic Costing

Fellowship applications submitted to the 2010 fellowship round will be costed on the basis of full economic costs (fEC). If a fellowship is awarded, STFC will provide funding at 80% of the fEC costs requested. The organisation must agree to find the balance of fEC for the proposal from other resources.

Universities and other higher education organisations will use the Transparent Approach to Costing (TRAC) methodology to calculate full economic costs.

Research Councils will apply the same funding arrangements to all organisations that are eligible for their support. Non-university organisations will not be expected to use the Transparent Approach to Costing (TRAC) methodology, but Research Councils will require a validation process to ensure that non-university costing methodologies are robust.

The standard default rates should be used where Research Organisations have not yet developed their own rates.

Scheme Flexibility

STFC intends its schemes to be flexible, and reserves the right to deal as it thinks fit with applications of unusual character and to waive any rule at its absolute discretion.

Institutional Support

Awards are made on the understanding that the Fellow's work and progress are subject to the same monitoring and appraisal procedures as those of other academic staff within the host Institution. Furthermore, awards are made on the presumption that there are adequate facilities at the host Institution for the research proposed.

Subject of Research

The subject chosen by you must afford scope for original work in any of the following fields: Astronomy; Solar and Planetary Science; Particle Physics; Particle Astrophysics; Nuclear Physics; Development of STFC Neutron, Laser and Synchrotron Facilities within the UK. Within a particular discipline a Fellow is able to change the original project if circumstances so dictate without reference to STFC, provided the consent of the host Institution is obtained beforehand.

Applications are especially welcome if you are temporarily residing overseas and intend to use the fellowship as a means of re-establishing yourself in this country. You must comply with Department of Employment requirements and hold a work permit where appropriate.

Career Breaks / Returners

Applications are particularly welcome from those seeking to resume a research career, following a period of absence from active research (long term illness; family or caring responsibilities; moving from a non academic employment sector) of at least two years. If the break is less than two years and the applicant does not have the right to return to their previous employer (eg due to fixed term contract) they may be still be eligible to apply. Please consult with the STFC Fellowships Office to determine eligibility. The period of absence from research will be calculated from the start of the break until 1st September 2011. Returner applicants will be judged solely on the applicant's track record prior to the break from research. The Fellowships Panel will look to the track record for evidence of the qualities of excellence and potential expected of a fellowship holder. Applicants may seek a Returner Fellowship on a full or part-time basis. The Advanced fellowship may be held from a minimum of one year (F/T) up to a maximum of 5 years. You should have either:

- A strong track record, or
- Demonstrated the potential for a strong research career prior to your break

Institutions are strongly encouraged to provide appropriate support for returners to research, such as mentoring or role modelling schemes.

Starting Dates

Fellowships normally begin on 1 October of the year of award unless you indicate a different start date on your application. The earliest a fellowship may start is 1 June. The offer of a fellowship will not be held open for more than six months from the announced start date of the award. All fellowships must be taken up by the following 31 March.

Part-Time Awards

Fellowships can be held either on a full-time basis or may be sought on a part-time basis by applicants wishing to combine their fellowship with caring responsibilities.

Part-time awards can be held at 50% or above of full-time equivalent. A part-time Fellow may not hold another part-time position in conjunction with the fellowship.

Host Institution

When selecting an Institution at which to hold the proposed Fellowship you should consider where it would be most appropriate to further your research career. In many cases the Fellowship offers you an ideal opportunity to change Institutions in order to gain wider experience, while in some scientific areas it may be appropriate, and indeed necessary, for you to remain at the Institution where you received your postgraduate training. If you are applying to hold a fellowship at an Institution in order to co-locate with your spouse or partner, you should make this clear in your application. Applying to hold a fellowship at a particular Institution because of spouse or partner constraints will not disadvantage a candidate.

You must provide a clear statement in your application as to your choice of Institution.

Contacting the Host Institution

You are advised to contact your proposed host institution well in advance of the 13 October closing date, as your application must have the backing of the host institution. STFC has set a limit on the number of applications that each host department may submit; therefore it may not be possible for a host to support all intended applications.

Fellowship Applicants and Permanent Positions

STFC fellowships are for researchers who do not hold a permanent academic position or a permanent research position. A fellowship applicant who holds a permanent academic or research position at the time of application, or who secures a permanent position prior to the offer of a fellowship award, will be ineligible to hold the fellowship.

Movement between Institutions

Applicants must take up the award at the host institution identified in the application; STFC will not allow a Fellow to change their host institution prior to taking up an award. Consideration will be given to requests during the course of an award to relocate the fellowship to a different Institution for scientific or domestic reasons. The agreement of the Institutions concerned will be required before seeking prior approval from STFC. Movement between Institutions will not normally be allowed during the first year of a fellowship.

Research Grants

As a STFC Fellow you may apply for research grants and computing time in accordance with the normal regulations and conditions and subject to the STFC closing dates. It should be noted, however, that fellowships are made on the presumption that there are adequate resources available for the research proposed and a fellowship does not carry with it the assurance that a research grant will be awarded.

Teaching

You may undertake up to a maximum of six hours teaching, including preparation, each working week (total 260 hours per annum; pro-rata for part-time awards) if the Head of Department considers it desirable and provided it does not hinder progress on research work. Apart from this and normal holidays, you must devote yourself to research and no other work may be undertaken within usual working hours. An exception is made for the time spent on the public promotion of science and other STFC-approved business.

Committee Membership

A fellowship is awarded to enable the individual to undertake research full time. Fellows are not therefore normally considered for Committee membership, particularly in the initial years of a fellowship award.

Maternity, Paternity and Adoption Pay and Leave

Fellows are entitled to take maternity, paternity, adoption or parental leave in accordance with the terms and conditions of the fellow's employment. If requested, consideration will be given to allowing a fellowship grant to be placed in abeyance during the absence of the Fellow for maternity, paternity, adoption or parental leave, and the period of the fellowship extended by the period of leave. Consideration will be given to requests to continue the fellowship on a flexible or part-time basis to allow the Fellow to meet caring responsibilities.

Sick Leave

Fellows are entitled to take sick leave in accordance with the research organisation's terms and conditions. If requested, consideration will be given to allowing a fellowship grant to be placed in abeyance during the absence of the Fellow due to sick leave, and the period of the fellowship extended by the period of sick leave. The additional salary costs for the Fellow (pro rata to their percentage FTE on the fellowship) should be claimed, as necessary, at the end of the extended period.

Final Reports

At the end of the fellowship you are required to submit a final report within three months of the termination date.

Subject to the provisions of Dissemination and Exploitation of Results, results should be published, acknowledging STFC support.

Subsequent Employment

For statistical purposes, STFC requires Fellows to complete a short questionnaire giving details of the post taken up on completion of the fellowship.

Termination of Awards

An award may be terminated, or its conditions varied, at any time at the absolute discretion of STFC. If you discontinue the research or take up paid employment before the expiry of the award, STFC must be informed immediately; the fellowship will then be terminated on the day preceding discontinuation of research or the commencement of such employment.

Progress Reports

Your Head of Department is required to submit a report confirming your progress during the first half of your award.

Break in Service

If offered a fellowship you will be allowed a break in service not more than twice during the period of the award, for periods amounting together to not more than two years, to enable time to be spent on another related activity unsupported by STFC.

Requests for breaks in service must be submitted on the appropriate form (which is available from STFC) and must be endorsed by your Head of Department. Breaks in service will not normally be permitted during the first or final years of the fellowship, unless this is on maternity or sick leave. Where STFC agrees to a break in service, STFC will not extend the duration of the Advanced Fellowship and STFC payments to the Institution will cease for the period of the break (i.e. an Advanced Fellow taking a maximum two year break in service would receive only three years of fellowship support from STFC).

Financial Support

Advanced Fellowships provide funds to cover the Fellow's salary, the costs of personal travel associated with the fellowship and some minor equipment costs. Returner applicants may also apply for funds for retraining and updating return to work skills, where this can be justified in the context of the proposed research project. Estates and indirect costs may also be sought on fellowship applications. Under full economic costing, costs are divided into the following summary fund headings:

Directly Incurred Costs

Costs that are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an auditable record

- Fellow's salary costs
- Travel and subsistence
- ¹Equipment
- Other costs

Directly Allocated Costs

¹ Items of equipment under £3k should be sought under 'other costs'.

Estates costs include building and premises costs, basic services and utilities. Estates will be calculated by the research organisation and a single figure will be required on the application.

Indirect Costs

Indirect costs include the costs of administration, such as personnel, finance library and some departmental services. Like estates costs, indirect costs will be calculated by the research organisation and a single figure will be required on the application.

Salary

You are advised to discuss and agree your starting salary with your proposed host institution, before your application is submitted. The agreed salary should be in accordance with the Institution's standard recruitment and employment practices. The appointment level on the Institution's salary scale should be justified in the application. The salary costs requested for the fellow should include employer's national insurance and superannuation contributions. Salary increments over the period of the fellowship should be taken into account, but not anticipated future pay awards. STFC will contact the host institution, prior to announcement, to confirm salary costs are announced on the basis of the agreed salary scales at the time of announcement.

Travel

Personal travel is taken to include necessary collaborative visits and fieldwork, and attendance at one conference, workshop or symposium during each year of the fellowship, but excludes fieldwork and visits which form part of the work of a research group with which you may be associated. Fellows must report on the use of travel and subsistence funds in their final report.

If you hold, or are associated with, a STFC research grant you must ensure that any travel connected with the research project for which the grant was given is claimed from that source.

You should estimate in your application all personal travel and subsistence funds required during the lifetime of the fellowship. Travel and subsistence costs are expected to be around £2.0k per annum for Advanced fellows.

Equipment

Applicants for Advanced Fellowships may request equipment up to £5k. A brief justification should be included in your case for support if a request for equipment is made. The funds requested should be entered under the Directly Incurred 'Equipment' fund heading.

Equipment may not be purchased in the final six months of the fellowship, without prior written approval of STFC. At the end of the fellowship any equipment purchased will belong to the Institution.

Employer and Value of Award

When a fellowship is approved it will be announced in the form of a research grant to the host Institution, giving details of the fellowship and the conditions governing it. Copies will also be provided for the Institution to pass on to you. STFC requires that the fellowship must be accepted on the understanding that the Institution and Fellow will comply with the conditions governing the research grant.

STFC regards the Institution as the employer of the Fellow announced on the research grant and as such expects the Institution to appoint you in accordance with its terms and conditions of employment. Work permits, where required, are a matter for direct negotiation between the Institution, the Department of Employment and the Home Office.

If you receive or expect to receive any other awards during the tenure of a STFC fellowship, the value and conditions of the other award must be advised immediately to STFC so that appropriate adjustment to the STFC award can be considered.

STFC will take approximate account of the effect of national pay awards operative during the period of the fellowship when announcing the grant. Both the Fellow and the host Institution must recognise that STFC's research grants are cash limited. Specifically, STFC will award funds on the basis of the agreed salary scales at the time of announcement, with the provision for future years increased on the basis of the Government's most recent estimates of future inflation. Once announced, the grant will not normally be increased to take account of different inflation assumptions.

Institutions must appoint the Fellow for the full period given on the Fellowship Research Grant announcement.

Relocation

Applicants moving to the UK from overseas to take up an award may request relocation costs. These costs should be applied for under the Directly Incurred 'Other Costs' heading on the proforma. STFC will award a maximum of £1.2k if moving from within Europe or £3k if moving from outside of Europe.

How to Apply

Applications for a STFC fellowship must be submitted using the Je-S system. Applicants may submit only one application to one institution.

Together with your application (proforma), you will need to include the following pdf attachments, which must be submitted in 11 point Arial font, and have a minimum 2cm margin:

- curriculum vitae of a maximum of two sides of A4 using our template [xxxxxlink](#);
- current list of publications;
- letter of support (personal reference) from the nominated reviewer of a maximum of two sides of A4

- Case for Support up to a maximum length of three sides of A4 paper including diagrams and tables (NB: The three sides limit will be strictly enforced by STFC. If a proposal exceeds the limit, its first three A4 sides only will be considered);
- up to two hundred words on outreach (mandatory) and up to two hundred words on knowledge exchange, if appropriate.

The outreach attachment should outline any activities already undertaken, and give the plans you have for communicating information about your research to the wider public, by means for example, of press releases; work with local media; participation in public events (e.g. lectures); links with MPs (or elected members of devolved administrations); training in public communications or media awareness and work with teachers and schools.

For Knowledge Exchange, STFC is looking for the benefits to the wider economy for enhanced productivity and economic growth that may arise from the research of the fellowship. Applicants should provide evidence of the potential for Knowledge Exchange with other academic disciplines and with industrial, commercial and public sector organisations.

Closing Date

All applications must be submitted by 4.00pm on 13 October 2010.

Reviewers (References)

You are requested to provide one letter of support from a reviewer nominated by you in support of your application (any more than one will not be accepted). The reviewer must not be from the host Institution. The letter of support from the nominated reviewer must be attached to the proposal as a pdf document (please read the help-text in Je-s).

In assessing your application, STFC's Fellowships Panel will seek comments from two additional reviewers.

Consideration of your Application

You will be sent an acknowledgement email by STFC.

Your application will be considered by a Panel, covering all of STFC's scientific areas, and this may result in you being called for interview. Should you attend an interview STFC will reimburse your travelling expenses.

In considering the applications the Panel will use the following criteria:

- the excellence of the applicant, including the ability to communicate their science effectively, research/personal achievements in terms of scientific output and the significance of results, including research/personal achievements to date and standing at national/international level.
- the timeliness and quality of the research proposal;
- the potential of the individual, including the capability to perform the wider role and responsibilities of an academic career and, for example, evidence of leadership; awareness of the future development of the subject; willingness to embrace wider

aspects to academic life (public outreach, service on committees, teaching etc); development of novel technology.

- the appropriateness of the group with whom the individual intends to work (see also the guidance on page 4 on 'Host Institution').
- In the case of 'returners' excellence and potential will be judged on the applicant's career in research before the break

If you are not a returner but your publication record has been affected by an earlier career break or other extenuating circumstances please indicate this so that it can be taken into account in assessment of your application.

Having produced a shortlist, the Panel, in finalising the awards to be made, may take account of the distribution of awards in terms of subject and Institution.

The Halliday Fellowship

The Halliday Fellowship has been set up to mark Professor Ian Halliday's time as STFC Chief Executive from 1998-2005. The Halliday Fellowship provides the top scientist selected for an Advanced fellowship from each year's fellowship round with an additional £50k (not salary costs) over the five years of the fellowship award.

Public Understanding of Science and Media Workshops

STFC Fellows and the Public Understanding of Science

STFC wishes to encourage holders of its fellowships to participate to a reasonable extent in the public promotion of their subjects and of science in general. Activities such as presentations to school children, briefing science teachers, appearances in the media, participation in science fairs, etc are recognised by STFC as valid in the context of its fellowship programmes. Associated travel costs may be claimed and, while it is realised that such activities can seldom be planned on a long timescale, they should nevertheless be mentioned in the final report required by the conditions of the award.

Media Workshops

As part of its programme in public understanding of science and technology, STFC encourages all Fellows to take courses which provide expert help in science communications, especially with the media. Further information and details on how to apply for a place on a course are available from STFC's Science in Society team (email jane.butt@STFC.ac.uk or telephone 01793 442030).

Dissemination and Exploitation of Results

Dissemination and Acknowledgement

Researchers are expected to disseminate the results of their work to relevant beneficiaries and the general public. The researcher should, subject to the procedures laid down by their

Institution, publish the results of the research supported through the fellowship in accordance with normal practice. Any publication must acknowledge the support received from STFC and its type (fellowships or research grant).

STFC should be supplied with copies of published papers.

Commercial Exploitation

It is the responsibility of the Research Organisation, and all engaged in the research, to make every reasonable effort to ensure that the outcomes obtained in the course of the research, whether patentable or not, are used to the advantage of society and the economy. Research outcomes should be disseminated to both research and more widespread audiences - for example to inform potential users and beneficiaries of the research.

Unless stated otherwise, the ownership of intellectual property, and responsibility for its exploitation, rests with the organisation that generates it.

Where the grant is associated with more than one research organisation and/or other project partners, the basis of collaboration between the organisations, including ownership of intellectual property and rights to exploitation, is expected to be set out in a formal collaboration agreement. It is the responsibility of the Research Organisation to put such an agreement in place before the research begins. The terms of collaboration agreements must not conflict with the Research Councils' terms and conditions.

Arrangements for collaboration and/or exploitation must not prevent the future progression of research and the dissemination of research results in accordance with academic custom and practice. A temporary delay in publication is acceptable in order to allow commercial and collaborative arrangements to be established.

The Research Council may, in individual cases, reserve the right to retain ownership of intellectual property (or assign it to a third party under an exploitation agreement) and to arrange for it to be exploited for the national benefit and that of the Research Organisation involved. This right, if exercised, will be set out in an additional grant condition.

Collaboration

STFC expects collaborative research, either in the form of the joint pursuit of research with industry, or between similar organisations, both in the UK and abroad, to be put on a formal footing, for example, through a collaboration and exploitation agreement. Such agreements should make clear the contributions and rights of organisations, particularly in respect of exploitation arrangements. STFC will not get involved in negotiating exploitation agreements for collaborative research but expects to be assured that an arrangement acceptable to all parties exists.

Any enquiries in the area of exploitation of results should be addressed to STFC's Technology and Exploitation Section (e-mail: sue.fuller@STFC.ac.uk or telephone 01793 442056).

Data Protection Requirements

The Data Protection Act 1998 regulates the way in which certain information about individuals is held and used. STFC is in full compliance with the requirements of this legislation.

STFC records information about Council-supported Fellows on a computerised database. This information is used for administrative and management purposes, e.g. fellowship payments, statistical surveys or reports, career path tracking.

Details which may be made publicly available are:

- host organisation;
- name and gender of Fellow;
- project titles.

Personal data will not be used for any purposes other than those stated above, nor will any additional data other than that stated above be disclosed to any third party.

Career Path Tracking

STFC is keen to track the careers of its former Fellows and may undertake detailed studies of the career paths followed by fellows several years after their fellowship has been completed. Such studies inform policy decisions affecting STFC's fellowship programme.

Fellows should be aware that STFC will maintain their details on a database for the purpose of contacting them to seek their assistance with future career path studies.

Institutions are encouraged to register their fellowship data with the Information Commissioner in a way that will allow it to be released for career path tracking exercises, as this will provide additional help to STFC in tracing former fellows.

Equality of Opportunity

STFC seeks to employ a workforce which reflects and draws upon the talents of a diverse community, because it values the individual contribution of people regardless of disability, race, ethnic origin, religion, gender, sexual orientation, marital status or age. To this end, all decisions related to employment and advancement are made solely on the basis of the individual's ability, qualifications and fitness for the available work.

STFC seeks to reflect its equality of opportunity policy in the arrangements and conditions which apply to the staff posts, fellowships and postgraduate studentships it funds through research grants and awards.

In order to ensure that this policy is put into practice, STFC:

- will review objectives for equality of opportunity as part of the annual business planning process and report on progress in its annual report;
- may collect and analyse data on the gender, ethnic origin and age of STFC supported Fellows to monitor the effectiveness of its policies and initiatives.

In fulfilling its mission to promote the public understanding of science, engineering and technology, STFC will aim to involve and communicate with all sections of the community.