

2010 RSE/CALEDONIAN RESEARCH FOUNDATION BIOMEDICAL PERSONAL RESEARCH FELLOWSHIP

The following instructions should be read carefully before completing the application form.

- A. The application form must be completed in typescript, font size 11.
- B. The completed form must be returned to the Research Awards Co-ordinator by 5.00 pm on the closing date, **Friday, 26th February 2010**
- C. One signed, hard copy of the completed form, research proposal and list of publications must be submitted and an electronic version must be e-mailed to the Research Awards Co-ordinator by 5pm on the closing date (email resfells@royalsoced.org.uk)
- D. Curriculum vitae are **not** required.
- E. Referees' report forms should also be completed in typescript (font size 11) and returned to the Research Awards Co-ordinator by 5.00 pm on the closing date. Electronic versions will be accepted by e-mail.
- F. Application forms and referees' reports will be acknowledged.
- G. The information provided in the application form will be treated as strictly confidential
- H. The RSE Council's decision is final

Regulations

1	<p>General</p> <p>The Royal Society of Edinburgh, with the support of the Caledonian Research Foundation, is pleased to invite applications for one Research Fellowships, to commence on 1 October 2010. The Research Fellowships scheme aims to provide outstanding researchers, who should have the potential to become leaders in their chosen field, with the opportunity to build an independent research career.</p>
2	<p>Subjects Covered</p> <p>The CRF Personal Fellowships are only available for independent research in the Biomedical Sciences and this covers "<i>the biological, biochemical, physical and clinical sciences related to medicine</i>". The applicant must ensure the research conforms to the ethical rules of the Scottish Host Institution and the ethical principles of the EU Framework Programme 7 (see http://cordis.europa.eu/fp7/get-support_en.html#ethics)</p>
3	<p>Eligibility</p> <p>Applicants MUST possess a doctorate, or equivalent higher education qualification, and MUST have two to six years relevant post-doctoral academic research experience at the time of the application closing date (26 February 2010). Postdoctoral experience is considered to start from the date of the applicant's final viva. Only applicants who meet these criteria by the date of application will be considered. Applicants must show that they have an outstanding capacity for innovative research with a strong publication record relevant to their proposed field of study. Preference will be given to early career research staff in an academic or research institution.</p> <p>Career breaks, for example maternity leave, national service and voluntary service overseas, can be discounted, but teaching experience and/or time spent in industry since the award of a PhD should be included in the total amount of postdoctoral experience. Part-time work will be counted <i>pro rata</i>.</p>
4	<p>Length of Tenure</p> <p>The RSE/Caledonian Research Foundation Biomedical Personal Research Fellowships will normally be tenable for up to three years and, once appointed, Research Fellows will be expected to devote their full time to research. Fellows will not be allowed to hold other paid appointments without the express permission of the Society, although they will be able to carry out a limited amount of teaching (not exceeding 6 hours per week during teaching term), appropriate to their special knowledge in the department in which they hold the Fellowship. The level of any teaching hours must be approved in advance by the Society and the Head of the Department in which the research work is being undertaken.</p>

5	<p>Place of Tenure Applicants will be required to pursue their research in any Higher Education Institution (HEI) or Research Institute (RI) in Scotland.</p>
6	<p>Assessment of Applications Assessment of research quality will be undertaken by UK and overseas experts in the field, against all of the following criteria:</p> <ul style="list-style-type: none"> • Research Excellence • Economic and Social Impact, and • Timeliness and promise
7	<p>Value: Salary The annual stipend for the RSE/CRF Biomedical Personal Research Fellowships will be within the scales for Research staff in Higher Education Institutions, Spinal points 29-43 (approximately £28,983 - £43,840 at August 2009 rates). Corresponding scales apply to a Fellowship held in a Research Institute. Normal annual increments and superannuation benefits will apply and stipends will be adjusted from time to time to take account of nationally agreed pay settlements. The salary placement will be according to qualifications and experience.</p>
8	<p>Value: Support Funds Financial support, up to a maximum of £6,000 is available each year of the fellowship. This is made up of a support grant of £2000 paid at the start of each year and an additional sum of up to £4,000 per annum from the Research Support pool e.g. support for travel, attendance at approved meetings and the cost of minor equipment. Fellows will be asked to bid for the additional sum by 15 November each year. This sum is not guaranteed and is allocated on a competitive basis. Fellows are encouraged to seek support for their research from appropriate Research Councils or private foundations.</p>
9	<p>IP If the research carried out during a RSE/Caledonian Research Foundation Biomedical Personal Research Fellowship should result in a discovery which is commercially exploitable, or potentially exploitable, then the Society requires the HEI or RI in which the research has been carried out to take all reasonable steps to protect the intellectual property rights (IPR) arising from this research. This should be done by patenting or otherwise asserting and protecting these rights.</p>
11	<p>Outcomes Applicants are asked to consider what the outcomes of their research project will be and how they plan to disseminate that information to relevant communities. Please see section 4 in the application form.</p>
12	<p>Number of Fellowships offered: Normally one award per year</p>
13	<p>Closing Date: The closing date for completed application forms is Friday 26 February 2010 and this is strictly adhered to. Applicants must ensure that their referees send confidential reports on the forms provided, directly to the Research Awards Coordinator. These reports should also be returned by the closing date.</p>
14	<p>Full Economic Costing As this is Charity funded, this Fellowship does not contribute towards Full Economic Costing.</p>
15	<p>Additional Account of Proposed Research A detailed account (no more than 3 single-sided pages of A4, in font size 11) of the proposed research, including literature references, indicating its nature, objectives, outputs and outcomes must be included with the application. It should be noted that due to the large number of applications received, no additional and unrequested information can be considered.</p>
16	<p>Publications Applicants must submit a full list of their publications with the application form, indicating those most relevant to their proposed research.</p>
17	<p>References Applicants must nominate two academic referees who can give an independent assessment of the proposed project. Nominees must not be recent collaborators, or members of the applicant's own institution. Applicants must nominate referees from different institutions.</p>
18	<p>Significant Research Papers Short-listed candidates may be asked to provide copies of the three papers which they have identified on the form as those most significant in relation to their application.</p>
19	<p>Contacts Applicants for the RSE/CRF Biomedical Personal Research Fellowships will be expected to negotiate directly with the relevant Head of Department of the proposed host institution to ensure that an appointment would be acceptable. Please note that this is NOT the Society's responsibility. The application form must be countersigned by an appropriate administrative officer e.g. Finance Officer <u>and</u> by the Head of the Department of the proposed institution, to confirm willingness to accept the Fellowship.</p>

20	<p>Short-listing</p> <p>Applications will be assessed carefully, using a system of extensive appraisal involving relevant Fellows of the Society and independent external assessors. Short-listed candidates will be called for interview on 28 April 2010. Candidates not available on the interview date will not be considered. The final choice of the 2010 RSE/CRF Biomedical Personal Research Fellowships will be concluded by the end of May 2010 and the successful applicant will be notified of the final outcome by June 2010. Please note that the RSE Council's decision is final, and all applications are treated in the strictest confidence.</p>
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Application information

It is recommended that you take particular note of the following points:

A	<p>Format: Microsoft Word, in 11 size font.</p>
B	<p>Further clarification If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the Royal Society of Edinburgh Research Awards Team (contact details at the end of these notes).</p>
C	<p>Change in Circumstances If a material change in the applicant's circumstances should occur after submitting the application, details should be notified <i>in writing or by e-mail</i> to the Research Awards Coordinator. In view of the number of applications to be considered, applicants are asked not to telephone the Society's offices to enquire about the progress of specific applications.</p>
D	<p>Change of Address Applicants are asked to inform the Research Awards Co-ordinator of any change of address, or provide a contact address for future correspondence, if they do not expect to be available after the closing date at the correspondence address specified on the application form.</p>
E	<p>Finance Section Please note that Item 17 is an Excel Worksheet. You must double-click on this table to include your figures. A complete example can be found on page 5.</p>

Submission of application

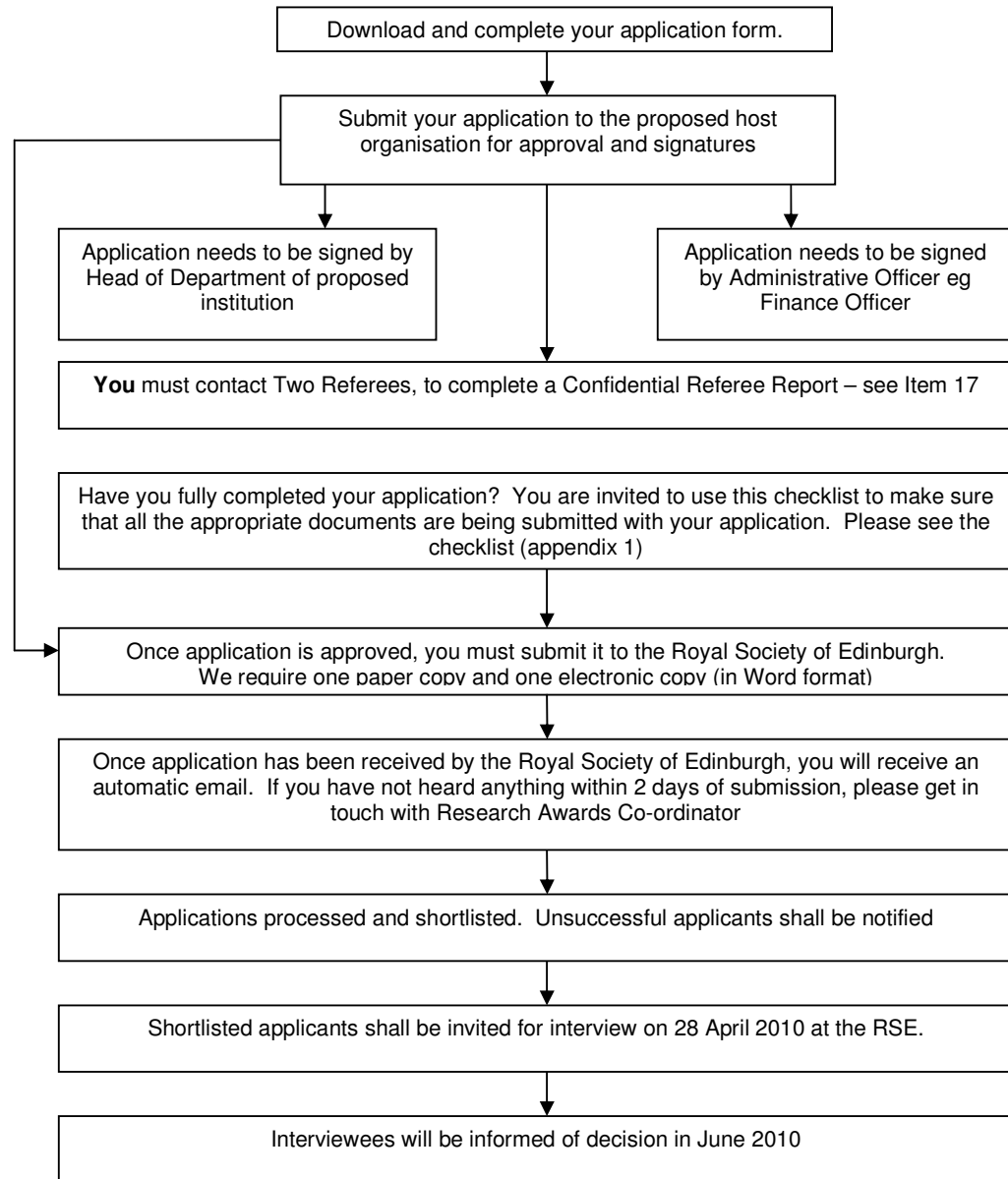
Please be aware that it is **your** responsibility to ensure that you complete your application in time for the host organisation to sign it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.

Once your host organisation has signed your application it is **your** responsibility to submit it to the Royal Society of Edinburgh and it will not be possible to make any changes.

We would prefer to receive references from your nominated referees by the closing date but, if this is not possible, they will be able to submit their comments for a few days after the closing date.

Please note that once the closing date has passed the RSE cannot accept late applications. Only in exceptional circumstances can a late application be accepted and then there has to be a very good reason for the delay and the RSE has to have been informed of the possible delay **before** the closing date.

The submission and selection process is as follows:-



Finance

Please see below an example of a completed Finance Section:

17 FINANCIAL INFORMATION - (see attached guidance notes)

Summary of resources required for Research Fellowship

Please provide details of the expected costs of the Fellowship for the full 3 years. Indexation should be included for each year, including an element for incremental salary rises, an element for cost of living increases, for example 3%. The RSE will fund 100% of salary costs, and 100% of research expenses claimed within the scheme limits.

Costs	Year 1	Year 2	Year 3	Total
Directly incurred:				
Basic Salary	33432	35772	38276	107480
Salary Spine Point	34	35	36	
Oncosts	7200	7704	8243	23147
Oncosts %	22%	22%	22%	
Total Salary (100%)	40632	43476	46519	130627

Research Expenses:				
Equipment	2000	1750	2500	6250
Consumables	2500	2750	1500	6750
Travel	1500	1500	2000	5000
Total Research	6000	6000	6000	18000

Total RSE Contribution	46632	49476	52519	148627
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Review process

All eligible proposals will be reviewed by the RSE/CRF Biomedical Personal Research Fellowships Committee, which is a broad-based, multi-disciplinary group of scientists. Following the review of each application a shortlist is drawn up. The shortlisted applicants are called for interview before the Selection Committee (normally in April). An independent referee for each shortlisted candidate will be contacted prior to the interview. Finally, the Selection Committee considers each shortlisted application, together with its nominated and independent references, and the applicant's performance at interview. Applicants will be notified of the outcome of their application by email as soon as possible after the interview.

Please be assured that the Royal Society of Edinburgh specifically requests anyone involved in reviewing applications to consider them in confidence.

Enquiries

If you have any enquiries about the submission of your application or the selection process, please contact the Research Awards Team, The Royal Society of Edinburgh, 22-26 George Street, Edinburgh, EH2 2PQ (email: resfells@royalsoced.org.uk), Tel 0131 240 5023, Fax 0131 240 5024.

APPENDIX 1

APPLICATION CHECKLIST

The following should be noted:

- 1 The original application, completed and signed by you
- 2 The original application, completed and signed by the Head of Department **and** the Administrative Officer (eg Finance Officer)
- 3 Contacted two referees to send a confidential report, on the form provided, directly to the Research Awards Coordinator. Nominees must not be recent collaborators, or members of the applicant's own institution. Applicants must nominate referees from different institutions.
- 4 Included a detailed account of the proposed research (see Item 15)
- 5 Included a list of publications
- 6 A signed hard copy and electronic copy of the application form should be sent to the Research Awards Co-ordinator (resfells@royalsoced.org.uk).

Address: Research Awards Co-ordinator
Royal Society of Edinburgh
22-26 George Street
EDINBURGH EH2 2PQ

- 7 Have you ticked the Data Protection box on the front page?
- 8 Have you completed the Equal Opportunities Form?