

2010 RSE/SCOTTISH GOVERNMENT SUPPORT 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, **Monday, 29th March 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 Scottish Government and the Marie Curie Co-Fund, is pleased to invite applications for a limited number of 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>Whilst the Fellowship may be in any of the disciplines as defined below*, including inter-disciplinary areas, preference will be given to research likely to enhance the transfer of ideas and technology from the research community into increasing sustainable economic growth for all. The research projects proposed must align to one or more of the Scottish Government's National Outcomes (see www.scotland.gov.uk/About/scotPerforms). To this end the Society, with the advice of the Scottish Government, will ensure that a proper balance is maintained within the programme as a whole.</p>
3	<p>Eligibility</p> <p>Applicants MUST be existing members of academic staff who have held a teaching appointment for at least five years in any Higher Education Institution in Scotland at the time of the application closing date (29 March 2010). A Support Fellowship will take the form of funding for the appointment of a temporary replacement to enable a Support Fellow to take study leave, either in his/her own institution or elsewhere, whilst remaining in continuous employment with his/her present employer.</p>
4	<p>Length of Tenure</p> <p>The Support Research Fellowships will normally be tenable for twelve months and, once appointed, the Fellows will be required to devote their full time to the research project specified in the application form. Fellows must not be allowed to hold other paid appointments without the express permission of the Society.</p>
5	<p>Place of Tenure</p> <p>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</p> <p>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 • Relevance to Scottish Government National Outcomes • Economic and Social Impact, and • Timeliness and promise
7	<p>Value: Salary</p> <p>The actual cost of replacement staff will be reimbursed 100% according to the University Academic Staff pay scale up to a maximum of spine point 37, with the replacement determined by the employer according to normal qualifications and experience criteria. The employer may appoint replacement staff on a higher salary, but the additional costs will not be covered by the RSE.</p>

8	<p>Value: Support Funds</p> <p>Financial support, up to a maximum of £4,000 is available for the year of the fellowship. This is made up of £2,000 awarded at the beginning of the year. Fellows then being invited to bid for a further amount of up to £2,000 for approved expenses. Bids must be submitted by 15 November to the Research Awards Co-ordinator. No research support payments are available to the Department or Institution in which the Research Fellow is appointed, but he/she is encouraged to seek support for his/her researches from appropriate Research Councils or private foundations.</p>
9	<p>IP</p> <p>If the research carried out during a RSE/Scottish Government Support 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</p> <p>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 and to consider it in the context of the Scottish Government's National Outcomes (see www.scotland.gov.uk/About/scotPerforms). Please see section 4 in the application form.</p>
12	<p>Number of Fellowships offered:</p> <p>Varies, but normally three awards per year</p>
13	<p>Closing Date:</p> <p>The closing date for completed application forms is Monday 29 March 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</p> <p>It will be possible to fund fellowships starting in 2010/11 on the standard full economic costing model. The information being sought on full economic costs in the application form will help inform the funding implications of adopting this model. Such a model would provide funding to cover 80% of the estates and indirect costs for the Support Research Fellow and 100% of the teaching replacement's salary and research expenses claimed within the stated limits (see 7 above). Applicants are asked to complete the Financial Information section fully, with reference to the Finance Office of the host institution where necessary.</p>
15	<p>Additional Account of Proposed Research</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>Applicants for the RSE/Scottish Government Support 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 and 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. The final choice of the 2010 RSE/Scottish Government Support Research Fellowships will be concluded by the end of May 2010 and all applicants will be notified of the final outcome by June 2010.</p>

* **Definition of science** - by science we mean knowledge, understanding and discovery through scholarship and research undertaken in the physical, computational, engineering, biological, medical, natural and social disciplines, which is underpinned by methodologies that build up and test increased understanding about our world, and has the potential to lead to technological advances and improvements in societal health and welfare.

Application information

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

A	Format: Microsoft Word, in 11 size font.
B	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).
C	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.
D	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.
E	Finance Section Please note that Item 15 is an Excel Worksheet. You must double-click on this table to include your figures. See below a completed example.

Submission of application

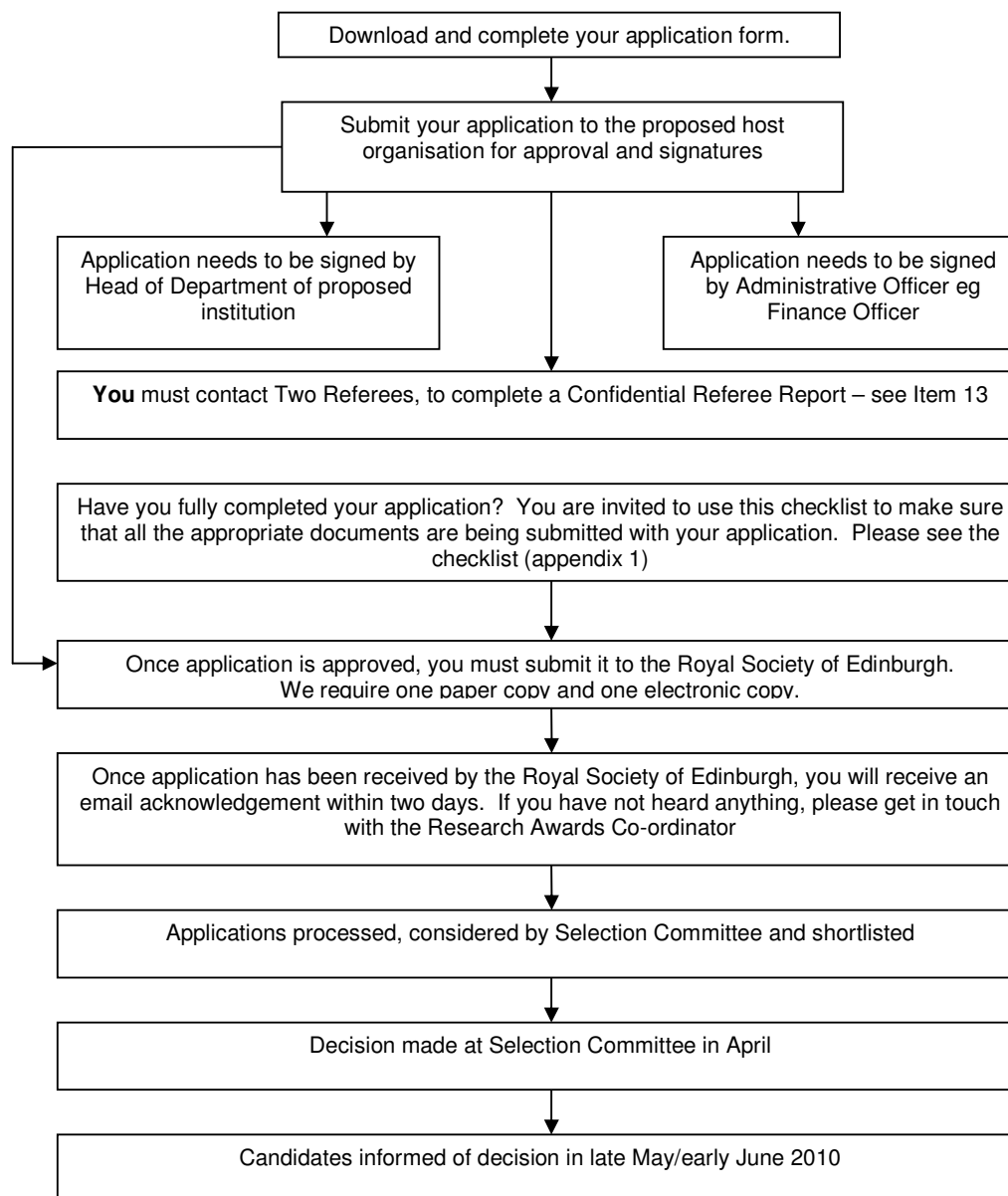
Please be aware that it is **your** responsibility to ensure that you complete your application in time for the host organisation to sign it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.

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:-



Review process

All proposals submitted to the RSE/Scottish Government Research Fellowships Committee are initially reviewed and assessed by at least two members of the Selection Committee, the Convenor and those who have the most appropriate scientific expertise. Following this a shortlist is drawn up. The shortlisted proposals are reviewed by all the Committee members. It is expected that applicants will be notified of the outcome of their application by email in late May/early June.

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

Finance

Please see below an example of a completed Finance Section:

15 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 year.

These costs should be calculated on the basis of fEC, the RSE will fund the following:

- 100% of salary costs for the replacement staff member up to the specified limit
- 80% of Estates and Indirect costs for the Support Research Fellow
- 100% of research expenses claimed within the limits by the Support Research Fellow, please see Regulation Item Number 7

Costs	Year 1	Total
Directly incurred:		
Basic Salary	33432	33432
Salary Spine Point	34	
Oncosts	7200	7200
Oncosts %	22%	
Total Salary (100%)	40632	40632
Research Expenses:		
Equipment	1200	1200
Consumables	800	800
Travel	2000	2000
Total Research (100%)	4000	4000
Total Direct Costs	44632	44632
Directly Allocated:		
Estates Costs	12000	12000
Other	400	400
Total dir. Alloc. Costs	12400	12400
Indirect Costs:	37000	37000
Overall Total	49400	49400
RSE Contribution (80%)	39520	39520
Total RSE Contrib	84152	84152

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?