

2012 RSE/SCOTTISH GOVERNMENT PERSONAL RESEARCH FELLOWSHIP CO-FUNDED BY MARIE CURIE ACTIONS

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

- A.** The application form must be completed electronically, font size 11.
- B.** The completed form must be returned to the Research Awards Co-ordinator by 5.00 pm on the closing date, **Tuesday, 14 February 2012**
- 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 electronically (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 2012. 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. 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 (14 February 2012). 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/Scottish Government Personal Research Fellowships co-funded by Marie Curie Actions will normally be tenable for up to five years and, once appointed, Research Fellows will be expected to devote their full time to research. Please note that the RSE shall fund 4.5 years of the Fellowship, with the expectation that the Host Institution covers the costs of the final six months. Fellows will not be allowed to hold other paid appointments without the express permission of the RSE, although they will be able to carry out a limited amount of teaching (not exceeding 6 hours per week during the 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 RSE and the Head of the Department in which the research work is being undertaken.</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 • Selection is carried out with regard to the European Union Code of Conduct for the Recruitment of Researchers (http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct)
7	<p>Value: Salary</p> <p>The annual stipend for the RSE/Scottish Government Personal Research Fellowship Co-funded by Marie Curie Actions will be within the scales for Research staff in Higher Education Institutions, Spine points 23-37 (approximately £24,370 - £36,862 at August 2010 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</p> <p>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>Periods of Research Abroad</p> <p>The RSE holds funding awarded from the European Commission under the FP7 Marie Curie COFUND programme for the periods of research abroad, subject to extension of current time limits. This funding will enhance these Fellowships with additional support to allow mobility periods for up to one year anywhere in the world, normally in the second year of the Fellowship, to allow collaborations to be established and networks set up. Training to enhance career development can also be funded if costs are justified. The Research Fellow is free to choose any training useful for his/her career development and to decide when and where the training can be undertaken.</p> <p>Information is, therefore, requested in sections 18 and 19 of the application form on potential mobility period destinations, training and costs. All applicants are strongly encouraged to take up this opportunity.</p>
10	<p>IP</p> <p>If the research carried out during an RSE/Scottish Government 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</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>Closing Date:</p> <p>The closing date for completed application forms is Tuesday, 14 February 2012, 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>
13	<p>Full Economic Costing</p> <p>Subject to availability of funding, the intention is to fund fellowships starting in 2012 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 research fellow's salary costs, estates and indirect costs and 100% of the research expenses claimed within the stated limits (see 8 above). Applicants are asked to complete the Financial Information section fully, with reference to the Finance Office of the host institution to ensure the figures are as accurate as possible. The RSE will retain the right to reduce the percentage of costs to be covered and will confirm the actual terms in an offer letter prior to the offer of a Fellowship.</p>

14	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.
15	Publications Applicants must submit a full list of their publications with the application form, indicating those most relevant to their proposed research.
16	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.
17	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.
18	Contacts Applicants for the RSE/Scottish Government Personal Research Fellowships Co-funded by Marie Curie Actions, 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 RSE'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 host the Fellowship.
19	Short-listing 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, which are to be held on 24 April 2012. Candidates not available on the interview date will not be considered. The final choice of the 2012 RSE/Scottish Government Personal Research Fellowship Co-funded by Marie Curie Actions, s will be concluded by the end of May 2012 and all applicants will be notified of the final outcome by June 2012. Please note that the RSE Council's decision is final, and all applications are treated in the strictest confidence.
20	Funding These Fellowships will be awarded on confirmation of funding from the Scottish Government.

* **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 the applicant needs further information, he/she should seek clarification from the RSE 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 17 on the application form is an Excel Worksheet. Applicants should double-click on this table to include their figures. A complete example can be found on page 5. Applicants should seek advice from their University Finance Office on the salary and oncost figures.

Submission of application

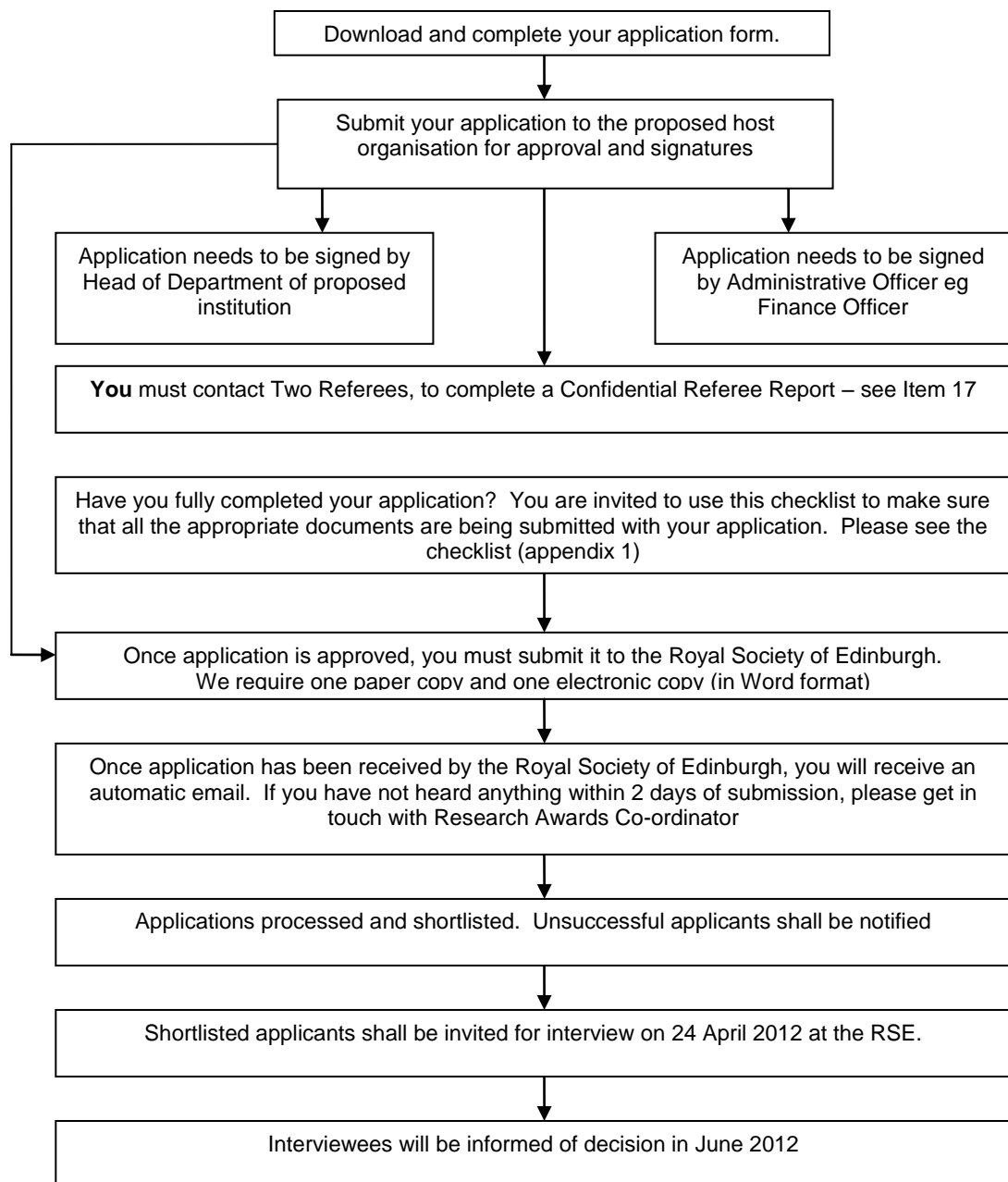
Please be aware that it is **your** responsibility to ensure that you complete your application in time for the host organisation to sign it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.

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.

The RSE 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 5 years. Indexation should be included for each year, including an element for incremental salary rises, an element for cost of living increases, and an element for Indirect and Estates Costs, for example 3%. These costs should be calculated on the basis of fEC. Subject to availability of funding for fEC, the RSE will fund 80% of salary costs, directly allocated costs and indirect costs and 100% of research expenses claimed within the scheme limits.

Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Directly incurred:						
Basic Salary	33432	35772	38276	40955	43821	192256
Salary Spine Point	34	35	36	37	38	
Oncosts	7200	7704	8243	8820	9437	41404
Oncosts %	22%	22%	22%	22%	22%	
Total Salary (100%)	40632	43476	46519	49775	53258	233660
RSE contribution (80%)	32506	34781	37215	39820	42606	186928

Research Expenses:						
Equipment	2000	1750	2500	3000	2000	
Consumables	2500	2750	1500	1500	2500	
Travel	1500	1500	2000	1500	1500	
Total Research	6000	6000	6000	6000	6000	30000
Total Direct Costs	46632	49476	52519	55775	59258	263660
Total RSE Contribution	38506	40781	43215	45820	48606	216928

Directly Allocated:						
Estates Costs	12000	12360	12730	13111	13504	63705
Other	400	400	400	400	400	2000
Total dir. Alloc. Costs	12400	12760	13130	13511	13904	65705

Indirect Costs:	37000	38000	39000	40000	41000	195000
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Overall Total	49400	50760	52130	53511	54904	260705
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RSE Contribution (80%)	39520	40608	41704	42809	43923	208564
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Total RSE Contrib	78026	81389	84919	88629	92530	425492
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Review process

All eligible proposals will be reviewed by the RSE/Scottish Government 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 (to be held 24 April 2012). 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 their confidential reports, on the forms provided, directly to the Research Awards Coordinator (resfells@royalsoced.org.uk). 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 14 above)
- 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?