

2009 RSE /LLOYDS TSB FOUNDATION FOR SCOTLAND PERSONAL RESEARCH FELLOWSHIPS

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 6 March 2009**
- 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.
- 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 but a signed, hard copy of each report must also be submitted.
- F. Application forms and referees' reports will be acknowledged.

Regulations

1	General
	The Royal Society of Edinburgh, with the support of the Lloyds TSB Foundation for Scotland, is pleased to invite applications for a limited number of Research Fellowships, to commence on 1 October 2009. The Research Fellowships scheme aims to provide outstanding scientists, who should have the potential to become leaders in their chosen field, with the opportunity to build an independent research career.
2	Subjects Covered
	The Fellowships are for independent research on the causes and effects of the ageing process including the medical, psychological, sociological or economic consequences of old age with the purpose of improving the quality of life.
3	Eligibility
	Applicants MUST possess a doctorate, or equivalent higher education qualification, and should have two to six years relevant post-doctoral academic research experience at the time of the application closing date, 6 March 2009. 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 those not holding a permanent position in an academic or research institution. Career breaks such as 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> .
4	Length of Tenure
	The Personal Research Fellowships will normally be tenable for up to three years but, where appropriate to the research proposal, applications for two years will be considered. Once appointed, the 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 the Fellowship is held. 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.
5	Place of Tenure
	Applicants will be required to pursue their research in any Higher Education Institution (HEI), Research Institute (RI) or Laboratory in Scotland.

6	Value: Salary
	The annual stipend for the RSE/Lloyds TSB Foundation for Scotland Personal Research Fellowships will be within the scales for Research staff in Higher Education Institutions, Spinal points 23-37 (approximately £24,152 - £36,532 at October 2008 rates). Corresponding scales apply to a Fellowship held in either a Research Institute or Industrial Laboratory. 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 age, qualifications and experience.
7	Value: Support Funds
	The Lloyds TSB Personal Research Fellowship carries a support grant of £2,000 at the start of the Fellowship and at the beginning of each subsequent Fellowship year. An additional sum, of up to £4,000 per annum for equipment and consumables, will be allocated on a competitive basis from the Research Support Fund pool. The Support Fund pool is a limited resource and, therefore, funding over and above the initial £2,000 is not guaranteed. Research Fellows' bids for funding from the Support Fund pool must be submitted to the RSE by 15 November each year. Fellows are encouraged to seek support for their researches from appropriate Research Councils or private foundations.
8	IP
	If the research carried out during a RSE/Lloyds TSB Foundation for Scotland 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.
9	Outcomes
	Applicants are asked to consider what the outcomes of their research project will be and how they plan to communicate that information to the academic community and beyond.
10	Lloyds TSB Foundation for Scotland Annual Forum
	Research Fellows will be required to attend and be willing to present at the Lloyds TSB Foundation for Scotland Annual forum.
11	RSE Evaluation Workshop
	Research Fellows will also be required to attend and participate in an Evaluation Workshop at the Royal Society of Edinburgh.
12	Number of Fellowships offered:
	Varies, but normally one award per year
13	Closing Date:
	The closing date for completed application forms is Friday 6 March 2009 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.
14	Additional Account of Proposed Research
	A detailed account (no more than 3 pages x 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	References
	Applicants should note that one of their referees must come from outwith the Institution where the applicant is currently employed.
16	Publications
	Applicants must submit a full list of their publications with the application form, indicating those most relevant to their proposed research.
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/Lloyds TSB Foundation for Scotland 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.

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 in late April-early May. Candidates not available on the interview date will not be considered. The final choice of the 2009 RSE/Lloyds TSB Foundation for Scotland Personal Research Fellowships will be concluded by the end of June 2009 and all applicants will be notified of the final outcome by July 2009.

Application information

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

A	Format:
	Microsoft Word or a pdf document, 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 Co-ordinator. 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.

Submission of application

PLEASE NOTE THAT IT IS ESSENTIAL THAT YOU CREATE A PDF OF YOUR COMPLETED APPLICATION, AND CHECK IT THOROUGHLY, INCLUDING EMAIL ADDRESSES AND UPLOADED PDF FILES, BEFORE SUBMITTING IT FOR SIGNATURE BY YOUR HOST ORGANISATION.

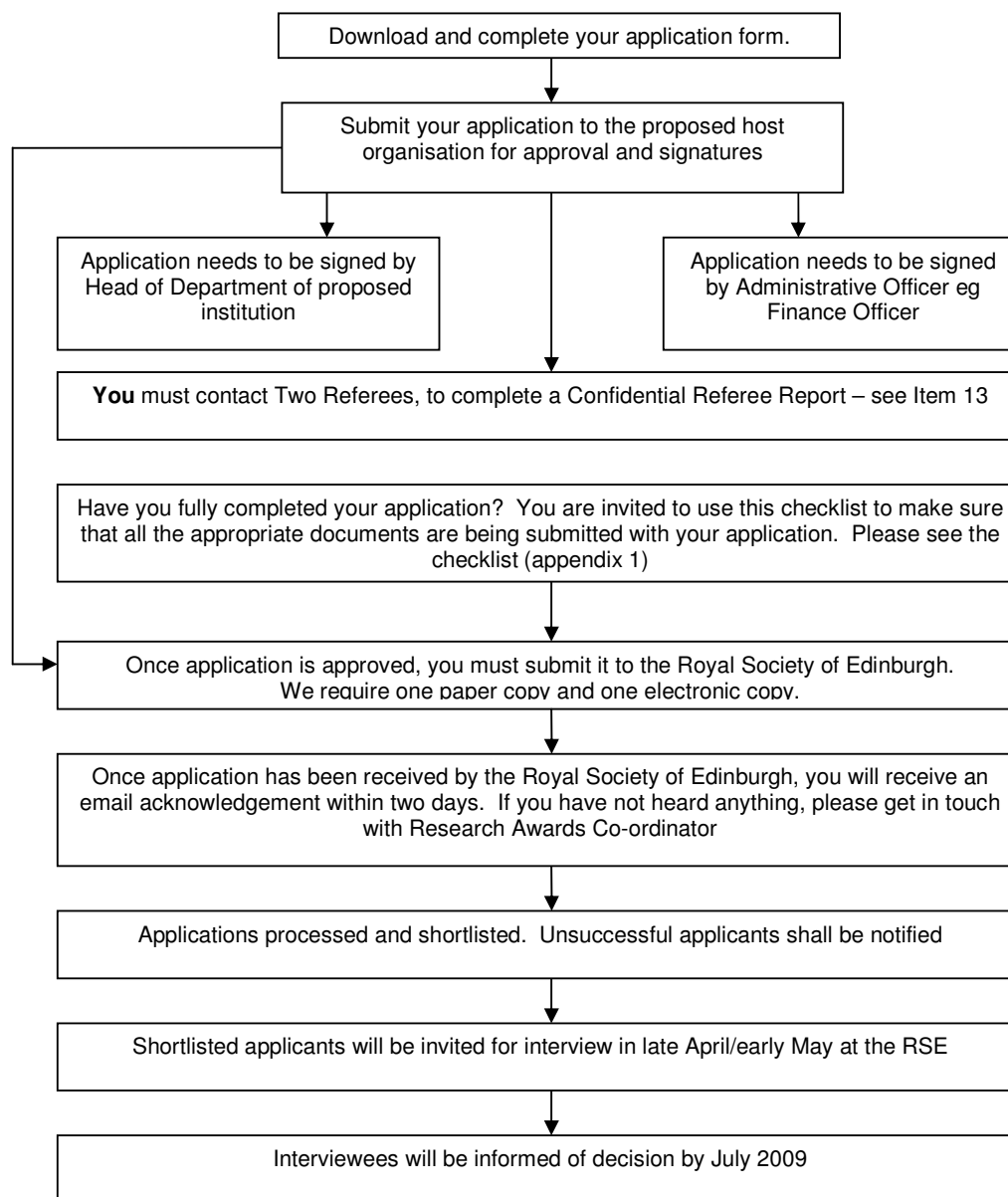
Please be aware that it is **your** responsibility to ensure that you complete your application in time for the host organisation to sign it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.

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 eligible proposals will be reviewed by the RSE/Lloyds TSB Foundation for Scotland 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 (in late April/early May). 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 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. Please note that one referee should be from outwith the institution where you are currently employed.
- 4 Included a detailed account of the proposed research (see Item 12)
- 5 Submitted a full list of your publications (see Item 14)
- 6 Ticked the relevant field/fields under which you are applying.
- 7 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