

# 2010 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 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](mailto: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><b>General</b></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><b>Subjects Covered</b></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 <a href="http://www.scotland.gov.uk/About/scotPerforms">www.scotland.gov.uk/About/scotPerforms</a>). 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 <a href="http://cordis.europa.eu/fp7/get-support_en.html#ethics">http://cordis.europa.eu/fp7/get-support_en.html#ethics</a>)</p>
3	<p><b>Eligibility</b></p> <p>Applicants <b>MUST</b> possess a doctorate, or equivalent higher education qualification, and <b>MUST</b> have <b>two to six years relevant post-doctoral academic research experience</b> at the time of the application closing date (29 March 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><b>Length of Tenure</b></p> <p>The RSE/Scottish Government Marie Curie Personal Research Fellowships will normally be tenable for up to five 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><b>Place of Tenure</b> Applicants will be required to pursue their research in any Higher Education Institution (HEI) or Research Institute (RI) in Scotland.</p>
6	<p><b>Assessment of Applications</b> 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"> <li>• Research Excellence</li> <li>• Relevance to Scottish Government National Outcomes</li> <li>• Economic and Social Impact, and</li> <li>• Timeliness and promise</li> </ul>
7	<p><b>Value: Salary</b> The annual stipend for the RSE/Scottish Government Personal Research Fellowships will be within the scales for Research staff in Higher Education Institutions, Spinal points 23-37 (approximately £24,273 - £36,715 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><b>Value: Support Funds</b> 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><b>Marie Curie COFUND</b> The RSE has completed negotiations with the European Commission under the FP7 Marie Curie Co-fund programme. This funding will enhance these Fellowships with additional support to allow travel 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. Information is, therefore, requested in sections 14 and 15 of the application form on potential travel destinations, training and costs. All applicants are strongly encouraged to consider taking up this opportunity.</p>
10	<p><b>IP</b> If the research carried out during a 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><b>Outcomes</b> 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 <a href="http://www.scotland.gov.uk/About/scotPerforms">www.scotland.gov.uk/About/scotPerforms</a>). Please see section 4 in the application form.</p>
12	<p><b>Number of Fellowships offered:</b> Varies, but normally up to six awards per year</p>
13	<p><b>Closing Date:</b> <b>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.</b></p>
14	<p><b>Full Economic Costing</b> It will be possible to fund fellowships starting in 2010 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.</p>
15	<p><b>Additional Account of Proposed Research</b> 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</p>

	received, no additional and unrequested information can be considered.
16	<b>Publications</b> Applicants must submit a full list of their publications with the application form, indicating those most relevant to their proposed research.
17	<b>References</b> 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.
18	<b>Significant Research Papers</b> 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.
19	<b>Contacts</b> Applicants for the RSE/Scottish Government 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. <b>Please note that this is NOT the Society's responsibility.</b> 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.
20	<b>Short-listing</b> 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 Tuesday, 1 June 2010. Candidates not available on the interview date will not be considered. The final choice of the 2010 RSE/Scottish Government Marie Curie Personal Research Fellowships will be concluded by the end of June 2010 and all applicants will be notified of the final outcome by July 2010. Please note that the RSE Council's decision is final, and all applications are treated in the strictest confidence.

\* **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	<b>Format:</b> Microsoft Word, in 11 size font.
B	<b>Further clarification</b> 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	<b>Change in Circumstances</b> 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	<b>Change of Address</b> 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	<b>Finance Section</b> Please note that Item 19 is an Excel Worksheet. You must double-click on this table to include your figures. See below a completed example.

## Submission of application

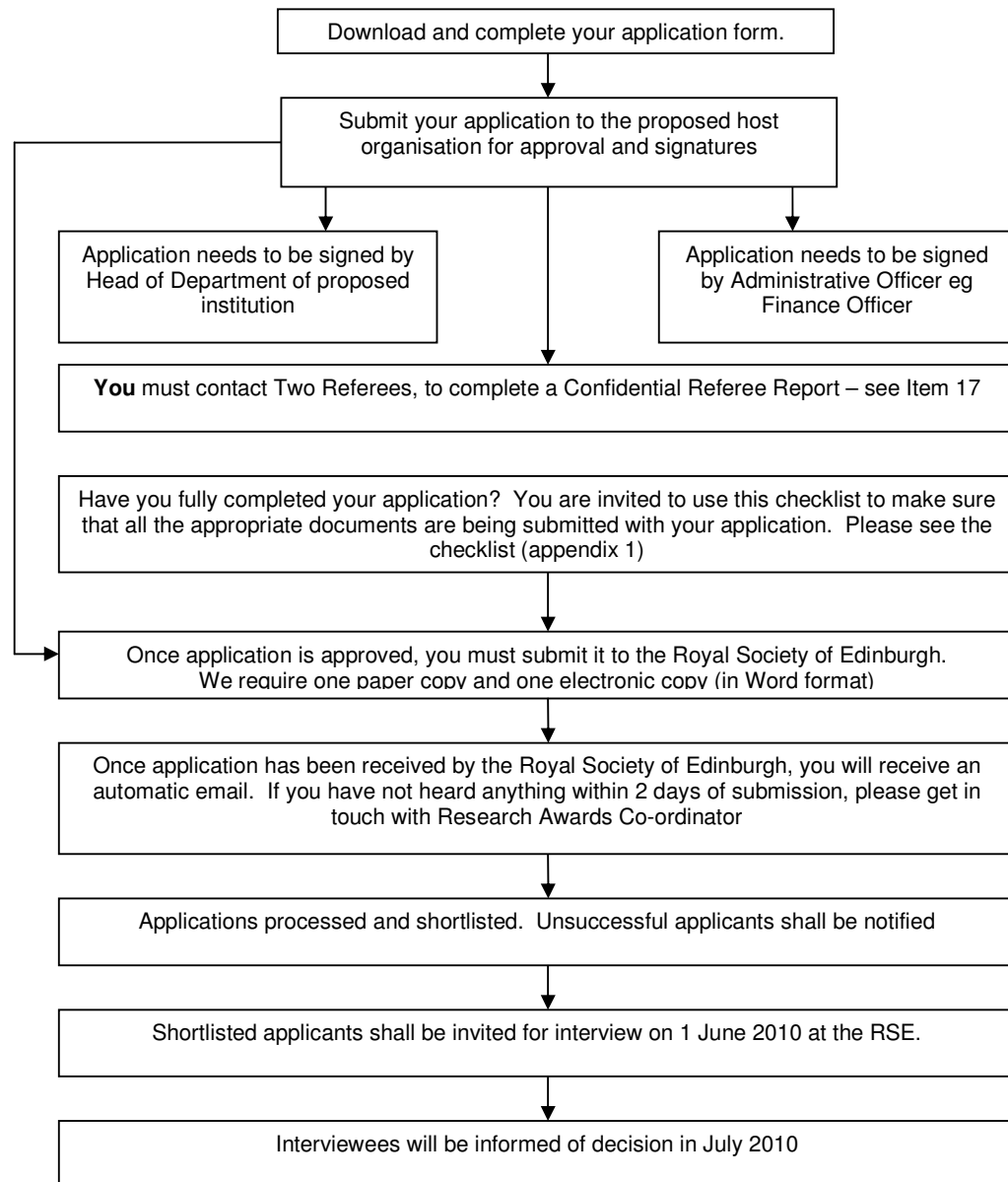
Please be aware that it is **your** responsibility to ensure that you complete your application in time for the host organisation to sign it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.

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:-



## Finance

Please see below an example of a completed Finance Section:

### 19 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. Funding is available for fEC and 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
<b>Directly incurred:</b>						
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
<b>Research Expenses:</b>						
Equipment	2000	1750	2500	3000	2000	
Consumables	2500	2750	1500	1500	2500	
Travel	1500	1500	2000	1500	1500	
<b>Total Research</b>	6000	6000	6000	6000	6000	30000
<b>Total Direct Costs</b>	46632	49476	52519	55775	59258	263660
<b>Total RSE Contribution</b>	38506	40781	43215	45820	48606	216928
<b>Directly Allocated:</b>						
Estates Costs	12000	12360	12730	13111	13504	63705
Other	400	400	400	400	400	2000
<b>Total dir. Alloc. Costs</b>	12400	12760	13130	13511	13904	65705
<b>Indirect Costs:</b>	37000	38000	39000	40000	41000	195000
<b>Overall Total</b>	49400	50760	52130	53511	54904	260705
<b>RSE Contribution (80%)</b>	39520	40608	41704	42809	43923	208564
<b>Total RSE Contrib</b>	78026	81389	84919	88629	92530	425492

#### Review process

All eligible proposals will be reviewed by the RSE/Scottish Government Marie Curie 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 1 June 2010). 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](mailto: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](mailto: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?