

## The Royal Society of Edinburgh

### STFC/RSE Enterprise Fellowships

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

- A. The application form must be completed in typescript.
- B. The completed form must be returned to the Research Awards Manager by 5.00 pm on the closing date, **Tuesday 19 May 2009**.
- C. The completed form should be submitted electronically and one signed, original hard copy must be submitted by the closing date also. **Please do not staple papers together.**
- D. CVs are **not** required.
- E. The two Referees' report forms should also be completed in typescript, signed and returned to the Research Awards Manager by 5.00 pm on the closing date, an electronic version is also required.
- F. Application forms and referees' reports will only be acknowledged if requested.

### Regulations

1. The Royal Society of Edinburgh, with the support of the Science and Technology Facilities Council (STFC), is pleased to invite applications for Enterprise Fellowships with the objective of increasing exploitation from the STFC research programme. The Enterprise Fellowships are designed to enable an individual to advance the commercialisation of existing research results or technological developments and will be tenable for a period of **one year** commencing on 1 October 2009. The Fellowships enable the holder to concentrate on developing the commercial potential of STFC funded research (formerly PPARC and CCLRC science or EPSRC nuclear physics), whilst also receiving formal training in relevant business skills.
2. 40% of the Enterprise Fellowship programme will comprise business learning modules within the participating Business School which will be directly relevant to the commercialisation process. The remaining 60% of the Enterprise Fellowship will be spent on developing the research from a commercial perspective. Enterprise Fellows will be expected to devote all their time to the Fellowship.
3. This Fellowship will not fund further research work.

### ELIGIBILITY

4. The Enterprise Fellowships must be undertaken within a UK HEI, Research Institute or CERN and, on conclusion of the Fellowship, applicants must intend to commercialise the project within the UK. The Enterprise Fellowships will be available to academic and research staff, postgraduates and graduates with relevant experience.
5. Applications may be submitted on any subject provided that the original research or technological developments have their origin as part of a programme largely funded by STFC (formerly PPARC and CCLRC) or in the area of nuclear physics previously funded by EPSRC. Applicants must explain how the commercialisation proposal is related to the STFC funded research.
6. Applicants must provide a completed application form, attaching a 2-3 page outline of their commercialisation proposal, based on an identified research topic, comprising:
  - \* details of the Research topic background on which the commercialisation will be based
  - \* its potential for commercialisation
  - \* potential applications
  - \* potential markets
  - \* any requirements for development work to be completed during the Fellowship
  - \* details of specified Intellectual Property Rights, which will allow the project to be commercialised free of any IPR restraint.

### SELECTION/

## SELECTION

7. Applicants must also ensure that the application form is countersigned by the HEI to confirm its willingness for the research to be identified for this Fellowship activity and its participation as an employing institution. Please note that the signatories from the HEI must have approval from their Industrial Liaison Office, Research Office or equivalent. (see paragraphs 15 and 16).
8. Successful applicants will be required to register with the participating Business School (currently the Hunter Centre for Entrepreneurship at the University of Strathclyde in Glasgow).
9. Selection will be by open competition run by a Selection Committee chosen by RSE. The members of the Selection Committee will have signed appropriate confidentiality agreements. Short-listed candidates will be required to present their proposal for commercialisation to the Selection Committee.

## TIMETABLE

10. **The closing date for completed application forms is 19 May 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 Manager. These reports should also be returned by the closing date.** At least one reference should be academic.
11. Short-listed candidates will be called for interview in mid to late June 2009. Candidates must be available to attend for interview or they will not be considered. The final choice of the Enterprise Fellowships will be concluded by the end of July 2009 and all applicants will be notified of the final outcome at that time.
12. If a material change in the applicant's circumstances should occur after submitting the application, details should be notified *in writing or by e-mail* to the Research Awards Manager. Applicants are asked not to telephone the Society's offices to enquire about the progress of specific applications.
13. Applicants are asked to inform the Research Awards Manager 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.

## OPERATION OF THE FELLOWSHIP

14. The salary for the Enterprise Fellowships will be within the scales for Research staff in Higher Education Institutions, Grades 23-37 (currently in the range £24,152 - £36,532 (October 2008)). Corresponding scales will apply to a Fellowship held in a Research Institute. In exceptional cases, STFC will consider a higher salary where it is fully justified and the host institution demonstrates a commitment to the Fellowship, however, please note that this will need to be expressed in a covering letter. Corresponding scales will apply to a Fellowship held in a Research Institute. Superannuation benefits will apply and salaries will be adjusted from time to time to take account of nationally agreed pay settlements. Travel, consumables and equipment costs up to £6,000 will be reimbursed. Payment of salary will be subject to satisfactory performance. **A percentage of payment may be withheld if the Enterprise Fellow fails to meet the requirements of the Fellowship.**
15. Applicants for the Enterprise Fellowships will be expected to negotiate directly with the relevant Head of Department of the proposed host institution so as 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 and their participation as an employing institution. Overhead charges will not be paid.
16. If the research which is the subject of an Enterprise Fellowship has Intellectual Property Rights (IPR) which have not yet been protected, then the Society requires the HEI or RI in which the research has been carried out to take all reasonable steps to protect the IPR arising from this research. This should be done by patenting or otherwise asserting and protecting these rights. Applicants must also ensure that the application form is countersigned by the HEI that owns the IPR to confirm their willingness for the research to be identified for this Fellowship activity. The signatories from the HEI must have approval from their Industrial Liaison Office, Research Office or equivalent. It is the responsibility of the applicant and the HEI to reach agreement on IPR issues and NOT the responsibility of either RSE or STFC.

17./

**17. STFC Data Protection Statement.**

In line with the Data Protection Act 1998, project summaries and personal data from applications will normally be transferred to publicly available databases. The following details will be transferred for all funded projects:

- title and project summary;
- institution and department;
- name(s) of applicant(s);
- name of any project partners;
- the value of the award;
- start and end dates and duration of the award.

The STFC may use information provided on the proposal form in processing the proposal, any grant awarded and subsequent payment, including maintenance and review processes. This includes:

- registration of proposals
- operation of STFC grants processing and management information systems
- the preparation of material for use by peer review panels
- statistical analysis to inform the evaluation of the Fellowship undertaken and the study of trends
- policy and strategy studies
- Economic Impact

To meet the Research Councils' obligations for public accountability and the dissemination of information, details of research grants may also be made available on the Research Councils' web sites and other publicly available databases, and in reports, documents and mailing lists.

STFC must be notified in writing at the application stage if applicants do not wish personal data or information that could affect Intellectual Property Rights to be transferred to the databases.

Contact the STFC Data Protection Officer for further information.

**18.** During the Enterprise Fellowship, Fellows will provide quarterly short reports (to a format provided by the Society) to enable the Society to monitor the progress of the Fellowship, identifying the work that has been completed and specifying the work for the next quarter. Fellows are required to give a six monthly presentation on the progress during the first half of the Fellowship.

**19.** At the end of the Enterprise Fellowship a final presentation is required to be given and a final report must be submitted comprising:

- \* description of the research
- \* a full product specification
- \* a development plan showing the timescales and costs required to reach a final production model
- \* a strategy for commercialisation
- \* a business plan (including a marketing plan and a sales plan)
- \* a description of how the project will be progressed

The results of the project will be reviewed by a Committee which may include the Industrial Liaison Officer of the HEI concerned and representatives of STFC. The members of this Committee will have signed appropriate confidentiality agreements.

**20.** After completion of the Enterprise Fellowship an annual update is required on the ongoing commercialisation process for a minimum of 5 years. It is a condition of this award that any transfer of IPR to a commercialising company must include an express condition that this information be made available.

January 2009

*The Royal Society of Edinburgh*

**STFC/RSE ENTERPRISE FELLOWSHIPS**

Please read the above regulations carefully before completing this application form. This form should be completed in **TYPESCRIPT**, signed and returned with an electronic version no later than **19 May 2009**. **Applications should be e-mailed to:- resman@royalsoced.org.uk**

<b>FOR OFFICE USE ONLY</b>				
REC	STFC	RFC	DSCN	INF

**Data Protection Consent**

The RSE accepts and processes your personal data which is held on an RSE database. The RSE holds this data in confidence and will not release it to any third party without your consent (see Regulation 17). Please read the statement below and tick the box provided if you agree to its provisions. Please note that if you do not agree RSE may not be able to process your application or award an Enterprise Fellowship to you.

I confirm that by completing this application form I accept and consent to the transfer of my personal data to STFC and its auditors, agents including any supplier processing such data and to third parties involved with the delivery audit, review and evaluation of the Enterprise Fellowship Programme, in each case for the purpose of evaluating my application for an Enterprise Fellowship, the conduct by me of any such Enterprise Fellowship, and for auditing, evaluating and reviewing the Enterprise Fellowship Programme as a whole or in part and all related programmes.

1.

<b>PERSONAL DETAILS</b>	
Surname :	Forenames :
Correspondence address :	
Telephone number :	Fax number :
E-mail :	
Nationality :	
Do you require a visa to work in the UK?	
If you require a visa do you have one?	
If not, when do you expect to receive your visa?	

2.

<b>PRESENT APPOINTMENT</b>	
Name and address of employer :	
Your Position :	Date of Appointment :
Current Salary : £ £	Excluding oncosts <sup>1</sup> Including oncosts
Salary Source :	
Field of work and responsibilities:	

<sup>1</sup> Oncosts include Employers NI and Pension Contribution

**3. ACADEMIC CAREER:** Please give details of your undergraduate course, all degrees and qualifications gained, with dates, awards and positions held.

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**4. PROPOSED COMMERCIALISATION PROJECT :**  
Please give below the title and summary of your commercialisation proposal indicating the nature of your proposal written in layman's terms. A more detailed account of the project (3 pages x A4) in accordance with the regulations should also be included with the application.

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**5. ARE YOU ACTIVELY SEEKING FUNDS FROM OTHER SOURCES?**

If Yes please give details

If No please give reasons

6.

**PUBLICATIONS**

A list of all your publications should be enclosed with this application form. Your name should be highlighted in those publications where joint authorship has occurred.

i) Please give details of the number of publications you have had to date and how many papers are in refereed journals:

ii) Please list below the three publications from your list which you consider most significant in relation to this commercialisation project:

7.

**STFC PROGRAMME**

In which STFC funded programme (formerly PPARC, CCLRC or EPSRC funded programme) did the research idea or technology originate? Please give brief details:

8.

**PROPOSED INSTITUTION**

Please give details of the institution and the department in which you propose to hold the Fellowship. Please indicate if you are moving from your present institution and the reason(s) for choosing the proposed institution:

9.

**IF A FELLOWSHIP WERE GRANTED, WHEN WOULD YOU BE ABLE TO BEGIN?**

10.

**WHERE DID YOU HEAR ABOUT THIS FELLOWSHIP?**

11.	<p><b>OTHER EXPERIENCES AND INTERESTS</b></p> <p>Outside activities, membership of professional societies or clubs, sports, hobbies, recreations. Please specify in particular any experience or interests which would support your potential commercialisation or entrepreneurial skills:</p>
12.	<p><b>NAMES, ADDRESSES, TELEPHONE &amp; E-MAIL ADDRESSES OF TWO REFEREES</b></p> <p>NB it is your responsibility to ask your referees to send a confidential report, on the form provided, directly to the Research Awards Manager:</p> <p>i) _____ ii) _____</p>
13.	<p><b>STATEMENT</b></p> <p><i>We have read this application and agree that if an STFC/RSE Enterprise Fellowship is awarded to the applicant, this institution would provide the necessary facilities and administer the Fellowship. (This statement must be signed by an approved administrative officer eg Finance Officer, and the Head of Department of the proposed institution. Otherwise, it will not be considered a valid application.)</i></p> <p>Signed: _____ Date: _____</p> <p>Name: _____ Position: _____ (Block capitals)</p> <p>Institution: _____</p> <p>Signed: _____ Date: _____</p> <p>Name: _____ Position: _____ (Block capitals)</p> <p>Institution: _____</p>
14.	<p><b>IPR STATEMENT</b></p> <p><i>I have read this application and agree that if a STFC/RSE Enterprise Fellowship is awarded to the applicant the Intellectual Property Rights associated with the research can be identified with this Fellowship.</i></p> <p>Signed: _____ Date: _____</p> <p>Name: _____ Position: _____ (Block capitals)</p> <p>Institution: _____</p>

**15. ACCEPTANCE OF CONDITIONS** (to be signed by the applicant)

*I have read the particulars of the STFC/RSE Enterprise Fellowship and agree to abide by the conditions attached to it.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **COMMERCIALISATION PROPOSAL OUTLINE**

The following matters should be covered in the outline on the following 3 pages.

- I Details of the research topic background on which the commercialisation will be based
- II Potential for commercialisation
- III Potential applications
- IV Potential markets
- V Any requirements for development work to be completed during the Fellowship
- VI Details of specified Intellectual Property Rights

# COMMERCIALISATION PROPOSAL OUTLINE

# COMMERCIALISATION PROPOSAL OUTLINE

**STFC/RSE ENTERPRISE FELLOWSHIP  
CONFIDENTIAL REFEREE REPORT  
TO BE COMPLETED IN TYPESCRIPT**

NAME OF APPLICANT :

PROPOSED COMMERCIALISATION PROJECT :

PROPOSED INSTITUTION AND DEPARTMENT :

I, the above named applicant, have supplied your name and address as a referee and would be grateful if you could provide a confidential report below. **Please return this form by 19 May 2009** to the Research Awards Manager, The Royal Society of Edinburgh, 22/26 George Street, Edinburgh EH2 2PQ, Scotland, UK (e-mail: [afraser@royalsoced.org.uk](mailto:afraser@royalsoced.org.uk))

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**REFEREE'S DETAILS**

SIGNED :

NAME : (BLOCK CAPITALS)

Relationship with applicant (eg PhD Supervisor) :

**STFC/RSE ENTERPRISE FELLOWSHIP  
CONFIDENTIAL REFEREE REPORT  
TO BE COMPLETED IN TYPESCRIPT**

NAME OF APPLICANT :

PROPOSED COMMERCIALISATION PROJECT :

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I, the above named applicant, have supplied your name and address as a referee and would be grateful if you could provide a confidential report below. **Please return this form by 19 May 2009** to the Research Awards Manager, The Royal Society of Edinburgh, 22/26 George Street, Edinburgh EH2 2PQ, Scotland, UK (e-mail: [afraser@royalsoced.org.uk](mailto:afraser@royalsoced.org.uk))

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**REFEREE'S DETAILS**

SIGNED :

NAME : (BLOCK CAPITALS)

Relationship with applicant (eg PhD Supervisor) :

IN CONFIDENCE

## EQUAL OPPORTUNITIES MONITORING FORM FOR STFC and RSE SPONSORED ACTIVITIES

The Science and Technology Facilities Council (STFC) and The Royal Society of Edinburgh (RSE) operate a policy of equality of opportunity and fair treatment. We would be grateful if you could complete and return this form although completion is voluntary. The information you have provided will be used for statistical monitoring purposes only and will not be distributed to the assessment Panel.

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### 1. ARE YOU:

MALE  FEMALE

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### 2. WHAT IS YOUR AGE RANGE? ,

16 – 19 years     20 – 29 years     30 – 39 years     40 – 49 years  
 50 – 59 years     60 – 64 years     65+ years

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### 3. WHAT IS YOUR ETHNIC GROUP?

Choose ONE Section from A to E and tick the appropriate box to indicate your cultural background:

- |                                     |  |                                      |
|-------------------------------------|--|--------------------------------------|
| <b>A. White</b>                     | <b>B. Mixed</b>                                  | <b>C. Asian or Asian British</b>     |
| <input type="checkbox"/> British    | <input type="checkbox"/> White & Black Caribbean | <input type="checkbox"/> Indian      |
| <input type="checkbox"/> Irish      | <input type="checkbox"/> White & Black African   | <input type="checkbox"/> Pakistani   |
| <input type="checkbox"/> Other      | <input type="checkbox"/> White & Asian           | <input type="checkbox"/> Bangladeshi |
|                                     | <input type="checkbox"/> Other                   | <input type="checkbox"/> Other       |
| <b>D. Black &amp; Black British</b> | <b>E. Chinese or Other Ethnic Group</b>          |                                      |
| <input type="checkbox"/> Caribbean  | <input type="checkbox"/> Chinese                 |                                      |
| <input type="checkbox"/> African    | <input type="checkbox"/> Other                   |                                      |
| <input type="checkbox"/> Other      |  |                                      |

**4. WHAT IS YOUR RELIGION OR BELIEF?**

(As per the Employment Equality (Religion or Belief) Regulations 2003).

<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> None	<input type="checkbox"/> Other
<input type="checkbox"/> Prefer not to say			

**DISABILITY**

(as per the Disability Discrimination Act 1995)

If you have a medical condition, the Disability Discrimination Act (1995) requires employers to make reasonable adjustments to the job content or working environment. To achieve this, we need to know whether you are covered.

**Definition of Disability:**

“A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities in a non-work environment.”

**5. DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY AS DEFINED IN THE DISABILITY DISCRIMINATION ACT (1995)?**

YES  NO

**6. WHAT IS YOUR SEXUAL ORIENTATION?**

(As per the Employment Equality (Sexual Orientation) Regulations (2003))

<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Gay	<input type="checkbox"/> Bi-sexual
<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to Say		

**Thank you for completing this form.**

**Please return this form under separate cover to: Anne Fraser, The Royal Society of Edinburgh, 22-26 George Street, Edinburgh, EH2 2PQ or email it to: [afraser@royalsoced.org.uk](mailto:afraser@royalsoced.org.uk)**