

# ESRC Postdoctoral Fellowships Call specification

## Summary

The Economic and Social Research Council (ESRC) is pleased to announce the third call for applications to its Postdoctoral Fellowship (PDF) scheme aimed at providing a career development opportunity for those in the immediately postdoctoral stage of their career, to provide the opportunity to consolidate their PhD through developing publications, their networks, and their research and professional skills.

The PDF call forms part of ESRC's strategy to support early career researchers and will be delivered through our national network of Doctoral Training Partnerships (DTPs) and Centres for Doctoral Training (CDTs) which encompasses 73 research organisations across the UK.

The fellows must be located on an accredited DTP or CDT pathway. Through being embedded within a high-quality environment for research and training, the fellow will have the opportunity to undertake a varied programme of activities supporting their continued development for careers both within and outside of academia.

DTPs and CDTs will have their own procedures in place to peer review the proposals and make funding decisions on behalf of ESRC. **Where this includes an Expression of Interest stage, potential applicants must abide by the deadlines specified by the DTP/CDT to which they intend applying.**

Full proposals should be submitted to the relevant DTP or CDT by **16.00 on 23 March 2020**. Fellowships must start on 1 October 2020.

## Call details

The objective of this call is to provide support to those who are within 12 months of completing their PhD, to support them in consolidating their PhD, and preparing them for the next stage of their research careers. For the majority this is likely to be a research career in academia; however, those with a clearly articulated programme of activities to support their transition to a research career outside of academia (eg a researcher in public, private, or civil society organisations) will also be considered.

Fellows' actual programmes or proposed programme of activities should reflect their prior knowledge and experience and be designed to support their longer term research career aspirations. Activities could include but are not limited to:

- Produce publications in order to help establish track record
- Engage with a range of different audiences to communicate research findings

- Build networks to develop impact opportunities and inform and support further development
- Collaborate with users through an internship or placement to help develop professional and transferrable skills and understanding of users' organisations, provided they are an integral part of the fellowship
- Further training to improve research and related skills
- Developing funding proposals
- Carry out further limited research (up to 25% of the programme of work) related to their PhD
- Teaching, if this is aligned with the wider purposes of the fellowship (up to a maximum of six hours per week);
- Research visits to internationally leading research organisations – either in the UK or abroad – for the purposes of research collaboration, training, and/or access to data or other resources not available at the applicant's host organisation.

Fellowship holders are not expected to complete all activities on the above list, and the chosen activities should be tailored to the aims of the fellowship and relevant to the fellow's desired career intentions. Applicants must demonstrate a realistic and practicable programme of work in their proposal; proposals considered to be unrealistic or overambitious are unlikely to be competitive.

Proposals are welcome from both single disciplines and combinations of disciplines but the fellowship activities must be based at least 50% within the social sciences.

Each DTP must allocated at least one fellowship that is aligned to the Industrial Strategy. Alignment can be demonstrated in terms of addressing the skills gaps of advanced quantitative methods or data science, or where the proposed programme activities involves collaboration with a private sector partner such as a placement or a co-designed research activity.

### **Duration of fellowships**

The grants provide funding for **up to one year full-time, or up to two years part-time**<sup>1</sup> to give fellows time to prepare for a successful career in research either within or beyond academia. In exceptional cases, applicants can apply for a fellowship for up to 18 months; however, this must be fully justified by the programme of activities being proposed. Part-time grants are for applicants whose normal working hours are part-time and not for applicants who wish to hold the fellowship and continue other employment. **Fellows must spend 100% of their working time (whether full-time or part-time) on the fellowship** and cannot take any secondary paid employment during the course of the grant.

A limited amount of teaching will contribute to the professional development of the fellow and therefore grant holders can set aside up to six hours per week (pro rata) to

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<sup>1</sup> For part-time awards, the duration should be pro rated based on the fellow's time commitment

teaching-related duties during the fellowship, including training and class preparation time.

## Eligibility

This opportunity is open to applicants who have completed their PhD at a research organisation (RO) that is part of a [DTP](#) or [CDT](#) and must be held at an RO that is part of a [DTP](#) or [CDT](#) eligible to participate in this initiative and aligned to an accredited pathway: <https://esrc.ukri.org/funding/funding-opportunities/postdoctoral-fellowships/>.

Applicants are eligible for funding whether or not they are established members of the RO at which they are applying. Applicants who are not established members must be accommodated by the RO and provided with appropriate facilities to carry out the fellowship. Further details about eligibility of applicants can be found in the Research Funding Guide (<https://esrc.ukri.org/funding/guidance-for-applicants/research-funding-guide/>). The call is **not open** to applicants who are established, permanent members of staff in an academic position with a research component.

Applicants are not required to have previously held an ESRC-funded studentship in order to be eligible to apply.

To be eligible applicants must:

- Have been awarded a PhD or have passed their viva voce with minor amendments by the application deadline of 23 March 2020 and have been awarded their PhD by the fellowship start date of 1 October 2020
- Have no more than 12 months active postdoctoral experience since passing their viva voce (allowing for career breaks) by 23 March 2020

Permanent members of staff in an academic position with a research component are not eligible for this scheme. If a candidate has previously been employed on a part-time basis, that employment can be calculated on a pro-rata basis.

Please see the Frequently Asked Questions document that supports this call for further information on eligibility.

This call welcomes proposals from those returning to research following a career break. Applicants are, however, required to meet the eligibility criterion of having no more than 12 months of active postdoctoral experience.

## Funding including costs and staffing

The total cost for each fellowship can include the following:

- Fellow's salary costs
- Indirect costs
- Estate costs
- Up to a maximum of £10,000 **for all other costs** (to include costs such as mentoring costs, travel and subsistence, conference attendance, training, and fieldwork, for example).

Each proposal will need to show these figures as 100% of full Economic Cost (fEC) and the ESRC will meet 80% fEC on the proposals submitted. All proposals will be subject to ESRC's funding rules as outlined in our Research Funding Guide (<https://esrc.ukri.org/files/funding/guidance-for-applicants/research-funding-guide/>).

### **Mentoring arrangements**

All fellows are required to have a mentor based at the research organisation where the fellowship is held. The mentor should have experience and a strong interest in the applicant's field of research but should not normally be the applicant's PhD supervisor. We recognise that this may not always be possible, so in exceptional circumstances the PhD supervisor may be the mentor, however where this is the case, the choice should be fully justified. The mentor should have the skills and experience relevant to the aims of the fellowship.

Whilst the mentor should be able to assist the fellow in achieving the goals and activities of the fellowship, it will be important for the applicant to demonstrate how they are actively managing their own career development.

We expect the mentoring time required to be around one or two hours per week, and funding will be provided through the fellowship to enable this (under the 'other costs' heading).

A secondary mentor is permitted, particularly in interdisciplinary areas or where the fellow will be spending time at an overseas institution. The secondary mentor could be the PhD supervisor or if they are moving institutions, an individual from the institution where the fellow completed their PhD.

### **Stakeholder engagement and impact expectations**

We expect fellows funded under the call to have identified the potential impacts of their research on policy and practice, and to actively consider how these can be maximised and developed. This emphasis on research impact will be reflected within the assessment process and taken into account during the review process. Costs for impact-related activities can be included within the proposal.

When completing the 'Impact plan and user engagement' section of the proposal, applicants may find it helpful to refer to [ESRC guidance on developing an impact strategy](#).

### **How to apply**

DTPs and CDTs will have their own procedures in place to peer review the proposals and make funding decisions on behalf of ESRC. Where this includes an Expressions of Interest stage, potential applicants must abide by the deadlines specified by the DTP/CDT to which they intend applying.

All applicants must submit full proposals on the provided submission form along with required attachments by **16.00 on 23 March 2020** to the DTP or CDT to which they are applying (<https://esrc.ukri.org/funding/funding-opportunities/postdoctoral-fellowships/>).

Each DTP/CDT will peer review the proposals and make funding decisions on behalf of ESRC. Successful applicants will be required to submit their proposal through the Research Council's Joint Electronic Submission (Je-S) system (<https://je-s.rcuk.ac.uk/>).

## **Assessment criteria**

Proposals will be assessed on the following criteria:

- 1. Quality of work programme**  
*Is the programme of work clearly defined and specified objectives achievable and realistic within the time allocated?  
Are the proposed activities clearly justified in terms of supporting longer term career aspirations?*
- 2. Value for money**  
*Are costs clearly and adequately justified?*
- 3. Impact and outputs**  
*Is the planned output during the fellowship appropriate and attainable? Are there adequate plans to share the results and engage with academic and non-academic audiences?*
- 4. Consideration of ethical issues**  
*Does the proposal show sufficient awareness of any ethical issues that may be raised by the proposed fellowship, including the impact plans and user engagement, and how these might be addressed?*

## **Mandatory attachments**

In addition to an application pro forma, the following eight attachments are mandatory and must be included with each proposal in a minimum of font size 11:

### **1. Case for support (maximum six sides of A4)**

This should be structured to include the following headings:

- **Abstract/ summary of progress**  
Applicants should provide either a summary or abstract of their in-progress or completed thesis. This should be no more than one page and should include its main claims to originality and excellence, methodology used and significant findings.
- **Impacts of your research**

This section should describe the impacts your research has had or that you expect it to have. Impacts include the impact of completed research and any planned further limited research, the dissemination of its results and the building up of a publication track record, the development of the research field and the behaviour or understanding of users and policy-makers. We are also interested in the impact the applicant's training to date has had on their skills development and on their prospects for a successful academic career.

- **Research-related achievements**

This section requires a well-structured summary of 'where you are now' in your training and personal development. This will help reviewers decide whether an applicant is at a stage in their career development where a fellowship will have an important and lasting impact on their ability to work as a professional researcher.

- **Planned programme of activities**

This section should detail your planned programme of activities and the key milestones for these activities. Please note that the programme of activities should be tailored to support your longer term career aspirations, whether you are aiming for a career in academia or a research career in the broader economy.

Fellows are not expected to undertake major new research during a grant. However, limited additional research directly linked to the PhD can be undertaken. The fellowship does not have to be directly building on the work of the PhD; however, it does need to follow on or be related to it.

The programme of activities should provide the fellows with time to maximise the impact of their PhD, which could include communicating the research findings arising from their doctoral work, building international networks to develop impact and further research, collaborating with users, learning the skills of writing for publication, and further improving their research and related skills.

We recognise that during the grant period a limited amount of teaching could be beneficial to the professional development of the fellow. Grant holders will therefore be permitted to put aside a maximum of six hours per week (pro rata) to teaching including preparation time.

## **2. Justification of resources (maximum two sides of A4)**

This statement should be used to break down and justify the resources required to undertake the research project.

- Explain why the indicated resources are needed, taking account of the nature and complexity of the programme of work being proposed. Note that it is not sufficient merely to list what is required.
- Estates and indirect costs do not need to be justified.

- Break down resources into the following directly incurred fund headings:
  - Staff (salary costs of fellow)
  - Travel and subsistence
  - Other costs (to include mentoring costs, conference attendance, training, fieldwork, impact-related costs, networking)
- Travel and subsistence and other costs under the directly incurred fund heading must not exceed £10,000.

### **3. CV (maximum two sides of A4)**

The CV needs to provide the date the PhD viva voce was passed, or the scheduled date for the viva voce, brief details of education to date, any awards received for work or training, previous employment history, and any conference papers or publications.

### **4. List of publications**

The list of publications should contain the bibliography for references cited in the proposal. The applicant's own publications should be included with their CV.

### **5. Head of Department statement (maximum one side of A4)**

The head of department at the host RO must complete a statement confirming the RO's support for the proposal. Host ROs must demonstrate their strong support for the proposal guaranteeing as a minimum that the named mentor will be available and that appropriate support facilities, including office space and appropriate computing facilities, will be made available to the fellow during the period of the grant. In addition, the host RO will be expected to show they have a commitment to the support and promotion of early career researchers and lecturers.

The head of department statement should:

- confirm that the applicant will be accepted into the department as a member of staff for the purpose of undertaking the proposed programme of work
- explain how the proposed programme of work will fit in with the department's wider research programme
- confirm that the applicant will have access to the same training and development opportunities open to permanent members of academic staff at the institution
- confirm that the applicant's work and progress will be subject to the same monitoring and appraisal as those of other academic staff within the host RO.

### **6. Mentor statement and summary CV (maximum two sides of A4)**

A combined mentor statement and CV must be included as an attachment to the proposal. Where there is more than one mentor, the statement should be completed by the primary mentor but must detail the contribution to be made by all mentors. Brief CVs of not more than one side of A4 should be included for each of the other mentors.

Fellows will be required to have a mentor throughout the period of the grant and they should be identified at the time of applying. The mentor should ideally have research experience in the same field as the applicant but should not, wherever possible, be the PhD supervisor. The mentor will need to be a senior colleague within the host RO. The reviewers will emphasise the role of the mentor seriously and will look for strong evidence of support. Thus the mentor statement should demonstrate that the mentor:

- has considered the individual applicant's needs carefully and tailored their programme of support to their individual needs
- will ensure the fellow is kept properly active and focussed throughout the year
- will also keep the fellow's long-term career prospects clearly in mind.

#### **7. Referee statement (maximum two sides of A4)**

The applicant must provide one referee statement to contribute to the assessment process. The referee may be the PhD supervisor, however if the supervisor is the proposed mentor, the referee statement should be from a second academic.

#### **8. Workplan (maximum two sides of A4)**

A workplan should be included. It should summarise and complement, rather than duplicate, the detailed description of the proposed programme of activities included in your case for support by providing a high level timetable and summary.

#### **Additional attachments**

Attachments under the following two headings must also be included where necessary. This will be dependent on the nature of activities being undertaken in the proposal (minimum of font size 11):

#### **9. Data management plan (maximum of three sides of A4)**

It is a requirement of the ESRC Research Data Policy <https://esrc.ukri.org/funding/guidance-for-grant-holders/research-data-policy/> that all applicants planning to generate data as part of their grant must include a Data Management Plan. The Data Management Plan should be used as an opportunity to describe how the data, ie primary input into research and first-order results of that research, are going to be managed - starting from planning for research and through the life-cycle of the grant until data is accepted for archiving by the UK Data Service.

The ESRC recognises the importance of research data quality and provenance. Research data generated by ESRC-funded research must be well-managed by the grant holder during the grant period to enable their data to be exploited to the maximum potential for further research.

#### **10. Other attachments**

If you are intending to visit an overseas institution within the period of the fellowship, a letter of support from the institution must be provided, supporting the visit in principle. Letters must be on headed paper and should not exceed a maximum of one side of A4.

Where the programme of activities involves direct engagement with a project partner, a letter from the project partner should be included confirming their contribution to the project. Letters must be on headed paper and should not exceed a maximum of one side of A4 per partner.

No other additional attachments will be accepted, and your proposal may be returned or rejected if you include attachments that are not permitted under this call or if any of the mandatory attachments are missing.

### **Commissioning timetable**

- Call announced – October 2019
- Closing date for proposals – 23 March 2020
- Decisions confirmed to applicants – 26 June 2020
- Successful proposals submitted in Je-S – between June and mid-July 2019
- Fellowships commence – 1 October 2020

### **Contacts**

For queries related to the call, please contact the DTP or CDT you are applying to.