SGSAH AHRC DTP1

Postdoctoral Fellowships Scheme

Guidelines for Applicants

November 2022 (v4)

Please ensure that this is the most recent version of the Guidelines, accessible via:

https://www.sgsah.ac.uk/alumni/opportunities/

Version 4 11 November 2022

Changes V2:

- Clarification that SGSAH will pay 100% of costs for successful applicants

Changes V3:

- Link to Zoom recording of Information Session added to Key Dates section
- Clarification that the mentor could have been the applicant's internal or external examiner for their PhD, or line manager/PI when the applicant was a Teaching or Research Assistant
- Clarification that language learning/training is an eligible research expense
- Addition of url for the submission system
- Addition of PhD Submission and Notification of Award Dates as a section in Guidance on Completing the application form
- New FAQ discussing the difference between a PhD supervisor and fellowship mentor

Changes V4:

- Update to details of salary costings that should be provided in the Budget section of the form, to clarify that the figure should be broken down into directly incurred, directly allocated and indirect costs. The form will subtotal this to provide a Full Economic Cost (FEC)).

Contents

1. Introduction

The [Scottish Graduate School for Arts & Humanities](#) (SGSAH) is the world's first national graduate school in the Arts & Humanities, established in 2014 with a mission to work in partnership to offer unparalleled training and support to doctoral researchers in Scotland. SGSAH was initially established as the AHRC Doctoral Training Partnership 1 (DTP) in Scotland.

The 8 SGSAH AHRC DTP1 Higher Education Institutes (HEIs) are:

[University of Aberdeen](#)
[University of Dundee](#)
[University of Edinburgh](#)
[University of Glasgow](#)

[The Glasgow School of Art](#)
[University of St Andrews](#)
[University of Stirling](#)
[University of Strathclyde](#)

This document summarises the SGSAH AHRC Postdoctoral Fellowship Scheme, and provides guideline for applicants, mentors and HEIs.

Please note this scheme is ONLY open to eligible SGSAH AHRC DTP1 funded PhD alumni, who were registered at SGSAH DTP1 HEIs (Aberdeen, Dundee, Edinburgh, Glasgow, Glasgow School of Art, St Andrews, Stirling, Strathclyde), who had submission dates from 1 September 2020, and have received notification of PhD award by 1 December 2022. We encourage potential applicants to read the guidance carefully in advance of preparing applications, including to ensure eligibility.

If you require any further information or clarification, then please contact us at enquiries@sgsah.ac.uk. Further information about SGSAH can be found on our [website](#), via our [monthly newsletter](#), and our social media accounts ([Twitter](#), [LinkedIn](#) and [Instagram](#)).

2. Overview and Aims

The AHRC have agreed, exceptionally, for SGSAH to use underspend from AHRC DTP1 funding for a one-off Postdoctoral Fellowship Scheme. The underspend was largely generated as a direct result of COVID-19 since 2020, which curtailed expenditure on PhD researcher research activities (including international research trips, public dissemination and impact activity, as well as the delivery of in-person events and residentials).

The aim of the Postdoctoral Fellowship Scheme is therefore to offer short-term fellowships to SGSAH AHRC DTP1 alumni in order to:

- enable SGSAH AHRC DTP1 funded researchers to realise the full potential of their original funding awards, which was curtailed by the impact of COVID-19, in the areas of additional primary research, impact, knowledge exchange and/or public engagement
- facilitate the production of outputs (academic and stakeholder-oriented) relating to the successful applicants' PhD projects
- generate potential for future research projects, through pilot projects and networking
- enhance employability prospects through additional training and development

Successful applicants must take up their Fellowship as an employee at one of the SGSAH AHRC DTP1 HEIs (Aberdeen, Dundee, Edinburgh, Glasgow, Glasgow School of Art, St Andrews, Stirling, Strathclyde). Applicants can stay at the HEI where their PhD was registered, or move HEI.

Each Postdoctoral Fellow will be supported by a mentor at their designated HEI, who will meet with the Fellow on a regular basis, offer career advice, and oversee the Fellow's development and training plan. In order to facilitate the Fellow's expanding network, the mentor will not have been on the PhD supervisory team, although they might be in the same department or HEI (and may have acted as the applicant's internal or external examiner, or a line manager or PI while the applicant was a Teaching or Research Assistant).

In addition to their salary, applicants can apply for up to £5000 of research expenses, in order to carry out the activities detailed in the Fellowship proposal.

All the funded Postdoctoral Fellows will continue to have access to SGSAH's range of training and development activities, including those delivered by the Discipline+ Catalysts and Knowledge Exchange Hubs. Online peer meetings will be arranged, as well as in-person events at the beginning and end of the Fellowships. All Fellows will be invited to join the British Academy Early Career Fellow Network Scotland Hub.

The Fellowships will take place between January and September 2023. The funding end date of DTP1 is 30 September 2023, and therefore all Fellowships must be completed by that date. It is anticipated that SGSAH can fund c10 9-month Fellowships, or a slightly greater number for shorter term Fellowships.

3. Eligibility

The programme is only open to alumni of SGSAH AHRC DTP1, who submitted their PhD (before examination) dates from 1 September 2020 onwards. Applicants *must* have received notification of PhD award by 1 December 2022.

4. HR, Right to Work and Salary Costs

Successful applicants will be directly employed by the Host HEI, who will pay their salary.

Please note that due to the short-term nature of the scheme and the tight turnaround for employment, it is unlikely that if a Fellowship application does not already have the eligibility to work in the UK, they or their potential employer would have time to apply successfully for a visa for your start date. Applicants in this position are asked to discuss any potential visa issues with their proposed mentor and/or HR at your Host Institution.

Salary costs should be calculated using Grade 7, Spinal Point 32 (including directly incurred, directly allocated and indirect costs i.e. a Full Economic Cost (FEC)) – the costs will need to be provided during the application process, with figures provided to the applicant by the Research Office or equivalent at the Host HEI. Applicants should discuss with mentors a viable start date based on successful applicants being offered by 9 December 2022. Please note that SGSAH will fund the award at 100% of costs, not the standard 80% for UKRI awards.

5. Key Dates

Programme launch and call for applications	Monday 10 October 2022
Information webinar: please note this session was recorded and is available using this link and password: https://uofglasgow.zoom.us/rec/share/6Zvl R3QREmV88-KweEDzN1iRLf5RgCJPxhekmAuos1PmAnvwB HLldkmU3TpnkqS7.YPyMqCKrTjgm1-Pc Passcode: @jV8t$bJ	Monday 24 October 2022, 2-3pm, BST
Online application system opens	Tuesday 1 November 2022
Application deadline	Wednesday 16 November 2022, 12pm GMT
Notification of application outcomes	by Friday 9 December 2022
Acceptance of award deadline	By Wednesday 14 December 2022
Fellowships	1 January-30 September 2023 (flexible within these dates)

6. Application process

Introduction

SGSAH operates an online application system which will be open from **Tuesday 1 November 2022** via the Scheme web pages or directly via
https://sgsah.smapply.io/prog/ahrc_postdoctoral_fellowship_scheme.

Read these Guidelines thoroughly before applying, ensuring you are reading the most recent version. You should then contact your PhD supervisor and proposed Host Institution as soon as possible to give them time to prepare their support documents.

It is the applicant's responsibility to ensure that you have all the necessary documents ready to upload to the application system.

Application deadlines

The online application system will close at **12 noon GMT on Wednesday 16 November 2022**.

Late applications will only be considered where there is evidenced breakdown in SGSAH's operational systems and where such systemic failures have made submission by the deadline impossible. Please note that we will **not** accept late applications where there has been failure at the applicant's end (e.g. failure of internet connection). For this reason, **we strongly advise applicants to complete the application process at least 48 hours in advance of the deadline.**

The Online Application System

SGSAH uses an online application system. This will be accessible on Tuesday 1 November 2022, via the Scheme's web page.

You need to create an account on the system, using an email address which you check regularly. Please ensure you check your spam or junk filters for any emails from the system.

Use the 'Save and Continue Editing' button as you go, in order not to lose your draft. Once you have completed each section, press 'Mark as Complete' (although you can still edit each section if you want to, until you submit the application).

When you have completed your application, please use the 'Submit' button. Once you have pressed this button you cannot edit it any further. You must do this by Wednesday 16 November 2022 (12pm GMT).

You should receive email confirmations from the system at the submission of the application.

7. Guidance on completing the application form

General notes on the application

Please read these Guidelines thoroughly before you begin your application.

Be aware that the online application form will automatically cut off entries over the stated word limits.

Personal details

This section asks you to provide your name and contact information. We will normally contact you by email so please ensure you use an address you check regularly, and which will be available to you at least until September 2023.

Start and End Dates

In this section, select the start and end dates of your Fellowship. Please note that you cannot begin before 1 January 2023, and the last end date is 30 September 2023.

PhD Submission and Notification of Award Dates

In this section, select the submission and notification of award dates for your PhD. Please note to be eligible for the scheme the submission (before examination) date must be from 1 September 2020 onwards. If you have not yet received notification of award for your PhD, please select a date when you anticipate receiving notification, noting that you must have received notification by 1 December 2022 at the latest.

FTE

In this section, state the Full Time Equivalent (FTE) or fraction of your time that the Fellowship will take up. The options are 0.5, 0.6, 0.7, 0.8, 0.9 or 1.0 (i.e. full-time). This FTE must be used to calculate your salary cost.

Home and Host Institutions

In this section, you are asked to give details of the HEI at which you are currently registered or from which you graduated, and the proposed Host Institution (nb this can be the same HEI; you do not need to move HEIs).

Title of your PhD

Arts & Humanities Subject Areas

In this section, pick which Arts & Humanities subject area(s) your proposal fits into. You can choose more than one.

PhD Details and COVID-19 Impacts (500 words)

In this section, provide a brief description of your PhD project, and detail any aspects of your originally planned funding award that you were unable to complete due to COVID-19 (e.g. primary research; impact, knowledge exchange or public dissemination activities). Please note you are NOT asked to divulge personal information here (of the type that might have contributed to a COVID-19 funding extension request).

Fellowship Proposal (750 words maximum)

This section describes the details of your proposed Fellowship. It should include:

- What activities you plan to undertake during the Fellowship (these can include a mix of primary research; impact, knowledge exchange or public dissemination activities; publications; funding applications) (NB it is not expected, given the short-term nature of the Fellowships that academic publications are necessarily *published* during the period, but, for example, that journal articles or monograph proposals might be submitted.)
- What outputs you anticipate producing during the period (these can be academic, stakeholder or broader audience related), and how they relate to your PhD and/or any new research undertaken during the Fellowship
- The fit of your project to the chosen mentor/host institution
- How the Fellowship will contribute to enhance your employment prospects (whether academic or non-academic career pathways), through additional training, the development of academic and/or external networks, and/or the generation of future research projects through pilot projects and networking.

Please note that a range of outcomes and outputs are anticipated, depending on the nature of the proposed project. These could include planned or future publications, but they could also be knowledge exchange or impact-related activities, the creation or analysis of datasets, performances, exhibitions, the development of networks a range of partners (academic and external). It is not necessary to include a bibliography, although relevant brief in-text (i.e. Author-Date) references can be made.

Budget and Justification of Resources (300 words maximum)

Salary Cost: This figure should be calculated using Grade 7, Spinal Point 32 and include all directly incurred, directly allocated and indirect costs (i.e. the FEC). This figure should be provided to you by the Host HEI (normally the Research Office or equivalent), and be based on the FTE you have selected. SGSAH will fund 100% of the costs (not the standard 80% for UKRI awards). Please break this figure down into directly incurred, directly allocated and indirect costs. The form will subtotal this to provide a Full Economic Cost (FEC)).

Research Expenses: You can apply for up to £5000 for research expenses, to enable you to undertake the activities detailed in your Fellowship proposal. Eligible costs include for primary research, impact, knowledge exchange and public dissemination activities, conference or other appropriate event attendance, and relevant training and development. Costs for creative practice outputs are eligible, as is relevant language training/learning. Detail your expenses under the following headings (if a cost is not relevant, enter 0):

- Primary Research
- Impact, Knowledge Exchange and Public Dissemination
- Conference attendance (or similar)
- Training and Development

For any travel, note that SGSAH is keen to encourage sustainable travel, and would like you to consider where feasible using alternative modes of transport to planes. In terms of travel we therefore do not expect you to choose the cheapest possible mode of transport if it is a plane, when there is a *viable* option via trains/buses/ferries. (In the final reporting process for the scheme, you will be asked to calculate your carbon footprint for your research project, which SGSAH will offset). See SGSAH's GREEN/GRADUATE strategy and policy for more detail.

Justification of resources (300 words maximum)

Please provide an explanation of your research expenses, and a justification aligned with the information about planned activities provided in your Fellowship Proposal section.

Additional Document Uploads
You are asked to upload three documents in PDF format.

- CV (4 pages maximum): There is no specific format for the CV, but it could include (as relevant) academic achievements, publications and presentations, grant funding, service roles, and any relevant external activities.
- Letter of support from your PhD supervisor (2 pages maximum): You should include a letter of support with an institutional header and contact details from your lead supervisor. If it is not possible to get a reference from your lead supervisor, please ask another member of your supervisory team, an internal examiner for your PhD, or the Head of Department or equivalent, and ask the replacement to detail in their letter (in brief) their relationship to you. The letter of support should be written in the form of a reference, and detail why you would particularly benefit from the proposed Fellowship, including details of how your original research plans were disrupted by COVID-19 (nb it is not necessary for the supervisor to divulge personal information, only to describe the impacts). If you have completed your PhD, please ask your supervisor to confirm the date of award. If your award is still pending, please ask your supervisor to detail the anticipated notification of award. Note that it is the applicant's responsibility to upload the letter, not the supervisor.
- Letter of support from your proposed Host Institution (2 pages maximum): You should include a letter of support with an institutional header and contact details from the Head of Department or equivalent in the proposed Host Institution (this can be co-written with the proposed academic mentor). The letter should confirm that the Host Institution supports your application and will be able to employ you if you are successful in your Fellowship application. The letter should detail in what ways your proposed Fellowship is a good fit to the Host Institution, and name the mentor who will be your point of contact and will oversee your time while on the Fellowship. It should also detail how the expertise of the mentor will support your research. The letter could also detail the broader research environment that will be offered to you, including additional members of staff and PhD/ECR researchers with whom you will work, any activities and groups with which you'll be involved (e.g. seminar series, reading groups, training activities), and the opportunities that will be available to you while you're undertaking the project. Note that it is the applicant's responsibility to upload the letter, not the Host Institution.

Equal Opportunities Monitoring Form
This part of the form asks for standard demographic data. Although this section of the form is compulsory, for most sections you are able to choose the option 'Prefer not to say', although it is useful to SGSAH to be able to monitor the diversity of applicants.

Please note that this information will remain confidential and will not be shared with reviewers.

8. Assessment Criteria

In order to determine which proposals will be funded, reviewers will be asked to assess the quality of each proposal in terms of its realisation of the potential of the applicant's original funding award, in the area of primary research, impact, knowledge exchange and/or publication engagement, prioritising those; the production of outputs (academic, stakeholder and general audience oriented); the potential to enhance employment prospects (whether academic or non-academic) through additional training and development, the development of academic and/or external networks, and/or the generation of future research projects through pilot projects and networking; and value for money.

The review panel with be drawn from the SGSAH Directorate and Executive.

Marks are organised into broad bands A-C. Reviewers are asked to allocate precise marks within each band. Total marks available for award are 17.

The assessment criteria are detailed below, in order to help applicants further understand what is required of proposals.

Realisation of the potential of the applicant's original funding award (5 marks)

Band	Mark	Description
A	5 4	A strong proposal in all of its components. The proposed fellowship is cogent, and the application demonstrates an extremely clear plan that will enable the applicant to realise the full potential of their original funding award, as well as building further upon it. Overall, the proposal is compelling.
B	3 2	A good proposal in the majority of its components. The proposed fellowship is comprehensible, and the application demonstrates a clear plan that will enable the applicant to realise the potential of their original funding award. Overall, a good case is made for the proposal.
C	1 0	A proposal which has some shortcomings in one or more of its aspects. The proposed fellowship is not well articulated, and/or has no clear plan to enable the applicant to realise to potential of their original funding award. Overall, a case is not sufficiently made.

Production of Outputs (5 marks)

Band	Mark	Description
A	5 4	The proposed outputs are evident, viable and demonstrate clear benefit to relevant audiences and stakeholders. The fellowship is feasible within its proposed timescale.
B	3 2	The proposed outputs are articulated and make a case for benefit to relevant audiences and stakeholders. The fellowship is likely to be feasible within its proposed timescale.
C	1 0	The proposed outputs are not well identified. The fellowship may not be feasible within its proposed timetable.

Potential to enhance employment prospects (5 marks)

Band	Mark	Description
A	5 4	The proposal makes a strong case for how the fellowship will benefit the applicant, including in ongoing career terms (which can include careers outside of academia). This may be articulated in terms of the generation of future research projects, through pilot projects and networking, and through the planned training and development activity.
B	3 2	The proposal makes a case for how the fellowship will benefit the applicant, including in ongoing career terms (which can include careers outside of academia). This may be articulated in terms of the generation of future research projects, through pilot projects and networking, and through the planned training and development activity.
C	1 0	The proposal barely makes a case for how the fellowship will benefit the applicant, including in ongoing career terms (which can include careers outside of academia).

Value for money (2 marks)

Band	Mark	Description
A	2	The budget is effectively and clearly constructed, and relates completely to the fellowship proposal. The applicant provides a strong rationale for their budget within the Justification of Resources.
B	1	The budget is solidly constructed, and relates well to the research proposal. The applicant provides a good rationale for their budget within the Justification of Resources.
C	0	The budget is poorly constructed, with little rationale provided for the budget within the Justification of Resources.

9. Equalities Statement

The SGSAH AHRC DTP1 Postdoctoral Fellowship Scheme intends to ensure equity of experience and opportunity to access the scheme, in alignment with SGSAH's existing Equality Diversity and Inclusion (EDI) policy. Core to the scheme is an understanding that the opportunity is accessible, ethical and diverse in terms of our researchers and the projects they propose to undertake.

Specifically, SGSAH's programme includes a flexible approach in terms of FTE and timing of the project (within the funding parameters), bearing in mind other work Fellows may already be committed to, and for purposes.

If you have any queries about SGSAH's approach with regards to EDI in this programme, including your particular circumstances and how we might support your application, please email enquiries@sgsah.ac.uk.

10.   Frequently Asked Questions (FAQs)

Is it possible to undertake a Fellowship part-time?

Yes, SGSAH is flexible to different models for the Fellowship, from 0.5 to 1.0 FTE. Please note, though, that all expenditure must be completed by 30 September 2023.

I need a visa to work in the UK. Am I eligible to apply?

As detailed in the 'HR, Right to Work, and Salary Costs' section above, it is unlikely that you or your employer would be able to apply for a visa in sufficient time for you to start work. However, if you already have a visa that allows you to work in the UK, or are in the process of applying for one, you may then be able to take employment. Please discuss this with your proposed mentor and/or HR at your Host Institution.

I am completing corrections on my PhD, but these will not be done until after the deadline of 1 December 2022. Am I eligible to apply?

No. You must have notification of the award of your PhD by 1 December 2022.

Can I apply for a fellowship with more than one Host Institution?

If you see that there is a possibility for you to work with more than one Host Institution, please describe this within the Fellowship Proposal. Please note that if you do this, you must nonetheless have one Host Institution which is the lead, and which provides the Letter of Support.

What is the difference between a PhD supervisor and fellowship mentor?

In some ways the role is similar: the mentor will be a more senior academic than you, who will provide you with guidance and advice in terms of your fellowship and ongoing career development, will be your primary point of contact in the department or equivalent, and will be responsible for integrating you into the department. It is expected that you will have regular contact with them (at least monthly), although these meetings may be relatively informal, and unlike a PhD supervisor are

less likely to be structured around feedback on written work. The mentor is not necessarily your formal line manager.

Will the scheme run again in future years?

No. This is a one-off, exceptional scheme agreed by the AHRC based on underspend from the DTP1 training grant because of the impacts of COVID-19.

11.   Further queries and contact details

If you have any further queries, please refer to our FAQs or contact the SGSAH office via enquiries@sgsah.ac.uk.