



Postdoctoral Fellowship Outline Stage 2024-25: Application Guidance Notes

The following Application Guidance Notes set out the application process of the British Academy's Postdoctoral Fellowships Scheme.

Please read the Application Guidance Notes and the Scheme Guidance Notes carefully.

Any application which is incorrectly submitted will be ineligible.

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Completing the application form

The application can be completed by using the navigation tabs on the application summary page, with each page categorised as follows:

- Page 1: Eligibility Declaration Page
- Page 2: Research Proposal
- Page 3: Proposal Focus
- Page 4: Applicant Details
- Page 5: Applicant Career Summary
- Page 6: Equal Opportunities
- Page 7: Applicant Referee Statement

A full list of question fields to be completed as part of the application can be found in the table below. Each box in the table represents a page of the application form: the left-handed column contains the questions within each of these pages as set out in the form; the right-hand column contains useful guidance on its completion. An asterisk (*) indicates which questions are mandatory and therefore must be complete before the application can be submitted.

Please read the Application Guidance and Scheme Guidance Notes carefully before completing the form.

Please see further guidance on making an application using the British Academy's grant management system, Flexi-Grant, here: [British Academy Flexi-Grant® Guidance Notes](#).

Summary

Summary table	'Complete' status will only appear when all the mandatory fields in that section have been completed. The 'Submit' button will only appear once all mandatory fields have been completed. This includes the Referee Statement – <u>this must be marked as 'Complete' by the Referee or the Submit button will not appear.</u>
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Page 1: Eligibility Declaration

*Eligibility Declaration	Please answer the following questions to ensure that you are eligible to apply for the British Academy's Postdoctoral Fellowships. Please check the Scheme Guidance Notes for further information on the eligibility and exemption criteria. If any of the exemption criteria apply to you, please contact posts@thebritishacademy.ac.uk .
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Page 2: Research Proposal

*Subject area	Please select the subject most relevant to your research.
*Research proposal title	Self-explanatory.
*Abstract	Summarise your proposed research for an informed general audience. 150 words.
*Proposed host institution	Please indicate here your choice of host institution, including the appropriate faculty, department, research institute or college where you propose to work.
*Reason(s) for choice of host institution	Please explain the reason(s) for your choice of UK host institution (the university/research institute, department). This is expected to be a brief paragraph setting out the main reason(s) for the choice of host institution. 150 words max.
*Proposed mentor	Please provide the name of your proposed mentor and their role at the institution. 100 words max.
*Previous research	Please give a description of research already undertaken, normally referring to the doctoral thesis. 600 words max.
*Proposed programme	<p>Please give a detailed description of the research programme, including methodology. Applicants should be aware of the importance that assessors place on the viability, specificity and originality of the research programme and of its achievability within the timescale, which should be specified in the Plan of Action.</p> <p>If there is a need to include a short bibliography to help a reader understand the context, this should be included here and is counted within the word limit of the field. Applicants should be aware of the importance that the assessors place on the scholarly importance of the project and on its feasibility, especially in terms of the proposed methodology and timescale. The limit on this field is 2000 words.</p>
*Plan of action	Try to be as realistic as possible, but keep in mind that research programmes will develop over time and this plan of action is not something that is expected to account for every minute and is not unchangeable. Your chances of award will be affected by the assessors' perception of how viable and realistic this plan is. 800 words max.
*Planned research outputs	Please indicate here what the expected output(s) from your research programme might be. As appropriate, please indicate as

	follows: monograph, journal article(s), book chapter(s), digital resources, other (please specify). 300 words max.
*Plans for publication and dissemination	Please state in more detail here what plans you have for publication or other dissemination of your research, including potential publishers, journals, conferences etc that are appropriate for your research subject: 500 words max.
Digital resource	If the primary product of the research will be a digital resource, have you obtained guidance on appropriate standards and methods?
*Deposit of datasets	<p>How and where will any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access.</p> <p>For projects whose primary purpose, or significant product, is the creation of a digital resource, data created as a result of the research, together with documentation, should be offered for deposit in an appropriately accessible repository within a reasonable time after the completion of the project.</p> <p>The Academy understands that in some cases, for ethical or privacy reasons, datasets may not be deposited to an accessible repository in full. Where this is the case, we expect that appropriate efforts be made to deposit as much of the dataset as is practicable.</p> <p>500 words max.</p>
*Start date/end date	Self-explanatory.
Language competence	Self-explanatory.
Endangered or emerging subject area	Applicants should be intending to pursue original, independent research in any field of study within the humanities or social sciences. There are no quotas for individual subject areas and no thematic priorities. The primary factor in assessing applications will remain the excellence of the proposal. The Academy will, however, where appropriate, take into account the aim of providing particular support for certain important fields, either emerging areas of scholarship or areas of research that are endangered or under threat. 300 words max.
*Ethical issues	Are there any special ethical issues arising from your proposal that are not covered by the relevant professional Code of Practice? Have you obtained, or will you obtain ethical approval from your employing institution or other relevant authority? If the answers are yes to special ethical issues and no to having obtained prior approval, please describe here the non-standard

	ethical issues arising from your research and how you will address them.
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Page 3: Proposal Focus

*Primary subject, secondary subject	Suitable subjects for the Fellowship include any field of study within the Humanities or Social Sciences. If you are unsure about eligibility criteria, please email us.
*Time period	Please indicate if your application is relevant to a specific time period.
*Audiences	Please indicate if your application is relevant to any particular audience.
*Regional interests	Please indicate if your application is relevant to a specific region of the world.
*Employing organisation	Please select the organisation at which you wish to be based for the British Academy Postdoctoral Fellowship (if successful).

Page 4: Applicant Details

*Applicant contact details	<p>Please take care to review and complete your personal details accurately. Errors in this section can cause difficulties in the processing of your application.</p> <p>Please use the search bar to find your home institution and add the organisation to your application. If your organisation is not available, then it may not be registered in our system. Before requesting the addition of a new organisation, please check that it is not affiliated with any organisations that is already registered. If it needs to be added please email us.</p>
*PhD awarding university	Please state the university from which your doctorate was awarded.
*Nationality	You must select at least one Nationality, and up to three if applicable.

Page 5: Applicant Career Summary

*Statement of qualifications and career	Please give dates of your academic qualifications and career. In reverse chronological order.
*Present appointment, employing institution and department	Please give requested details regarding your current appointment.
*Permanent academic post	Have you ever held a permanent academic post?
Personal statement	Applicants are invited to include any information relating to their professional career which they may wish to be taken into account in assessing this application, particularly in relation to exemption criteria. For example, details of a career break, or family care responsibilities. This is an optional field. 150 words max.
PhD awarded date, PhD submitted date, PhD expected date	To be eligible, you must expect to have had the viva voce examination by 1 April 2025 .
*Name of doctoral supervisor	Self-explanatory.
*Name of internal and external examiner	Self-explanatory.
*Other academic experience	Please provide details of all academic posts held prior to your present position (with dates), including any teaching experience gained during doctoral registration. Please include details of any experience in organizing conferences, workshops and wiki-based discussions. If none, please state none. 500 words max.
Publications	Please list your principal and/or relevant publications in reverse chronological order, to a maximum of six.
Unpublished research	Please list any extant unpublished projects funded by the Academy or any other agency, and their expected publication date (or other explanation).
Previous support dates	Please give details of any research application submitted to the British Academy within the last five years: Please note that only one British Academy research grant may be held, or applied for, at any one time.

Where did you hear of this scheme?	Self-explanatory.
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Pages 6: Equal Opportunities

Equal opportunities	<p>This page is not mandatory; however the Academy is committed to supporting diversity in our funding and would appreciate applicants completing the following details to enable us to monitor and analyse how inclusive our processes are.</p> <p>The information provided will be treated as strictly confidential and will be used for statistical purposes only.</p> <p>It will not be seen by those involved in the selection process and no information will be published or used in any way which allows any individual to be identified.</p>
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Page 7: Applicant Referee Statement

Referee	<p>Applicants are required to nominate one referee. The nominated referee will have to answer several questions about the applicant and their research proposal. This is all completed online on Flexi-Grant.</p> <p>Please note that the Referee's contribution must be completed (and marked as complete) on the Flexi-Grant system before the applicant can submit the application for approval.</p> <p>You are strongly advised to ensure that your referee submits the reference well in advance of the final deadline for this round of competition, which is 5pm (BST) 2nd October 2024.</p> <p>Please note this deadline is the final deadline: organisation approval must be recorded before the 5pm deadline on 2nd October.</p> <p>Your referee should be familiar with your project and able to comment on its significance, feasibility, and on your abilities. We recommend the External Examiner for your PhD. The reference may be supplied by a scholar based outside the UK if you wish. <u>Please note your referee cannot be your mentor, a supervisor or an internal examiner.</u></p> <p>Before listing your referee on your application form, you should seek permission from them that they are happy to provide this before the deadline. It is essential that you enter the correct email address for your referee (especially if they are using more than one email address) otherwise your referee will not receive the automated messages delivered from Flexi-Grant.</p>
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	<p>We strongly advise that you submit your application as early as possible to avoid any last-minute issues with your referee. There have been cases where applicants have been rejected by last minute failures to secure a reference.</p> <p>An application cannot be considered unless the reference has been submitted on time. Please note that references must be provided through Flexi-Grant, they cannot be provided as an email attachment nor sent by post in hard copy.</p>
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THE ACADEMY WILL ONLY PROCESS COMPLETE, SUBMITTED APPLICATIONS.