Future Leaders Fellowships

Round 10 Guidance for Academic-hosted Applicants

January 2025

Version 1.1

Key updates from Round 9

- UKRI have appointed a third-party supplier to provide application support, in the form of reasonable adjustments, for people who have a disability or a long-term condition and face barriers applying to us. Applicants who wish to access this initiative should email fellows@ukri.org for more information, before preparing your application.
- The wording on Co-Leads has been updated and these can now only be added to an application in exceptional circumstances, where they clearly bring essential, necessary skills to the project that could not be obtained in any other way, please see section 2.4 Core Team for more detail
- The question set for the trusted research section has been updated on the funding service to request more information
- All equipment costs over £10,000 (including VAT) other than instrument development are now funded at 80% FEC

Please note that this guidance should be read in conjunction with details found on the UK Research and Innovation (UKRI) Future Leaders Fellowships (FLF) funding finder for the round you are applying for and the UKRI Standard Grant Terms and Conditions.

Application guidance for the Future Leaders Fellowships scheme has previously been a single document for both academic-hosted and non-academic-hosted applicants. Since Round 7, this guidance has been separated into two documents with information specific to each type of applicant. Please ensure you are referring to the correct guidance when completing your application.

1   Planning your application

1.1   Responsibilities of the host organisation

Host Organisations should carefully consider whether an applicant's interests align with their organisational strategies and interests before submitting a proposal. Organisations will also be expected to demonstrate that they are providing an appropriate working environment for the fellow, including not only basic provision of office/laboratory space as applicable, but also relevant training, mentoring, support and, for example, access to specialist facilities as dictated by the project.

The Host Organisation is expected to have an annual review process in place to assess the fellow's progression, which should be administered in accordance with its relevant policies. The outcome of the review may result in a fellow failing to progress at any point during the fellowship. Applicants who obtain a fellowship may apply to renew their fellowship in the final year. The renewal will assess the quality and significance of the fellow's work and achievements to date and will involve the host organisation and the fellow.

These fellowships require commitments from both UKRI and the Host Organisation of a tapered salary commitment from year 3 based on the Full Economic Costing model and to providing a route to an open-ended UK based independent research and/or innovation position, to be taken up during or upon the completion of the fellowship (in line with organisational employment policies and practices). Host Organisations which do not provide the expected support, or where fellows are not progressing to open-ended positions (if remaining in academia) may not be awarded further fellowships, in the absence of an acceptable justification.

1.2   Level of support expected from the research organisation

We expect the research organisation to give the following levels of support:

- full access to labs and other university facilities with associated administrative and technical support

- dedicated mentors identified and roles of each mentor including frequency of meeting and extent of support set out

- professional development activities identified which have been tailored to the needs of the applicant

- reduction in non-fellowship related activities to 6 hours per week, at the fellow's discretion

- sufficient support to ensure that all students and research associates supervised by the applicant have a good quality experience

UKRI reserves the right at any time to check that resources promised in the research organisation support response are provided to the applicant as stated.

1.3   Host organisation prioritisation of applications

The Future Leaders Fellowships scheme is highly competitive, with increasing numbers of applications in previous rounds leading to the extension of timelines and an increased peer review burden on our research and innovation community. In order to be able to administrate this funding opportunity in a timely manner, the number of applications which can be submitted

by each academic host organisation is capped – see information provided on the Funding Finder.

For round seven of the Future Leaders Fellowship scheme, host organisations were asked to provide statements describing the inclusive process they used to select their chosen candidates. These statements contributed to an external review undertaken by the Careers Research and Advisory Centre (CRAC) titled 'Inclusive selection and support for the Future Leaders Fellowship scheme - Investigation of current practice and identification of good practice examples'

The UKRI response to CRAC report includes the implementation of a pilot, where academic host organisations wishing to submit applications to round ten of the Future Leaders Fellowship scheme must complete diversity monitoring templates, or an update to any previously submitted template, to provide anonymised information on the number of prospective applicants by sex and gender, ethnicity, disability, and broad disciplinary groupings. Hosts will be asked to highlight any updates to their inclusive selection statements. The diversity monitoring data will be submitted via survey for round 10, further detail will be available shortly.

Further details of this requirement by host organisations for round ten and questions to consider for updates to inclusive selection statements are contained within the UKRI response which can be found on the funding finder opportunity, in the 'Additional information' section. Further information on how to apply will be available under 'additional information' shortly including a link to the survey.

Information provided will not be used in the assessment or outcome of this funding opportunity. Full proposals submitted by host organisations that have not reported on this process will be rejected prior to peer review.

1.4   Responsibilities of the fellow

If successful in securing an FLF award, the fEC Grant Terms and Conditions will apply.

Scheme specific terms and conditions also apply, which will be included in the Offer Letter for successful applicants.

We encourage applicants to hold discussions with their host organisation early on to discuss contracts in the event of the award. UKRI are unable to contribute to support discussions between the fellow and their host regarding their contract of employment which includes salary and benefits. Therefore, the fellow should ensure both parties have reached an agreement before accepting their post.

1.5   Multiple submissions

Applicants may only have one fellowship application under consideration by UKRI (which encompasses all fellowship schemes led by any of the Research Councils and/or Innovate UK) at any point, unless expressly permitted in the Research Council/Innovate UK call documentation.

Applicants may apply simultaneously to other funders' fellowship schemes (those funders outside of UKRI).

Applicants may simultaneously seek grant support for other projects, from UKRI or other funders, while their application is under consideration, however:

- A substantial part of the fellowship programme may not be under consideration as a proposal with any of the constituent parts of UKRI, while under consideration for a FLF award.
- Any funding secured from UKRI or other funders must comply with the Future Leaders Fellowships terms and conditions if awarded, including the [time commitments](#).

Applicants **must** inform UKRI if other submissions are subsequently funded and withdraw their application from UKRI consideration if the project or parts of the project have already been funded elsewhere.

Academic-hosted fellows can apply to be named on a grant for a different project while simultaneously holding a UKRI fellowship, but they cannot request additional salary support whilst the fellowship is funded, and the award must be within the 6 hours a week permitted during the initial phase of the award.

1.6 Resubmission policy

Resubmission of an unchanged proposal to the FLF scheme is not permitted.

Previously unsuccessful applicants can apply to subsequent FLF calls provided the proposal addresses feedback from reviewers and the interview panel (where applicable) and will be assessed alongside all other applications to that call without bias. A summary of these amendments and how the feedback has been addressed must be detailed in the application questions. UKRI reserve the right to reject applications that are not deemed to have addressed feedback appropriately.

Applicants may not have more than one application into the scheme at the same time (in overlapping funding rounds) and must wait for the outcome of an application before applying again. If an application is withdrawn during or following peer review, applicants may not resubmit to the next funding round.

2 Applicant and team information

Applicants must ensure that they have obtained the permission of any other person named on the proposal form (for example, any Co-leads or Project Partners) for the provision of their personal information to UKRI and the processing of their data by UKRI for the purpose of assessing the application and management of any funding awarded.

UKRI expects all the researchers and innovators it funds to adopt the highest standards in the conduct of their work and consider its potential ethical and societal implications. This means exhibiting impeccable integrity and following the principles of good research practice detailed in the UKRI Research Integrity Guidance considering the principals of Responsible Innovation

2.1 Applicant eligibility

These fellowships are for early career academics and innovators who are transitioning to or establishing independence. Applicants should use the Person Specification in Annex A to assess and justify their suitability for the scheme with reference to the objectives of the programme.

Applicants are expected to hold a doctorate by the start date of the fellowship OR to be able to demonstrate equivalent research/innovation experience and/or training.

There is no eligibility rules based on years since PhD or whether the applicant currently holds a permanent/open-ended academic position or job role, though individuals who currently hold a permanent position should:

- Show that their current position does not demonstrate that they have achieved research/innovation independence and thought leadership
- Provide a clear rationale why a Future Leaders Fellowship would be different to their current role.
- Clearly state that all their working time costed to the fellowship would be dedicated to that fellowship to focus on research/innovation, shielded from other professional commitments.
- Demonstrate that a Future Leaders Fellowship would be the best way to support their long-term career goals and chosen career route.

Applicants who have already achieved research/innovation independence (for example, by securing funding aimed at this career stage) will not be competitive. Senior academics and innovators are not permitted to apply.

The fellowships support applicants from diverse career backgrounds, including those returning from a career break or returning to research following time in other roles. There are no time limits in respect of time spent outside a research or innovation environment. We also encourage applications from those wishing to work part-time or in job shares to combine the fellowship with personal responsibilities. Assessors will consider time spent outside an active research and innovation environment, whether through career breaks, flexible working or because of working in other roles.

Fellowships are not restricted to work that would be seen as formal research in their area but can also lead and develop innovation. Innovation is defined as the practical translation of disruptive ideas into novel, relevant and valued products, services, processes, systems or

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business models, making them readily available to markets, government and society. Innovation means creating economic and/or social value from ideas.

Fellowships can be used to move into a new research and/or innovation area and applicants should clearly articulate the benefits of doing so and how this will enhance their career trajectory. In addition, fellowships can be used to move between sectors. We welcome innovative approaches to intersectoral mobility to include secondments, placements, rotational appointments, reverse mentoring and mentors from a variety of backgrounds along with opportunities for professional experience that would complement more generic approaches to training and development.

Applications must be submitted from UKRI institutions eligible for Research Council funding, or organisations eligible to apply to IUK. However, fellows can spend extended periods overseas if it can be clearly justified in terms of their programme of work and if their time overseas meets the overarching aims of the scheme, whilst hosted at an eligible UK-based organisation.

In addition, we encourage applicants to consider spending time in other internationally leading research/innovation organisations, either in the UK or overseas, for the purpose of training, collaboration and/or access to data or other resources not available at the Host Organisation.

The decision to submit an application rests with the applicant/host organisation. UKRI will not provide advice to individual applicants on their eligibility for this scheme.

2.2   Flexible working

Fellowships may be held on a part-time basis (to a minimum of 0.5 FTE) in order to combine research and/or innovation with personal responsibilities. Fellowships may not be held on a part-time basis to combine the research and/or innovation with another activity, for example, a part-time job.

In all cases, the value of a part-time award should be requested on a pro rata basis (not exceeding the full-time equivalent of the fellowship scheme period). For example, a four-year fellowship on a full-time basis would equate to an eight-year fellowship with the fellow working 0.5 FTE, but the value of the award would remain the same.

Further information can be found at:

- Annex B - Job-Share Guidance
- Annex C - Career breaks and flexible working

2.3   Overseas applicants

Applicants must comply with Home Office/UK Visa and Immigration requirements and hold a valid work permit where appropriate. Applicants who require a visa must ensure this is in place before the start date of the award. Host Organisations should advise and support applicants in securing the necessary visa.

Successful applicants who require a visa to work in the UK will be eligible to be considered under the fast-track Global Talent Visa route. This visa route is designed for researchers/innovators and gives the holder flexibility to pursue their research and collaborations.

Visa costs and the immigration health surcharge (IHS) can be charged for the applicant and any named DI staff directly employed on the grant for 50% of their contracted time, this is not extended to family members, or, under the TRAC methodology, some institutions provide visa cost support under estates and indirect. Contingency costs for unnamed researchers at point of application are not eligible.

UKRI will not support costs associated with gaining UK citizenship, Indefinite Leave to Remain or Permanent Residency.

The granting of any visa is always subject to the standard Home Office general grounds for refusal of a visa. UKRI can provide guidance on the evidence required for an application. Please contact Globaltalentvisa@ukri.org for further details.

2.4   Core team

Eligibility, responsibilities and costings guidance for different roles in funding applications can be found here.

The following roles can be assigned as part of this application:

- fellow
- research and innovation associate
- researcher co-lead (RcL)
- visiting researcher
- specialist
- technician
- professional enabling staff

Only one individual should be listed as the fellow.

Co-leads are only permitted in exceptional circumstances, where they clearly bring essential, necessary skills to the project that could not be obtained in any other way, for example through a project partner. Co-leads (full- or part-time) must not be costed, or named, for the whole duration of the fellowship but for a limited period only, whilst the fellow learns the new skills/discipline. Project Co-Leads must be UK based and affiliated with one of the research organisations involved in submitting the application. The assessment panel will be asked to comment on the necessity of Co-leads as part of the value for money under the resources and cost justification criterion, if deemed unnecessary costs may be adjusted prior to funding. Administrators can be associated with a grant in one of two ways:

1.   If they provide significant professional contributions to enable the project and are employed by the lead organisation or one of the collaborating organisations then they can be added using the 'professional enabling staff' grant role. To use this role in an application, the individual must be supplying resource above what would be normally expected to be supplied as the general enabling activity. The contribution they play would be specific to this project and the time costed accordingly.

2.   If they are playing a general enabling role then this would form part of an organisations general estates and indirect costs. The definition of indirect costs from the T&Cs is as follows - Indirect Costs: Non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated Costs. They include the costs of the Research

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Organisation's administration such as personnel, finance, IT, legal, general laboratory, office consumables, library and some departmental services.'

2.4.1   Non-academic-hosted Co-lead when the applicant is hosted in academia

Due to the nature of overheads paid to non-academic organisations, Co-leads should not be included for the purpose of calculating overheads. Therefore, costings for the Co-leads, including all costs associated with their part of the project, should be submitted under the Other Directly Incurred costs section of the proposal form. They should still be referred to as Co-leads within the application. There may be considerations of Subsidy Control where a non-academic-hosted lead is heavily involved in the project, please see Annex D for more details

2.4.2   Visiting researcher

Support may be requested for visits by individuals of acknowledged standing (Visiting Researchers/Innovators) from the UK or abroad, limited to 12 months per individual over the lifetime of the award.

Visiting Researchers should receive the same salary and conditions as other staff of an equivalent status within the Research Organisation, and costs should be requested as Directly Incurred. Only salary costs for the time spent directly working on the project should be claimed, and requests should exclude contributions from other sources.

Reasonable expenses will be paid for travel to and from the UK by Visiting Researchers, but not for their families.

2.5   Project Partner

A Project Partner is defined as a third-party person or organisation who is not employed on the grant, but provides specific contributions either in cash or in kind, to the project. Entitlement to the outputs of the project and/or Intellectual Property will be determined between the parties involved; however, any access to project outputs and/or IP must be in line with any relevant Subsidy Control regulation. Please see Annex D for more information about Subsidy Control.

As a rule, Project Partners are expected to provide contributions to the delivery of the project and should not therefore be seeking to claim funds from UKRI. However, where there are specific circumstances where Project Partners do require funding for minor costs such as travel and subsistence, this will usually be paid at 80% fEC unless otherwise stated by us; note that any applicable Subsidy Control regulation and HMRC guidance will also be considered, which may affect the percentage of these costs that we will fund. These costs should be outlined and fully justified in the proposal and will be subject to peer review. The financial value of the contribution, whether actual or in kind, must be included in the costings. Please note that this figure can be an estimate.

There is no limit to the number of project partners permitted to be involved in an application.

UKRI Head Office Staff acting in their capacity as a UKRI employee are not eligible to be Project Partners.

Organisations that are applicants on the project, including any named applicants' organisations, cannot also be a Project Partner.

Letters of support should be provided for all project partners on headed paper and signed by the partners.

2.6 Subcontractor

A Subcontractor is defined as a third-party individual who is not employed as staff on the grant, or a third-party organisation, who is subcontracted by the Host Organisation to deliver a specific piece of work. This will be subject to the procurement rules of the Host Organisation.

All costs that support the delivery of the subcontract are eligible and will be paid at the relevant % for the award. Costs should be outlined and fully justified in the proposal and will be subject to peer review. Entitlement to the outputs of the project and/or Intellectual Property will be determined between the parties involved, however any access to project outputs and/or IP must be in line with any relevant Subsidy Control regulation. Please see Annex D for more information about Subsidy Control.

Letters of support are not permitted for Subcontractors.

2.7 Dual roles

An organisation or individual can act as both a **Project Partner** and **Subcontractor**, however this must be fully justified and will be subject to peer review.

This enables the organisation/individual to receive recognition as a Project Partner for the elements of their contribution to the project that is in an integral or meaningful capacity, which they would not get if they were to be included only as a subcontractor. As a rule, we would expect Project Partner related costs to be minor. Where the project requires work to be undertaken that is more significant and includes costs other than travel and subsistence, the organisation/individual to be contracted may need to be included as both a Project Partner and a Subcontractor. An example of where dual roles might be required is when an organisation or individual is giving to the project in kind but are also selected to deliver other work to the project involving non-minor costs to be covered via a subcontract.

Entitlement to the outputs of a project and/or Intellectual Property will be determined between the parties involved, however any access to project outputs and/or Intellectual Property must be in line with any relevant Subsidy Control regulation. Please see Annex D for more information on Subsidy Control. Any entitlements should be set out in a formal collaboration agreement, as per UKRI terms and conditions.

3   How to apply

Application should be made through the UKRI Funding Service for academic-hosted applicants and the Innovation Funding Service (IFS) for non-academic applicants (including Catapults). You cannot apply on the Joint Electronic Submissions (Je-S) system as in previous rounds.

UKRI have appointed a third-party supplier to provide application support, in the form of reasonable adjustments, for people who have a disability or a long-term condition and face barriers applying to us. Applicants who wish to access this initiative should email fellows@ukri.org for more information, before preparing your application.

For more guidance, see:

- how applicants use the Funding Service (academic-hosted applicants)
- how applicants use IFS (non-academic hosted applicants including Catapults)

3.1   Equality, diversity, and inclusion

The Funding Service (TFS) collects personal data including on ethnicity, sex and gender and disability. We will use the personal data you give us to:

Inform analysis to investigate if applicants to the scheme who share a protected characteristic:
a. suffer a disadvantage linked to that characteristic
b. have different needs to other groups, or
c. have a disproportionately low level of participation

If this results in an evidenced need then UKRI may make appropriate and proportionate interventions,
including in final funding decisions. This is in accordance with our duty to advance equality of opportunity between those who share a protected characteristic and those who do not.

3.2   UKRI Funding Service Application Questions
The application form to be completed through the UKRI Funding Service requires the following:

Question	Information required
Application title and summary	Details of the application title, summary, start date and duration must be entered in this section. The project title is limited to 240 characters (including spaces) and must reflect the aim of the project. The start date of the award should be realistic and would normally be between two and six months after the date of the interview meetings. The dates of planned interview panel meetings, and mandatory latest start dates are available on the funding page for that round.
Summary	In plain English, provide a summary we can use to identify the most suitable experts to assess your application.

	It should explain the context of the research and/or innovation, its aims and objectives, and its potential applications and benefits. This section is limited to 550 words. We usually make this summary publicly available on external-facing websites, therefore do not include any confidential or sensitive information. Make it suitable for a variety of readers, for example: • opinion-formers • policymakers • the public • the wider research community
Core team	List the key members of your team and assign them roles from the following: • fellow • specialist • research and innovation associate • technician • visiting researcher • researcher co-lead (RcL) Only list one individual as the fellow. Find out more about UKRI's core team roles in funding applications.
Vision and Approach	See section 3.3
Applicant capability to deliver	See section 3.4
Career development	See section 3.5
Host organisation support	See section 3.6
Ethics and responsible research and innovation (RRI)	See section 3.7
Resources and cost justification	See section 3.8
Resubmissions	If your application is a resubmission, please include the Je-S grant reference and/or TFS applicant reference of your previous submission and briefly outline changes that have been made to your application, including how this submission addresses feedback from reviewers (and interview panel where applicable). See section 1.5 for resubmission policy
Instrument development	If your application includes a request for equipment relating to instrument development, justify these costs by:

	- Articulating the requirement for instrument development - that will either enable research capability not available using any existing instrument, or if it will substantially improve research capability beyond what currently exists, in a way that opens significant new research and/or innovation opportunities. - How the proposed instrument development will function (e.g. construction of a wholly new instrument from its basic components, substantial modification of an existing instrument, integration of two or more existing instruments into a new combined one). See section 4 for allowable resources
Project partners	Add details about any project partners' contributions. Upload a single PDF containing the letters or emails of support from each partner you named in the Project Partner section – these should be on headed paper, signed and dated by project partners. Documents should be uploaded in English or Welsh only. Enter the words 'attachment supplied' in the text box, or if you do not have any project partners enter 'N/A'. Each letter or email you provide should: - confirm the partner's commitment to the project - clearly explain the value, relevance, and possible benefits of the work to them - describe any additional value that they bring to the project The UKRI Funding Service will provide document upload details when you apply. If you do not have any project partners, you will be able to indicate this in the UKRI Funding Service. Ensure you have prior agreement from project partners so that, if you are offered funding, they will support your project as indicated in the project partners' section. For audit purposes, UKRI requires formal collaboration agreements to be put in place if an award is made.
Data management and sharing	All applicants planning to generate data as part of their fellowship must complete the separate Data Management question. Provide a data management plan that clearly details how you will comply with UKRI's published data sharing policy. See section 3.9
Facilities	If you will need to use a facility, follow your proposed facility's normal access request procedures. Ensure you have prior agreement so that if you are offered funding, they will support the use of their facility on your project. See section 3.10

| Clinical research using NHS resources | Researchers applying for clinical research in the NHS, public health or social care need to complete a Schedule of Events Cost Attribution Tool (SoECAT) to be eligible for the National Institute for Health Research (NIHR) Clinical Research Network (CRN) portfolio.

See section 3.11 |

3.3 Vision and Approach

This section should focus on what are you hoping to achieve, and how will you deliver your proposed work.

For the Vision, explain how your proposed work:

- is of excellent quality and importance within or beyond the field(s) or area(s)
- has the potential to advance current understanding, or generate new knowledge, thinking or discovery within or beyond the field or area of its focus
- is timely, given current trends, context, and needs
- impacts world-leading research, society, the economy or the environment
- identify the potential direct or indirect benefits and who the beneficiaries might be

For the Approach, explain how you have designed your work so that it:

- is effective and appropriate to achieve your objectives
- is feasible, and comprehensively identifies any risks to delivery and how you will manage them
- uses a clearly written and transparent methodology (if applicable)
- summarises the previous work and describes how you will build on and progress this work (if applicable)
- will maximise translation of outputs into outcomes and impacts
- demonstrate access to the appropriate services, facilities, infrastructure, or equipment to deliver the proposed work

Create a single PDF document that includes your responses to all criteria. The document should not be more than five sides of A4, single spaced in 11-point Arial (or equivalent sans serif font) with margins of at least 2cm. You may include images, graphs, tables. Within the page limit applicants must include a legible diagrammatic workplan, for example, PERT or Gantt chart illustrating the full duration of the project with project-specific timelines and milestones clearly and accurately shown.

For the file name, use the unique UKRI Funding Service number the system gives you when you create an application, followed by the words 'Vision and Approach'. Save this document as a single PDF file, no bigger than 8MB. Unless specifically requested, please do not include any sensitive personal data within the attachment. If the attachment does not meet these requirements, the application will be rejected. The UKRI Funding Service will provide document upload details when you apply.

3.4 Applicant capability to deliver

This section should focus on what are you hoping to achieve with and how will you deliver your proposed work. Evidence should be provided of how you have:

- the relevant experience (appropriate to career stage) to make best use of the benefits presented by this funding opportunity to develop your career
- the right balance of skills and aptitude to deliver the proposed work
- contributed to developing a positive research environment and wider community
- the appropriate team working or leadership skills (appropriate to career stage)

You may demonstrate elements of your responses in visual form if relevant. Further details are provided in the service. The word count for this section is 1,650 words, 1,150 words to be used for R4RI modules (including references) and, if necessary, a further 500 words for Additions.

Use the Résumé for Research and Innovation (R4RI) format to showcase the range of relevant skills you have and how this will help to deliver the proposed work. See the UKRI guidance on R4RI for additional information and guidance. You can include specific achievements and choose past contributions that best evidence your ability to deliver this work.

Additions: provide any further details relevant to your application. This section is optional and can be up to 500 words. You should not use it to describe additional skills, experiences, or outputs, but you can use it to describe any factors that provide context for the rest of your R4RI (for example, details of career breaks if you wish to disclose them).

You should complete this section as a narrative. Do not format it like a CV.

For more support on how to create a narrative CV please see the Peer Exchange Platform-Support for R4RI CVs

3.5   Career development
This section should focus on why this fellowship is the right way to develop your career and how you will use it to benefit others. Ensure that you have identified:

- career development goals appropriate to the fellowship funding opportunity
- how the fellowship will provide a feasible and appropriate trajectory for your personal development and to achieve your stated career development goals (as appropriate to your career stage and field)
- how you will instigate positive change in the wider research and innovation community, for example through Equality Diversity and Inclusion (EDI), advocacy or advisory roles, stakeholder engagement, participation in peer review, influencing policy, public engagement, or outreach
- how you will ensure continued research and professional development in those you will be managing on the project, to have a positive research and innovation experience, with opportunities or support to progress their own careers (useful links Concordat to Support the Career Development of Researchers and Technician Commitment)
- how the proposed work will provide a feasible and appropriate trajectory for you to acquire additional skills, like research, leadership, communication and management
- what mentoring arrangements are proposed and how they are appropriate to you

The word count for this section is 1,000 words.

3.6   Host organisation support
This section should focus on how the host organisation will support your fellowship. The following, written from the point of view of the host organisation, should be included:

- provide evidence detailing how the host will support you, as appropriate for your career development and the vision and approach of the fellowship *
- who you have engaged with in your host organisation (name and role)
- how your research environment will contribute to the success of the work, in terms of suitability of the host organisation and strategic relevance to the project
- how the host organisation will ensure your time commitment to the fellowship is protected
- what development and training opportunities will be provided and how they form a cohesive career development package tailored to your aims and aspirations
- what financial or practical support, such as access to the appropriate services, facilities, infrastructure, or equipment, is being provided and how this strengthens your application
- details of the fellowship work to be conducted at another UK or overseas host organisation and how they will support you (if applicable)

* The expectation is that agreement has been obtained from the Pro Vice-Chancellor, Head of the Department, or a Senior Representative from the host organisation on the support that the applicant will receive. This should include:

- Confirmation of the commitment to the salary of the applicant and to providing an open-ended UK based independent research and/or innovation position, to be taken up during or upon the completion of the fellowship (in line with organisational employment policies and practices)
- Confirmation of the commitment to 50% of any Equipment costs requested in the application

The word count for this section is 1,000 words.

3.7   Ethics and responsible research and innovation (RRI)
This section should focus on what are the ethical and/or RRI implications and issues relating to the proposed work. Demonstrate that you have identified and evaluated:

- the relevant ethical or responsible research and innovation considerations
- how you will manage these considerations

The word count for this section is 500 words.

There are optional ethics questions that may be required depending upon the nature of the research and proposed work. These include:

- Does your proposed research involve any genetic or biological risk?
- Does your proposed research involve the use of vertebrate animals or other organisms covered by the Animals Scientific Procedures Act?
- Will any of the proposed animal research be conducted overseas?
- Will the project involve the use of human subjects or their personal information?
- Does your proposed research involve the use of human tissues, or biological samples?

These questions should only be responded to if they apply to your proposed work.

3.7.1 Genetic and biological risk

In respect of animals, plants or microbes, are you proposing to:

- use genetic modification as an experimental tool, like studying gene function in a genetically modified organism
- release genetically modified organisms
- ultimately develop commercial and industrial genetically modified outcomes

If yes, provide the name of any required approving body and state if approval is already in place. If it is not, provide an indicative timeframe for obtaining the required approval.

Identify the organism or organisms as a plant, animal or microbe and specify the species and which of the three categories the research relates to.

Identify the genetic and biological risks resulting from the proposed research, their implications, and any mitigation you plan on taking. Assessors will want to know you have considered the risks and their implications to justify that any identified risks do not outweigh any benefits of the proposed research.

The word count for this section is 700 words.

3.7.2 Research involving the use of animals

Does your proposed research involve the use of vertebrate animals or other organisms covered by the Animals Scientific Procedures Act?

If you are proposing research that requires using animals, download and complete the Animals Scientific Procedures Act template (DOCX, 74KB), which contains all the questions relating to research using vertebrate animals or other Animals (Scientific Procedures) Act 1986 regulated organisms.

Save it as a PDF. The UKRI Funding Service will provide document upload details when you apply.

3.7.3 Conducting research with animals overseas

If you are proposing to conduct overseas research, it must be conducted in accordance with welfare standards consistent with those in the UK, as in Responsibility in the use of animals in bioscience research, page 14. Ensure all named applicants in the UK and overseas are aware of this requirement. in the use of animals in bioscience research, page 14. Ensure all named applicants in the UK and overseas are aware of this requirement.

If your application proposes animal research to be conducted overseas, you must provide a statement in the text box. Depending on the species involved, you may also need to upload a completed template for each species listed.

Statement

 Provide a statement to confirm that:

- all named applicants are aware of the requirements and have agreed to abide by them

- this overseas research will be conducted in accordance with welfare standards consistent with the principles of UK legislation
- the expectation set out in Responsibility in the use of animals in bioscience research will be applied and maintained
- appropriate national and institutional approvals are in place

The word count for this section is 700 words.

Templates

Overseas studies proposing to use non-human primates, cats, dogs, equines or pigs will be assessed during NC3Rs review of research applications. Provide the required information by completing the template from the question 'Research involving the use of animals'.

For studies involving other species, select, download, and complete the relevant Word checklist or checklists from this list:

- [Additional questions on the use of rodents overseas (DOCX, 49.1KB)](#)
- [Additional questions on the use of rabbits overseas (DOCX, 49.2KB)](#)
- [Additional questions on the use of sheep overseas (DOCX, 50.9KB)](#)
- [Additional questions on the use of goats overseas (DOCX, 47.3KB)](#)
- [Additional questions on the use of pigs overseas (DOCX, 51.4KB)](#)
- [Additional questions on the use of cattle overseas (DOCX, 57.0KB)](#)
- [Additional questions on the use of Xenopus laevis and Xenopus tropicalis overseas (DOCX, 57.3KB)](#)

Save your completed template as a PDF and upload to the UKRI Funding Service. If you use more than one checklist template, save it as a single PDF. The UKRI Funding Service will provide document upload details when you apply.

3.7.4 Research involving human participants

If you are proposing research that requires the involvement of human subjects, provide the name of any required approving body and whether approval is already in place.

Justify the number and the diversity of the participants involved, as well as any procedures.

Provide details of any areas of substantial or moderate severity of impact.

The word count for this section is 700 words.

3.7.5 Research involving human tissue or biological samples

If you are proposing work that involves human tissues or biological samples, provide the name of any required approving body and whether approval is already in place.

Justify the use of human tissue or biological samples specifying the nature and quantity of the material to be used and its source.

The word count for this section is 700 words.

3.8 Resources and cost justification

This section should focus on what you will need to deliver your proposed work and how much it will cost. See section 4 for allowable resources.

Assessors are not looking for detailed costs or a line-by-line breakdown of all project resources. Overall, they want you to demonstrate how the resources you anticipate needing for your proposed work:

- are comprehensive, appropriate, and justified
- represent the optimal use of resources to achieve the intended outcomes
- maximise potential outcomes and impacts

The word count for this section is 1000 words.

If costs are being requested for instrument development, these should be justified within the relevant separate application question (word limit of 500 words).

3.9   Data management plan

UKRI expects you to make your research data openly available with as few restrictions as possible in a timely and responsible manner. The UKRI expectations for sharing and managing research data arising from your project are outlined on Making your research data open including:

- you should determine if, how and where your data should be shared based on good practice for the type(s) of research data that will be generated
- refer to the Research Council research data sharing policy(s) and guidance most applicable to the type(s) of research data that will be generated from your research. These policies include best practice and preferred repositories for some types of data (e.g. the ESRC-supported UK Data Service and the NERC-supported Environmental Data Service)
- our guidance on best practice in the management of research data, also provides general guidance about sharing and managing your research data in line with our common principles
- UKRI's Good Research Resource Hub includes some external resources that you may also find helpful when deciding how to share and manage your research data

The data management plan must demonstrate how the applicant will or already meets their responsibilities for research data quality, sharing and security. It must refer to any institutional and study data policies, systems and procedures and be regularly reviewed throughout the research cycle.

Please structure your data management plan with the below sub-headings:

- Description of the data
- Data collection/ generation
- Data management, documentation and curation
- Data security and confidentiality of potentially disclosive information
- Data sharing and access
- Responsibilities
- Relevant institutional, departmental or study policies on data sharing and data security
- Author of this data management plan and if different to the Principle Investigator, their telephone & email contact details

We recognise publicly funded research data as valuable, long-term resources that, where practical, must be made available for secondary research. Applicants must ensure that research data arising from UKRI-funded research is to be made available to the research community in a timely and responsible manner, unless there are exceptional reasons why this cannot happen.

Applicants must consider and discuss their specific requirements with their Host Organisation and, where applicable, relevant Data Service or Centre(s).

Ensure you include costs in your funding application

UKRI supports costs associated with research data management and sharing. You should ensure costs for these activities are included in your funding application, including if you intend to use NERC's Environmental Data Service or the ESRC-supported UK Data Service. If you are considering using the Environmental Data Service, you can contact data@nerc.ukri.org for further information.

Some additional information on research data costs is provided in the guidance on best practice in the management of research data. Guidance on costs may also be provided with the funding opportunity in Funding Finder.

3.10 Facilities

If your proposed research requires the support and use of a facility, follow your proposed facility's normal access request procedures. Ensure you have prior agreement so that if you are offered funding, they will support the use of their facility on your project.

Links to available facilities and resources by research council:

BBSRC

EPSRC

ESRC

NERC - See Annex E for information about NERC British Antarctic Survey ship time and aircraft requests

MRC

STFC

Innovate UK

For each requested facility you will need to provide the:

- name of facility, copied and pasted from the facility information list (DOCX, 35KB)
- proposed usage or costs, or costs per unit where indicated on the facility information list
- confirmation you have their agreement where required

Some facilities also require a technical assessment, which should be obtained by contacting the relevant facility prior to submitting an application to discuss usage.

You do not need to submit these documents with your application, but we will contact you to provide them if your application is successful.

The word count for this section is 250 words.

3.11 Clinical research using NHS resources

Researchers applying for clinical research in the NHS, public health or social care need to complete a Schedule of Events Cost Attribution Tool (SoECAT) to be eligible for the National Institute for Health Research (NIHR) Clinical Research Network (CRN) portfolio. This is the route through which support and excess treatment costs are provided in England.

You must answer 'Yes' and complete and upload a SoECAT if you are applying for clinical research funding, and:`

- you will carry out your research in the UK
- it is intended for the NIHR CRN portfolio; this may include studies in a social care or public health setting
- the research requires approval by Health Research Authority (England) or its equivalents in Northern Ireland, Scotland or Wales
- your research will use NHS resources

You must complete a SoECAT even if you don't think your clinical research will involve excess treatment costs (ETCs).

See MRC guidance 3.5.1 on **who needs to complete a SoECAT**

If you are applying for clinical research in the NHS, public health or social care and don't think you need to complete a SoECAT, answer 'Yes' and explain why a SoECAT is not necessary.

We want to know that you have taken the appropriate steps for the full costs of your research to be attributed, calculated and paid.

We want to see the expected total resources required for your project, such as Excess Treatment Costs (ETCs), to consider if these are appropriate.

How to complete a SoECAT

SoECAT guidance can be found on the NIHR website

These are the steps you need to take:

1. Contact an Attributing the costs of health and social care Research and Development (AcoRD) specialist as early as possible in the application process.
2. Complete an online SoECAT. Excel versions of the form have been discontinued. If you do not have an account for NIHR's Central Portfolio Management System (CPMS) you will need to create and activate one. **See the user guide for instructions**.
3. Request authorisation of your SoECAT.

4. Once authorised extract the 'study information' and 'summary' page from the 'Funder Export', combine them as a single PDF and upload it to your application.

Applications that require a SoECAT but have not attached the SoECAT funder export study information and summary will be rejected.

A SoECAT summary is required for the first four years of the Fellowship only.

4 Allowable resources

Once the grant has been awarded, no additional requests can be made for supplementary salary costs.

4.1 Overview of costings

FLF applications from applicants in an academic organisation are costed based on Full Economic Costs (fEC), consistent with the dual support system in Research Council eligible organisations and Subsidy Control legislation. Please see Annex D for more information on Subsidy Control. Host Organisations must agree to fund the balance of the fEC for the project from other resources.

Indexation must not be included as this is calculated once the fellowship has been awarded and accepted.

To demonstrate their support, academic Host Organisations are required to commit to funding an increasing percentage of the fellow's salary, which is not to be derived from the full Economic Cost (fEC) of the award. Tapering of the UKRI contribution to salary for the fellow does not mean tapering of the time spent on the research/innovation related to the fellowship.

To assist applicants and organisations with the calculation, use the salary tapering templates for full-time and part-time applicants available on the FLF Funding Opportunity page. The full salary, without adjustments for host or UKRI contribution, must be applied in the calculator to produce the correct figure. Once calculated please input the full UKRI contribution to the fellows salary across the duration of the award into the funding service. Spending profiles can later be adjusted at the post award stage.

	Total salary request from award	UKRI contribution	Academic Host Organisation's contribution
Year 1	100%	80%	20%
Year 2	100%	80%	20%
Year 3	75%	60%	40%
Year 4	75%	60%	40%
Review point (Below figures are <u>not</u> captured within application)			
Year 5	50%	40%	60%
Year 6	50%	40%	60%
Year 7	25%	20%	80%

Years 3 and 4: The applicant can request 75% of the full economic cost of their salary from the award. This will be awarded at 80% fEC so the UKRI contribution will be 60% overall (80% of 75%). The salary tapering template will calculate this automatically.

Directly Incurred costs arise from the conduct of the research and are verifiable through an audit record. Directly allocated costs are based on estimates or apportioned costs rather than actual costs. These costs arise from resources used by the project that are shared by other activities. All costs requested should be justified within the Justification of Resources document.

Further guidance on UKRI fEC costing can be found in the UKRI Terms and Conditions 'Costings information'.

4.2 Directly incurred costs

4.2.1 Staff

The payroll costs of all staff, full or part-time, who work on the project, and whose time can be supported by a full audit trail may be included.

Salary increments over the period of the project should be considered but should not anticipate future pay awards. Once the grant has been awarded no additional requests can be made for supplementary salary costs.

4.2.2 Travel and subsistence

Funds for travel and subsistence for the applicant and any staff working on the project, including any overseas costs, must be entered, as one figure, in this section. The cost and destination of each travel item must be detailed in the Justification of Resources.

During the fellowship, the fellow will be encouraged, wherever possible, to attend annual two-day FLF cohort events. Where necessary accommodation will be provided, but costs associated with attendance at these events should be met from within the fellowship award. Applicants should therefore factor in any associated travel, subsistence, and childcare costs into their proposal. It is expected that annual events will take place at a variety of UK locations, such as London and Edinburgh.

All travel must occur between the start and end date of the award and must be costed by the most suitable and economical means, at current prices and with no allowance for inflation. Subsistence rates, both UK and overseas, must be those applicable within the Host Organisation.

Non-EEA nationals holding a UK work visa should be aware that extensive time overseas may invalidate an application for Indefinite Leave to Remain in the UK.

4.2.3 Equipment

For academic-hosted applications any item costing over £10,000 (including VAT) are classified as equipment and must be detailed in this section. All equipment (costing over £10,000 including VAT) costs excluding instrument development will be funded at 80% FEC. Any item less than £10,000 (including VAT) is classed as a consumable and must be listed under the 'Other Directly Incurred' cost heading.

UKRI will meet the costs of new equipment, the costs of equipment repair and major spares, the costs of external maintenance agreements and the cost of equipment relocation and installation, where required by the proposed research. If applicable the Host Organisation should make its own arrangements for applying for exemption from import duty.

All equipment costs excluding instrument development will be funded at 80% FEC

Equipment for instrument development

- A request will be classed as instrument development where it is wholly or mainly focused on creating a novel instrument that will either enable research capability not available using any existing instrument, or if it will substantially improve research capability beyond what currently exists, in a way that opens significant new research and/or innovation opportunities.

- Instrument development can occur in a variety of ways. It might involve the construction of a wholly new instrument from its basic components, or it might involve the substantial modification of an existing instrument. Finally, it might involve the integration of two or more existing instruments into a new combined one. In this latter case the proposed integration would need to be technically non-trivial and lead to a capability significantly beyond that of using the component instruments independently.

- Equipment for instrument development only will be funded at 100% fEC, although UKRI reserves the right to request organisational contributions in exceptional circumstances.

- Applicants should note that the instrument development funding applies to the individual pieces of equipment that are being developed. Other equipment requested on the proposal not related to the instrument development will be subject to UKRI's standard rules for equipment.

4.2.4   Other directly incurred costs

Other costs directly attributable to the project may include:

- Consumables
- Sub-contractor fees
- Consultancy fees
- NHS costs
- Individual items of equipment below £10,000
- Additional childcare, beyond that required to meet the normal contracted requirements of the job, and that are directly related to the project, may be requested if the institutional policy is to reimburse them. However, childcare costs associated with normal working patterns may not be sought
- Training needs
- Mentors - funds can be requested to support justified costs (such as travel and subsistence) associated with any external mentors that the applicant may have arranged as part of their fellowship application. Mentors cannot receive a salary.
- Minor Project Partner costs, such as travel and subsistence
- Research and workshop facilities/existing equipment/capital. For most facilities the notional cost of using the facility should be included in Other Directly Incurred Costs. In some cases, the costs will be removed from the grant and awarded notionally. If facility costs have not been included in the application, they cannot be added later.

Please note, applicants are not permitted to request funds for publication costs. It is expected that the Host Organisation will provide computers and laptops for the applicant and Co-Is and other research staff on continuing contracts. Costs for these may be claimed for new staff who are recruited specifically for the project, or where a higher specification is required for the completion of specific grant related activities such as data modelling, enhanced graphics etc. No costs associated with PhD students may be requested in the application

4.3   Directly allocated costs

4.3.1   Co-leads

This section should include costs for Co-leads working directly on a project, if their time charged to the grant will be based on estimates rather than actual costs.

4.3.2   Other directly allocated

These costs should include all other direct costs calculated based on estimates. Items can include:

- Staff, such as infrastructure technicians or pool staff, whose time is shared across several projects and where their time on the project is not supported by an audit trail.
- Charge out to institutional research facilities
- Charge out costs for use of existing equipment.

4.3.3 Estates and indirect costs

- Should be calculated by the Host Organisation. The agreed rates can be obtained from the finance department or research office or default rates (which can be found on the [UKRI website](#)) can be used if the Host has not developed their own rates.
- Should be entered as a single figure covering the costed duration of the project.
- Do not need to be justified in the Justification of Resources document.
- Must not be included for technicians, research support staff, or staff employed at Research Council funded units/institutes.

Estate costs

- May include building and premises costs, basic services and utilities, lease/rent rates, insurance
- Cleaning/porters/security/safety costs, staff facilities, and any clerical staff and equipment maintenance not already included as either a Directly Incurred or Directly Allocated cost.

Indirect costs

- Non-specific costs (that are not otherwise included as Directly Allocated costs) charged across all projects based on estimates.
- May include general office and basic laboratory consumables, library services/learning resources, typing/secretarial support, finance, personnel, public relations and departmental services, central and distributed computing and the cost of capital employed (including redundancy).
- Costs of ethics reviews and infrastructure technicians can be included under this heading.
- Staff costs that fall under this category do not need to be tapered and should be calculated on the FTE basis and not based on the % contribution to salary.

Estate and Indirect costs at additional organisations:

Estates and Indirect costs will continue to be payable to the lead organisation if the applicant plans to spend 6 months or less (per absence) at another organisation.

If the applicant spends more than six months, for a single period, away from the lead organisation:

- Indirect costs will continue to be paid to the lead organisation.
- Estates costs will not be payable to the lead organisation for the period of the applicant's placement, however a contribution to the second organisation's estate costs may be requested, and the total figure for Estates costs requested must be adjusted accordingly.
- UKRI will not make direct payments to the second organisation, either in the UK or overseas; this must be arranged and managed through the lead organisation.
- If the organisation at which the applicant will spend the six+ months is in a DAC list developing country, Estates and Indirect costs for the organisation can be requested at 100% as Exceptions in the Directly Incurred-Other cost category. The Estates and Indirect costs associated with overseas locally employed research staff in developing countries may also be requested as Directly Incurred – Other costs at 100%.

- o Estates and Indirects must not be requested for projects that are not taking place in a developing country

4.4 Exceptions (funded at 100% fEC)
- Overseas costs may be included as an exception, for further information, please see Overseas costs
- Costs to meet externally commissioned surveys (those commissioned through a procurement process and contract with a professional provider) may also be included, provided that the survey is not undertaken by the applicant.

4.5 Animal costs
- May be shown as either DI or DA.
- Applications must include a breakdown of animal costs, including weekly maintenance charges, in the Resources and cost justification section. A more detailed justification of the costs incurred should be given in the 'Justification of Resources' attachment. This should detail the total number of animals requested, and justify the resources requested for purchasing, breeding, maintaining, and using the chosen number of animals.

4.6 Research and workshop facilities/existing equipment/capital
- Should include any costs that will be charged to the project to access shared research facilities and equipment. Items entered under this heading will require their use, but not the associated cost, to be justified in the Justification of Resources.
- If using NERC HPC facilities, it is not necessary to provide a cost for usage. For use of ARCHER and NEXCS please provide an estimate of resource need and a brief justification for the use in the Justification of Resources section.

4.7 Overseas costs
Applicants planning to spend time at an additional research organisation overseas may request exceptional support for 100% fEC of:

- The cost associated with any overseas staff salaries
- Other costs incurred as a direct result of the research (for example, T&S, meetings)
- See Estates and Indirect costs for more information

In projects where time spent overseas by the applicant totals six months or more over the duration of the fellowship costs may be included for:

- Fares, baggage, medical insurance and rent of reasonable accommodation.
- Overseas living allowance, provided this is fully justified. In general, a request of up to 11% of the applicant's salary is considered a reasonable contribution towards the cost of living overseas.
- Travel costs for a spouse and/or for children if the family will accompany them for the whole period.

The below table summarises the eligible overseas costs, and the fEC rate at which UKRI will pay these costs:

Description	UKRI fEC contribution

Costs for overseas support staff for the applicant, including salary, travel and subsistence.	100%
Costs charged by the overseas organisation and associated with the research (consumables, field work, etc.)	100%
A contribution towards indirect and estates costs at the overseas organisation, where the research is being undertaken in a **DAC list country**.	100%
The costs of any service or product procured (for use in the UK) from an overseas supplier (mouse, antibody strains, cells lines, assays etc.)	80%
Travel and subsistence (including bench fees) for UK based researchers going abroad to undertake work.	80%

4.8   NHS costs

Applications may be made for research costs associated with NHS studies. Costs included in these applications comprise of:

- Research costs
- NHS support costs
- NHS treatment costs

Research costs of a study: UKRI will only fund costs which fall under this heading.

- Funded at the appropriate FEC rate (usually 80%).
- Does not include NHS support and/or treatment costs, although UKRI will take NHS support and treatment costs into account when considering the value for money of the research.
- Where a research study takes place in, or involves the NHS, Department of Health guidance on the responsibilities for meeting patient care costs associated with research and development in the NHS applies.

NHS support costs:

- Additional patient care costs associated with the research, which would end once the research and development activity in question has stopped, even if the patient care service involved continues to be provided.
- May cover items such as extra patient tests, extra in-patient days and extra nursing attention.
- Researchers should contact their local NHS research and development department initially. If they are unable to help directly or if there is no local NHS research and development department, contact the local Comprehensive Local Research Network (CLRN) Senior Manager.

NHS treatment costs:

- Patient care costs that would continue to be incurred if the patient care service in question continued to be provided after the research and development activity has stopped.
- Applicant must assume that the patient care service being assessed will continue even though there may be no plans for it to do so.
- Where patient care is being provided which differs from the normal, standard treatment for that condition (either an experimental treatment or a service in a different location from where it would normally be given), the difference between the total treatment costs and the costs of the 'usual standard care' (if any) constitutes excess treatment cost/saving, but is nonetheless part of the treatment cost, not an NHS support or research cost. These costs should be determined in conjunction with your NHS trust partner(s) and their commissioners.

Annex A – Person specification

FLF applicants should:

- Demonstrate broad knowledge of the area of interest and offer a compelling vision for the excellence and importance of the proposed research or innovation.
- Take advantage of the long-term and flexible support offered, justify how the proposal would have wider influence in the field.
- Have their own original and ambitious plans / ideas, which do not significantly overlap with their proposed collaborations, or former supervisors.
- Demonstrate the suitability of the proposed environment(s) for their research or innovation and its impact.
- Provide an approach to maximising the impact and influence of the proposed work, in the short and/or long-term. This may involve co-production of knowledge and implementation of this knowledge with the business sector, public sector, civil society sector or the wider community.
- Be capable of leading and developing a team or taking a leading role in their field; and show an ability to identify and maximise potential in others.
- For non-academic-hosted applicants, have secured the backing of the organisation that employs them. For academic-hosted applicants, have secured the backing of an institution that is prepared to host them, and which offers, in line with organisational employment policies and practices, a commitment to an open-ended position for the individual at the end of the fellowship.
- Demonstrate the ability to choose and develop appropriate collaborations and networks nationally, internationally or across disciplines.
- Demonstrate how the outcomes of the fellowship will be communicated and used within and outside their immediate community.

Experience and potential:

- Applicants must have the necessary level of skills, knowledge and experience to take forward the proposed project / programme.
- Have a track record of producing challenging, original and productive research and/or innovation outputs that stand out in their field.
- Demonstrate flexibility to adapt to opportunity and embrace new directions.

Personal development:

- Have identified and proposed opportunities for their own development as impactful and influential research or innovation leaders. This could include time for work in other environments, developing international links, development of new skills (for example, in policy impact or commercialisation, etc.).
- Have identified opportunities to access career development support, for example, mentoring and professional training and development, and relevant training courses that will underpin their future career ambitions and learning. A clear programme of skills development is an essential component of this training fellowship.
- Have or work towards strong communication and interpersonal skills and aim to develop these through engagement with different audiences.

Annex B – Applying for a fellowship on job-share basis

Applications from those wishing to hold a Future Leaders Fellowship on a job-share basis are encouraged as one of the mechanisms through which UKRI supports applications from those wishing to combine the fellowship with personal responsibilities.

There may be times when an application for a fellowship as a job-share might be right for potential candidates.

Reasons include, but are not limited to:

- Timeliness i.e. where a full-time equivalent fellow is required to ensure that time-critical research and innovation can be completed within a shorter timescale than a part- time fellowship would allow.

- An existing job-share i.e. where researchers and/or innovators are already working within a job-share that they wish to maintain.

Applicants must be able to demonstrate why they and the proposed programme of research and/or innovation would not be better served by two part-time fellowships.

A job-share fellowship should not be considered because a PL does not currently have the full skill set to undertake the fellowship. In these instances, a Co-lead who brings complementary and different skills to the project can be included as part of the fellowship award for a time limited period while the fellow develops their skills in the areas covered.

Is the expectation that the two individuals job sharing a fellowship have very similar skills and experiences, or is the expectation that their experience and skills should be complementary?

Most job-shares are between individuals with similar skills and experience. Job-shares should not be used to upskill an applicant who requires complementary and different skills in order to complete the project. Such upskilling should be achieved through the fellowship and is supported through the ability to include a time-limited Co-lead.

The applicants should make clear in their application the skills and experience of both applicants, and why they are applying via a job-share arrangement and not two separate part-time applications.

 Joint applicants should be able to demonstrate a clear plan to support their own (and if applicable, their team) training and development needs. A plan should be in place for each of the joint applicants as part of the proposal.

This does not mean that the joint applicants both have to have involvement in every aspect of the programme of research and/or innovation. For example, in terms of publications or other outcomes that result from the fellowship it may be that one fellow has more involvement in particular aspects than the other so we would not mandate that both fellows have to have identical credit for these.

How do we apply as a job-share fellowship?

We recommend that you contact the FLF team before applying on a job-share basis.

Only one application is required. Both individuals should be listed as 'Fellow'.

Please state this where relevant in your application and set out your proposed arrangements in the Applicant Capability to Deliver and Career Development sections. The team should choose one of the fellow's organisations to be responsible for submitting the grant application and administering the grant should the application be successful.

What guidance do reviewers get when considering job-share proposals?

Noting that job-share fellowships are non-standard and that members of the research and innovation community may not have reviewed such proposals before, additional feedback is provided to those carrying out the external peer review of proposals and for those sitting on the Sift and Interview Assessment Panels. Additional guidance for reviewers on job-share applications can be found within the [Future Leaders Fellowships Reviewers' Guidance](#). With regards to the FLF assessment criteria, this guidance also:

    a. Makes it clear that applicants are joint Fellows

    b. States that the:

        i. consideration of the *Research & Innovation Excellence* and the *Impact & Strategic Relevance* assessment criteria need to include assessment of how the proposed project forms a single coherent programme rather than separate activities

        ii. consideration of the *Applicant and their Development* assessment criteria needs to consider both applicants jointly

        iii. consideration of the *Research and Innovation Environment & Costs* assessment criteria needs to consider the commitment of the host organisation to the development and establishment of both applicants, and how the host will support the proposed programme of work as a whole

Additional guidance for those sitting on Interview Panels will also be available. This will make clear that both applicants will be attending the interview and that questions should be addressed to both applicants. Furthermore, it will be stated that that the applicant's joint Full Time Equivalent (FTE) spent on the Fellowship will be between the 0.5 and 1 required of a standard Fellowship.

Annex C – Career breaks and flexible working

The assessment of fellowship applications frequently involves appraisal of the applicant's track record. In making this appraisal, review panels take into account time spent outside the active research/innovation environment, whether through career breaks or flexible working.

Definitions

Career breaks are defined as a substantive period of time spent outside research/innovation. Reasons may include the following*:

• Personal reasons

• Trying out a new career

• Parental leave

• Ill health, injury or disability

• Caring/domestic responsibilities

• Study/training/further education

Flexible working describes any working arrangement where the number of hours worked, or the time that work is undertaken, vary from standard practice and could include* the following:

• Reduction in full time hours

• Long-term partial return to work

• Job sharing

• Compressed working hours

• Term-time only working

• Annualised hours

Guidance for review panels

In assessing the effects of career breaks or flexible working, panels will note the applicant's career trajectory and potential at the beginning of a break, relative to the stage of the applicant's career. In assessing applicants, panels will recognise that the effects on productivity of a career break, or a period of flexible working, may continue beyond the return to work.

The following areas may be affected*

• Presentation and publication record

• Patents filed

• Track record of securing funding, including time to obtain preliminary data

• Maintaining networks of research / innovation contacts and collaborations

• Recruitment of staff

• Time required for training

• The ability to take up opportunities in different geographical locations

• The ability to take up courses, sabbaticals, 'visits,' placements and secondments

Guidance for applicants

Applicants should make clear any substantive periods of absence from research/innovation within their application. Further details on the nature of the absence and how it has affected track record, productivity and career progression may be provided if desired. Information provided will be used only to make appropriate adjustments when assessing an individual's track record, productivity and career progression.

Annex D - Subsidy Control & State Aid – funding for non-academic organisations

This competition provides funding in line with the Subsidy Control Act 2022. Further information about the Subsidy requirements can be found within the Subsidy Control Act 2022 (legislation.gov.uk).

UKRI is unable to award organisations that are considered to be in financial difficulty. We will conduct financial viability and eligibility tests to confirm this is not the case following the application stage.

EU State aid rules now only apply in limited circumstances. Please see the Windsor Framework to check if these rules apply to your organisation.

Further Information

If you are unsure about your obligations under the Subsidy Control Act 2022 or the State aid rules, you should take independent legal advice. We are unable to advise on individual eligibility or legal obligations.

You must always make sure that the funding awarded to you is compliant with all current Subsidy Control legislation applicable in the United Kingdom.

This aims to regulate any advantage granted by a public sector body which threatens to, or actually distorts competition in the United Kingdom or any other country or countries.

For feasibility studies and industrial research projects, you could get funding for your eligible project costs of:

- up to 70% if you are a micro or small organisation
- up to 60% if you are a medium sized organisation
- up to 50% if you are a large organisation
- up to 100% if you are classified as an eligible research organisation

For experimental development projects which are nearer to market, you could get funding for your eligible project costs of:

- up to 45% if you are a micro or small organisation
- up to 35% if you are a medium sized organisation
- up to 25% if you are a large organisation
- up to 100% if you are classified as an eligible research organisation

For more information on company sizes, please refer to the company accounts guidance.

If you are applying for an award funded under State aid Regulations, the definitions are set out in the European Commission Recommendation of 6 May 2003.

Annex E – NERC British Antarctic Survey ship time and aircraft requests

British Antarctic Survey Logistic Support

Applicants requiring NERC British Antarctic Survey Antarctic Logistic Support must complete a Pre-award Operational Planning Support Questionnaire (OSPQ). This is an online form. Applicants must email the Antarctic Access Office at BAS (afibas@bas.ac.uk) stating their name, institution and proposal title. The Antarctic Access Office will set up a new, numbered Pre-award OSPQ and send the link to the applicant along with instructions for completion. The Pre-award OSPQ **must be completed three months before** the proposal submission deadline and should be included as an attachment with the application.

Any funding applications that request Antarctic Logistic Support without having received prior logistic approval will be rejected.

For further information, please refer to the Antarctic Logistic Support – UKRI

NERC ship time and aircraft requests

Ship time and aircraft requests must be fully costed and entered as a Directly Incurred - Other cost in the Funding Service application. Please be aware that the costing process can take over 2 months, so any requests will need to be submitted as early as possible. If awarded, these costs will be the responsibility of the host organisation and Fellow to transfer to the relevant facility or facilities.

Please note that permissions can be challenging for some geographical areas, and feasibility forms part of the costing process in consultation with the facilities. Applicants intending to request access to NERC ships or aircraft must contact NERC Head Office at least two months before submitting an application. All applicants for NERC marine facilities must submit an online Ship-time & Marine Equipment (SME) application form by creating a cruise profile through the Marine Facilities Planning website. For further information, including details of timings, please refer to the NERC website.

Queries about ship time and aircraft requests should be directed to: fellowships@nerc.ukri.org.

For further information, including details on timings, please refer to How to apply for marine facilities – UKRI