EARLY CAREER FELLOWSHIPS
GUIDANCE NOTES

This programme is designed to support Warwick doctoral candidates in the transition phase between their doctoral and postdoctoral careers. Students funded through this scheme are expected to use the Fellowship to advance the development of their research careers while engaging with the interdisciplinary activities of Warwick’s Institute of Advanced Study (IAS). The Fellowships are available on a part-time basis, and can be held in conjunction with part-time (up to 50%) employment within or outside the University. Fellows will be expected to participate in a number of activities at the IAS and thus must be resident within a reasonable distance of Warwick during the tenure of their award.

Scheme Objectives:
During the tenure of their award, Fellows will be required to participate in the IAS’ Academic Careers and Employability (ACE) development programme which runs for half a day on a weekly basis. ACE is designed to equip early career researchers with the skills, context and practical experience to address the diverse factors required to build a research career in academia or beyond Higher Education. In addition, the Fellowship provides an opportunity to establish an independent research profile that will contribute to their ongoing career development.

Fellows are expected to:
- Write research publications, conference papers etc.
- Develop their CV and prepare job applications
- Explore grant funding opportunities and develop fellowship proposals
- Identify and engage with new research partners
- Maintain an ePortfolio and contribute to the IAS’ web-based resources for early career researchers
- Run a research-orientated workshop or symposium on campus
  - This can focus on skills development or be subject based
  - The event can be co-hosted with other IAS Fellows or Warwick staff
  - Financial support is provided by the IAS for such activity
- Contribute to the IAS’ wider activities including
  - Schools Outreach
  - *Exchanges* – an open-access online research journal
  - Annual Symposium

The award is explicitly targeted at PhD candidates at the University of Warwick whose thesis is under examination. It is not intended to provide financial support to students who have not yet submitted their thesis.

Fellowships are offered on an initial 6-month term; conditional upon satisfactory progress, the award is extendable for a further 4 months.
Eligibility:
The competition is open to Warwick students registered for a research-based doctorate at Warwick (excluding the Doctorate in Clinical Psychology). There are two competitions each year for Warwick doctoral students – applicants must consider carefully when they expect to submit their thesis for examination as they will only be eligible to receive an award if they have submitted or expect to submit their thesis for examination before 1st October (option A) or 1st May (option B).

Option A
- Expected submission of thesis between 1 May – 30 September (inclusive)
- Deadline for ECF applications Summer Term (typically May)
- Start of Early Career Fellowship in Autumn Term (typically early October)

Option B
- Expected submission of thesis between 1 October – 30 April (inclusive)
- Deadline for ECF applications Winter Term (typically January)
- Start of Early Career Fellowship in Summer Term (typically late April)

Candidates offered an award who are subsequently unable to submit their thesis for examination within the appropriate time-frame may have the award withdrawn. However, they may re-apply in a subsequent round (if still eligible).

Candidates should not be in full-time employment during the Fellowship, but may hold contracts of up to 50%, either at Warwick or outside the University. Continuation of the Fellowship beyond the doctoral examination is contingent upon successful completion of the viva (i.e. a recommendation to award the PhD or other doctoral degree with or without minor corrections, but NOT a recommendation to resubmit/referral). Candidates are required to live within a reasonable distance of the University, so as to participate in IAS and Graduate School activities as appropriate. Candidates must be eligible for residence and work in the UK during their award.

Candidates are advised to consult with the IAS if they have any queries regarding their eligibility before the submission of their application.

Deadlines:
There are two calls per year. Deadlines are set out in the table below and applications should be submitted by **midday (12pm)** on the day of the deadline.

<table>
<thead>
<tr>
<th>Fellowship</th>
<th>Option A Deadline</th>
<th>Option B Deadline</th>
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<tbody>
<tr>
<td>2017/18</td>
<td>Call closed</td>
<td>Monday, 15th January 2018</td>
</tr>
<tr>
<td>2018/19</td>
<td>Monday, 14th May 2018</td>
<td>TBC</td>
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<tr>
<th>Fellowship</th>
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<th>Option B Deadline</th>
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<tr>
<td>2017/18</td>
<td>Start Fellowship in October</td>
<td>Start Fellowship in April/May</td>
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Award announcements are expected to be issued within 8 weeks of the application deadline.
Award Value:
It is expected that at least twenty Fellowship awards will be made per academic year.

Fellowships will be awarded for a period of up to 6 months. Shorter Fellowship periods can be arranged to accommodate non-Home/EU candidates’ visa status, and fellowships are potentially extendable to ten months conditional upon satisfactory progress.

This is not a salaried post, instead a bursary is provided to support the Fellow’s participation in the ACE development programme. The bursary is based on 50% of the current Research Council stipend (e.g. £14,553 per annum full-time in 2017-18) which would currently amount to £606.00 per month. The total award is £3,638 for 6 months. In addition, Fellows may claim up to £150 towards research expenses (e.g. towards costs of attending a conference). Fellows will have access to the Warwick Library, Wolfson Research Exchange and to hot-desking, office and seminar room facilities at the IAS.

Application Procedure:
All applicants must now use the online submission system to apply for the IAS Early Career Fellowship competition. Completed applications must be uploaded by the deadline and comprise of the following:

**From the Applicant** - TWO documents, uploaded together to www.warwick.ac.uk/ias/funding/ecf/apply
- A completed application form which includes:
  - A project statement of up to 1,000 words
  - A statement of up to 150 words on how their research would benefit from/contribute to the IAS
  - Signatures of the applicant’s Head of Department and Departmental Administrator
- The CV of the applicant (The CV should be no more than 2 single-spaced, single sides of A4)

**From the Referees** - ONE document per referee, uploaded to www.warwick.ac.uk/ias/funding/ecf/reference
- Letters of reference which aim to address the candidate’s:
  - Achievements: academic, as well as engagement, beyond immediate specialism
  - Contributions to the department: teaching, seminars, support with events
  - Academic and support related responsibilities
  - Awareness of and involvement with interdisciplinary research

It is the responsibility of the applicant to ensure that the application is complete with the academic references and reaches the Institute of Advanced Study by the closing date. Late or incomplete applications submitted will not be considered. Equally, the IAS reserves the right not to send out applications for review that exceed the word count.

Assessment Criteria:
Applicants will provide a narrative statement of up to 1,000 words, outlining their proposed use of the time and facilities to develop an independent research profile and take the next steps towards establishing a postdoctoral research career. Additionally, they will provide a statement of up to 150 words describing the relevance of the IAS context for their research development.
Assessment will be made on the basis of:

A. Academic Excellence - taking into account:
   - Previous publication record, if any, arising from the doctoral research
   - Conference papers, if any, based on the doctoral research
   - Grants and fellowships awarded during postgraduate career
   - Evidence of engagement with research community beyond immediate field
   - Supervisor’s report
   - Length of time as a doctoral candidate

B. Quality of Proposed Activities - as detailed in project statement, taking into account:
   - Intellectual ambition and scope of proposed programme of activities
   - Ability of proposed programme to lead to the advancement the candidate’s postdoctoral research career
   - Evidence of ongoing proactivity and clarity of objectives to achieve research goals.
   - Feasibility (ability to accomplish stated goals within the Fellowship period).

C. Scope for Interdisciplinary engagement – taking into account:
   - Applicant’s ability and willingness to situate his/her research project within the broader interdisciplinary research framework of the IAS.

Applications will be considered by a panel of senior Warwick academic staff, including the IAS Director and the Chair of the Board of Graduate Studies.

Conditions of Award:
Bursaries will be continued beyond the doctoral examination date only when the viva is successfully passed (i.e. has resulted in a recommendation to award the PhD or other doctoral degree with or without minor corrections, but NOT to resubmit/be referred).

Most Fellows will take on additional part-time work; Fellows must normally commit to undertake no more than 20 hours per week of other employment during the tenure of their award. Exceptions must be negotiated in advance, and may result in a reduction in the value of the award. International students must ensure that they do not contravene the regulations of their visa and that acceptance of the award does not contravene any contractual obligations to an employer or sponsor.

Fellows are expected to attend the IAS on a regular basis, including the ACE programme seminars (currently held on Thursdays afternoons) and to maintain systematic contact with their nominated supervisor(s) during the tenure of the award. It is expected that candidates will acknowledge, in their publications, support received from the Institute of Advanced Study Early Career Fellowship.

Fellows undertake to complete a progress report at the end of the first five months, and a final report at the end of the award period.

Further Information:
Applications should be uploaded to www.warwick.ac.uk/ias/funding/ecf/apply, references should be uploaded to www.warwick.ac.uk/ias/funding/ecf/reference.