2018 Imperial College Research Fellowships
Scheme Information and Guidelines

Scope
- Fellowships are intended for early career postdoctoral researchers of demonstrated ability and high potential.
- Applications are invited from candidates from Imperial College London, the UK and worldwide in all subject areas that have a strong research base at Imperial College London within the Faculties of Engineering, Medicine and Natural Sciences and the Business School.
- AstraZeneca invite applications in a number of specific areas. For full list please contact Dr Vjera Magdalenic-Moussavi
- Fellowships must be based at Imperial College London at any of its campuses.
- To allow fellows to focus on establishing their research, there are no obligatory teaching or administrative duties associated with these fellowships. However, if desired, such duties can be negotiated with the host department.
- Fellows are encouraged to apply for additional sources of funding to allow them to build further their research programme. Fellows are also provided with career development and cohort activities.
- Where appropriate, necessary licences and regulatory approval should be obtained prior to the start of the fellowship.
- Fellows may spend up to 12 months in total visiting other research institutions and/or in industry including overseas; the maximum time spent at any one institution being 6 months. Where this is requested, evidence must be provided to reflect the partner’s willingness to host the fellow. This does not apply to AZ ICRFs, as an industrial placement forms part of the fellowship.
- Salary is provided for up to four years within the Imperial College Academic and Research Level B pay scales of 29 to 34 (2017/18 pay scales are yet to be released; however for reference, the 2015/16 pay scales for these grades were £36,070 to £41,110 per annum). Incremental progression through the salary scale will be determined in accordance with procedures governing the Research Staff group.
- A contribution toward research and travel costs of £30,000 for the 4 year duration may be requested, increasing to £45,000 if fully justified by the nature of the research.
- Awards are for up to four years only.

Eligibility of applicants
- There are no restrictions on nationality; however you will be required to provide evidence of your eligibility to work in the UK before commencing any fellowship offered.
- Applicants should have a PhD and will normally have no more than four years postdoctoral research experience in an academic environment (calculated from the PhD viva to the application deadline). Exceptions to this can include discipline hopping, where there must still be less than four years postdoctoral research experience in the discipline of the proposed fellowship; career breaks and career changes, where time spent out of the academic research environment will not be counted in the four years.
- In exceptional cases, applicants applying to the Faculty of Engineering and Imperial College Business School are permitted to apply before the submission of the PhD but any offer of funding will be dependent on the PhD being awarded before the start of the fellowship.
- For applications to the Faculties of Natural Sciences and Medicine, a PhD must have been submitted before an application is made and the PhD must be awarded before the start of the fellowship.
Sponsorship

- Each application must be supported by a sponsor who is a senior, permanent member of staff within the Academic and Research Family at Imperial College, most likely a Principal Investigator.
- Sponsors are limited to support a single fellowship application in each competition and may sponsor one Imperial College Research Fellow at any one time.
- Sponsors are not obliged to accept a request for support. If they choose not to support a potential applicant it is at the sponsor’s discretion if they choose to give feedback.
- Sponsors will be required to commit to and fulfil the following obligations with the support of their host Department:
  - Provide relevant equipment and laboratory space for the applicant’s research proposal and ensure that there is no additional cost burden on the College.
  - Recognise that the fellowship is to promote the growth and independence of the applicant. This includes mentorship activities and contributions to career development as well as appropriate assignation of authorship.
  - Understand the funding provided to fellows does not fund the full economic cost of research, only the directly incurred costs of the research project will be provided. These are costs that are explicitly identifiable as arising from the conduct of the project, are charged at cash spend and supported by audit records.
  - Ensure that, before any research funded by the fellowship commences and during the full award period, all the necessary legal and regulatory requirements in order to conduct the research are met, and all the necessary licences and approvals have been obtained.
  - Undertake the statutory obligations of ending a fixed term contract which include support with redeployment or the funding of any redundancy costs.
- Applicants are required to move from their existing sponsor to a new one, to increase both their independence and their breadth of experience.
- Where an interdisciplinary project is proposed it is possible to include additional sponsors but there is a requirement for a lead sponsor. Both sponsors are required to complete Section 3 of the application form each. Please duplicate this section, as needed.
- Applicants may be co-sponsored by staff of the Francis Crick Institute. In these cases, an Imperial College Sponsor will still be required and such co-sponsors will need to commit to fulfil the following obligations:
  - Recognise that the fellowship is to promote the growth and independence of the applicant. This includes mentorship activities and contributions to career development as well as appropriate assignation of authorship.
  - Understand the funding provided to fellows does not fund the full economic cost of research, only the directly incurred costs of the research project will be covered. These are costs that are explicitly identifiable as arising from the conduct of the project, are charged at cash spend and supported by audit records.
  - Provide access to relevant equipment and laboratory space as described in the application form.
  - Note that approval for the application must be sought from Crick Finance.
- Applicants may also be co-sponsored by AstraZeneca. In these cases an Imperial Sponsor will still be required and such co-sponsors will need to commit to fulfil the following obligations:
  - Recognise that the fellowship is to promote the growth and independence of the applicant. This includes mentorship activities and contributions to career development as well as appropriate assignation of authorship.
- Provide access to relevant equipment and laboratory space as appropriate for the applicant’s research proposal.

As with Imperial sponsors, Crick and AstraZeneca co-sponsors are limited to supporting a single fellowship application in each competition and may co-sponsor one Imperial College Research Fellow at any one time.

How to Apply

- Applicants should submit a completed application form by 23:59 (GMT) Tuesday 29 August 2017
- The application form has six sections.
- Applicants must complete Sections 1-2, and 5-6, which covers personal details, funding request, research proposal and CV.
- The agreed Imperial sponsor must complete Section 3. If there is more than one sponsor from Imperial, each sponsor is required to complete Section 3.
- Any sponsor from the Francis Crick Institute is required to complete Section 4.
- Any sponsor from AstraZeneca is required to complete a sponsor form (please contact Dr Vjera Magdalenic-Moussavi for further information.
- Please provide answers in English within the text boxes, keep within the dedicated margins, and do not exceed the word limit and page restrictions as indicated on the form.
- Please refer to monetary values in £ pounds sterling.
- Please complete the form using Arial 11pt.
- Applications without the required signatures will not be accepted. Signatures must be either original or electronic. Signatures that are a typed named only are not sufficient.
- Once sections have been filled, the application should be reviewed and signed by the HoD as confirmation that the department is willing to host the fellow, should the application be successful.
- Each application must be accompanied by a confidential letter of support / reference, usually from the applicant’s current institution. Where the current institution is Imperial, the letter of support must be provided by someone other than the proposed sponsor or host Head of Department. As this is a confidential letter, it must be submitted directly from the referee to the College.
- Each application may also be accompanied by letters of support from any research collaborators, These are not essential, but will provide further information to the decision making committees and are therefore encouraged. This is not a confidential letter and should be submitted by the applicant to the College, with the application form.

Once the application form is complete, applicants will need to:
- Send one electronic copy of the application form in PDF format to researchfellowships@imperial.ac.uk by 23:59 (GMT) 29 August 2017
- Send one electronic copy of the Recruitment Monitoring Form to researchfellowships@imperial.ac.uk by 23:59 (GMT) 29 August 2017
- Ensure that one electronic copy of the confidential letter of support / reference from the applicant’s current institution is sent to researchfellowships@imperial.ac.uk by 23:59 (GMT) 29 August 2017

Review Process

- Applications will be reviewed by a three stage process:
- **Stage 1: Faculty Review Panel.** Once received, applications that fit the eligibility criteria and contain all the necessary signatures will be reviewed by one of four Review Panels (Faculty of Engineering; Faculty of Natural Sciences; Faculty of Medicine; and the Business School) depending on the host department of the named sponsor. The
Review Panel will select candidates for interview based on the following: standing of the applicant, scientific merit of the proposed research and the appropriateness of the sponsor and host laboratory. *Due to the expected volume of applications, Imperial is unable to provide feedback for the applications that are not selected for interview.*

- **Stage 2: Faculty Interview Committee.** Applicants who are selected by the Faculty Review Panels will be invited to present their proposal to the Faculty Interview Committee where they will be ranked in order of competitiveness. At this stage host departments reserve the right to request up to two additional external references of their choice in support of the application.

- **Stage 3: Imperial College Research Fellowship Selection Committee.** The final selection of fellows will take place at the Imperial College Research Fellowship Selection Committee based on Faculty ranking and availability of funds.

*Consideration of the application by Imperial College London does not guarantee that support will be offered.*

**Important dates**

- **Closing date for applications:** 23:59 (GMT) 29 August 2017
- **Faculty Review Panel short listing:** October / November 2016
- **Interviews will take place in December 2016 /January 2017**
- **Results of Imperial College Research Fellowship Selection Committee:** February 2017
- **Start date for fellowships:** between 1 August 2017 and 1 December 2017
- **It is not possible to defer offers of fellowships for future years**