

Royal Commission for the Exhibition of 1851

Research Fellowships in Science or Engineering

2018 Terms and Conditions

Background

1. 1851 Research Fellowships are intended to give early career scientists or engineers of exceptional promise the opportunity to conduct a research project of their own instigation; an ultimate objective is to contribute to the knowledge base required for a healthy and innovative national culture. Around eight awards are made each year, including the 1851 Brunel Fellowship for a successful candidate who has proposed a project to be pursued in an academic engineering environment. The awards are for a duration of up to three years, subject to annual review.
2. Fellowships are held from 1 October in the year of award, with Fellows being required to devote their whole time to their research project for the duration of the Fellowship. A limited amount of time may be spent on teaching or lecturing with the written agreement of the Commission.
3. Candidates proposing projects in applied science and engineering are particularly encouraged to apply.

Eligibility

4. The Fellowships are open to candidates intending to conduct research in any of the physical or biological sciences, in mathematics, in applied science, or in any branch of engineering.
5. Candidates must be in possession of a recent PhD, or equivalent qualification (normally with no more than 3 years postdoctoral experience) or be in the final stages of their PhD studies, which must be successfully completed before the award of a Fellowship can be confirmed.
6. A Fellowship will normally be held at a UK Institution approved by the Commissioners; the research should be carried out at a different Institution from the one where the candidate's PhD research was undertaken. In exceptional circumstances the Commissioners may consider an application from a candidate not fulfilling the above criteria; requests for such exemptions should be forwarded to the Secretary as a personal letter accompanying the submission for consideration. The Commissioners' decision, which is made after the closing date for submissions, will be final.
7. A Fellow will not be debarred from holding another award or receiving other contributions towards support, but the Commissioners must be informed and may, at their discretion, modify the value of the Fellowship.

Status and benefits

There are two possible arrangements for taking on a Fellowship:

8. In the first, Fellows holding their Fellowship in the UK may, where it is mutually agreeable to the Fellow and their host institution, become *employed* by that institution. In such cases the Commission will make a grant to the host institution sufficient, in the first year, to cover the full payroll cost (i.e. salary, employer's national insurance and USS contribution) associated with appointment of the Fellow at spine point 31 of the UCEA negotiated national pay scale for the 2018/19 academic year. The precise value cannot be specified until the pay scale has been published by UCEA, but we anticipate the value of the grant would be approximately £44,000 based on a starting salary of approximately £34,000. Subject to satisfactory progress, the Commission's grant in subsequent years will increase in line with increases in the UCEA national pay scales. An annual increment equivalent to one spine point will also be supported. In addition a London Weighting of £4,000 per annum will be paid where the host institution is located in central London or overseas. All other costs arising are to be paid by the host institution. If the host institution wishes to appoint the Fellow at a higher salary, or to grant greater increments, the balance of the Fellow's total salary costs (including National Insurance and superannuation) will be payable by the host institution. The Commission's contribution towards total salary costs is reviewed annually and will be payable quarterly in advance, to the host institution's bank account. The host institution will be responsible for complying with tax and national insurance obligations.

9. In the second, Fellows have the status of *self-employed* visiting researchers at their host institution. Fellows will receive a stipend equivalent to the grant that would be payable to the host institution were the Fellow to hold the Fellowship on an employed basis as described above, with annual increments calculated as above (subject to satisfactory progress) and a London or Overseas Weighting of £4,000 per annum payable in appropriate cases. Stipends are reviewed annually and will be payable quarterly in advance, directly to the Fellow's bank account. Stipends and any other assistance provided will be subject to taxation and Class II & IV National Insurance contributions (and / or such local taxes as may be applicable where Fellows are based outside the UK). Fellows will be responsible for ensuring they meet their tax and national insurance obligations. Fellows will also be responsible for any pension provision they choose to make.
10. Applicants must indicate whether they wish to hold the Fellowship on the employed or self employed basis on the application form. Where applicants intend to hold the Fellowship as an employee of their host institution, they must ensure that the host institution provides the institutional approval requested at paragraph 13 below as part of the application process. Failure to do so will render the application invalid.
11. A Fellow is entitled to sums not exceeding £6,000 per annum towards additional costs associated with their research, including travel to present at relevant conferences.

Requirements

12. The Head of Department of the Institution at which the Fellowship is to be held must furnish the Commission with a letter of acceptance **as a part of the application process**. The letter will confirm that in the event of the applicant being awarded a Fellowship:

he/she will be admitted into the Institution to pursue the proposed research project, that the Institution has in place all resources, space, funding and equipment, to enable the success of the research project, that the Institution approves of the proposed project, and that the Institution undertakes to inform the Commission of any departures from the basis on which the Fellowship has been awarded. It will further explain why the Institute chosen is a good fit for the candidate and the proposed research project.

13. Where a Fellow is to be appointed an employee of the host institution, the host institution must additionally confirm its understanding that the Commission's contribution towards the total salary and other costs of employing the Fellow is strictly limited in accordance with paragraph 8 above and that the host institution accepts responsibility for any balance of payroll costs together with all other costs arising. The host institution must also confirm that the Fellow will be admitted as a full time member and normal employee of the institution. Such confirmations must be provided as part of the application process and must comply with the host institution's formal institutional approval process.
14. At the end of the first and second years of the Fellowship, Fellows are to report to the Commissioners on the progress of their work, including comments from their supervisors. These reports will inform the Commission's decision on renewal of the Fellowship.
15. At the end of the Fellowship, a Fellow shall provide a report of the progress made in their research.
16. The Commission lays no claim to intellectual property arising from the research conducted during the holding of a Fellowship.

Application

17. Application is through website online submission applications.royalcommission1851.org/research-fellowships/login.aspx
18. Each application **must include two references**; neither of these should be from the Institution at which the Fellowship will be held, and it is normal that one will be from the candidate's PhD supervisor. Normally at least one will be from a UK institution. The application will not be deemed complete until the references have been submitted using the secure online reference process.
19. Confidential login instructions are sent to referees by automatic email generated by the candidate during the application process. Referees are asked to submit their references online before the closing date for the application to be valid. References should be written in plain text and should not exceed 450 words. Referees are particularly asked to comment on the candidate's ability to undertake original research.

20. The letter from the Institution at which the Fellowship is to be held, which **must** cover the points detailed in 12 above in all cases and include the institutional approvals detailed in 13 above where the applicant intends to hold the Fellowship as an employee of the host institution, should be uploaded as a PDF document in the online submission process where indicated.
21. Great importance is attached to the ability to communicate clearly with the general public. **The Summary Statement will therefore merit particular attention.** It should be written in terms that will be understood by a reader with a science or engineering background, but one lying outside the immediate specialism, and should provide an overview of the proposed research, of its objectives and of its originality.
22. The Details of the Proposed Research should be uploaded as a PDF document, approximately 750 words in length and no more than 2 pages, including diagrams and literature references. In particular the outline should emphasise the way in which the proposed project is different from previous research. It should explain the research reasons for the selection of the Institution at which the Fellowship is to be held. It is the applicant's responsibility to ensure that the referees' references and the acceptance certificate have been received / uploaded before final submission, as the Commission will be unable to accept partially completed applications. **Completed applications must be submitted by 15 February 2018.**
23. During the assessment process, and prior to the final selections, all candidates will be informed by e-mail whether or not they have been shortlisted. References will be authenticated and appointments to the Fellowship will be made during June 2018.

Data Protection

24. The 1851 Royal Commission is a data controller under the Data Protection Act 1998 ("the Act"). The Commission is registered with the UK Information Commissioner's Office with registration number Z8305954. The Commission may collect and process personal data about you including your name, nationality, contact details (including email address(es), telephone numbers and postal address(es), lifestyle information and social circumstances, education and employment details, and any information relevant to your Fellowship application. Personal data acquired as a result of an application (whether acquired directly from you, or otherwise) will be processed solely to enable the Commission to administer the application process in accordance with its legitimate interests under the Act. Data relating to unsuccessful applicants is deleted within one year of the end of the application process, except that a record of the name, nationality, proposed project title, PhD university, proposed Fellowship university, and progress through the application process is retained for the Commission's internal statistical / research purposes. Where a Fellowship is offered and accepted, data will be processed for a wider range of activities including the promotion of benefits and services provided to Fellows, invitations to events, distribution of relevant publications and notification of ways in which Fellows can support the Commission; full details will be provided at the time a Fellowship is offered. The Commission will take appropriate technical and organisational measures, as required by the Act, to prevent loss, misuse or alteration of your personal data. All data will be processed in accordance with your data subject rights. In particular, the Act gives you the right to access information the Commission holds about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee and/or clarification as to your identity and the scope of your request. Personal data will only be disclosed to third parties where we have engaged them to process data on our behalf as part of administering the application process or when the Commission is legally required to do so (by a court, government body, law enforcement agency or other authority of competent jurisdiction). Otherwise, we will not disclose your personal information without your written permission. We do not sell data to other organisations and we do not transfer it outside of the European Economic Area. Under the terms of the Act you have the right to object to the use of your data for any of the above purposes; if you wish to do so, please do not hesitate to contact us using the contact details below.

Nigel Williams CEng
Secretary
Royal Commission for the Exhibition of 1851
Sherfield Building
Imperial College
London SW7 2AZ

Telephone: +44 (0)20 7594 8790
E-mail: royalcom1851@imperial.ac.uk
Website: www.royalcommission1851.org.uk