Future Leaders Fellowships - Common Application Errors

The below text highlights common reasons why an application is returned for amendment. The general submission rules can be found within the Guidance for Applicants. If these are not adhered to an application will be returned for amendment or may potentially be rejected. We encourage any applicant who is unsure of the application rules to contact the FLF office ahead of submitting their application.

Duration and FTE (applicable to academic hosted applications)

Applicants may apply to hold a part-time Fellowship. For academic hosted applications these must be on a pro rata part-time basis, therefore the time the Fellowship is held, must be the equivalent time of a 48 month, full time equivalent (1FTE).

To align the project duration with the proposed FTE on the project, the end date should therefore be extended and by virtue of this, all academically-hosted part-time Fellowships will extend beyond the 48 month funding period. For example, a Fellow working 60% FTE would have a project 80 months in duration.

A simple equation to check FTE/ duration is: 48/FTE = duration e.g. 48/0.6 = 80 months

Attachment format

The most common error within attachments is incorrect formatting, primarily documents exceeding the mandatory page limits. Attachments must meet the page limits found on pages 13-16 of the Guidance for Applicants. Inclusion of any references must be within the page limits.

The second most common error is the failure to use the mandatory templates, and applications will be returned if required templates have not been used.

Templates are required for:

- CV and Outputs (this must be used for all uploaded CVs)
- Data Management Plan
- Finance Form (for business)

The templates can be found on the FLF 'How to Apply' webpage.

Documents

Guidance and page limits must be followed for all attachments. If a document is mandatory, it must be included. For this detail, refer to the table in section 3 of the Guidance for Applicants.

If extraneous documents are included outside of guidelines, the application will be returned to the applicant to remove these.

Errors are most commonly found in the following documents:

- CV and Output – use the template provided for all CVs included, not just the Fellow.
• **Letters of Support** – all types must be dated, signed and on headed paper. Ensure that if a letter is required, it is included. Do not upload extraneous letters. These will not be included in the assessment of the application, and your application will be returned so that these can be removed.
• **Data Management Plan** – use the mandatory template and adhere to the page limit
• **Cover letter** – this must not include any supplementary information and should be used only for the reasons outlined in the guidance.

(Business-hosted fellowships) - Both the Justification of Resources (JoR) document and the Finance Form are required for business-hosted applicants, the JoR is required to justify the costs that are being requested.

**Project Partner v Collaborator?**

Applications are often returned due to confusion regarding the roles of Project Partners and Collaborators. This leads to incorrect letters of support being attached or Project Partners not being named in the Project Partner section of the completed proposal form.

**Project Partner** (Section 3.1.12) – A Project Partner is an organisation/individual integral to the project that is contributing a specified cash or in-kind contribution to the proposed project, that is not considered as part of fEC. Project Partners typically cannot receive funding directly from the grant. Project Partners should be named in the completed proposal form along with the value of their contribution.

**Collaborators** – A Collaborator is an organisation/individual that is contributing to the proposed project, but the collaborating organisation/individual’s involvement is being charged to the project as part of fEC.

If an organisation is both contributing financially and charging the project, they would be a ‘Collaborator’.

If included in the application, both Project Partners and Collaborators require a letter of support to be submitted.

**FLF team contact details**

Email: Fellows@ukri.org

Telephone: 01793 416409