

Stephen Hawking Fellowships

Guidance for applicants

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1 Key Dates

Call Activity	Date
Intent to submit deadline	20 th June 2019
Full proposal deadline	24 th July 2019
Peer review	July – November 2019
Prioritisation panel	December 2019
Invite to interview	December 2019
Interview	January 2020
Decision	February 2020
Grant start date	October 2020

The Stephen Hawking Fellowship call aims to fund up to 10 fellowships per round for up to a total of £4 million per year. Applications are accepted in the field of theoretical physics (specific research areas are outlined below) and must include training, development and a focus on public engagement.

2 Before applying

Please note this guidance should be read in conjunction with the [Overview of the scheme Document](#) and the [Frequently Asked Questions](#).

2.1 Costs covered

The fellowship will cover costs for the fellow's salary for the duration of the grant, travel and subsistence, visiting researchers, consumables, access to facilities, and public communication training. Equipment costs will be covered up to a limit of £10,000. The salary should be paid in line with the host institutions' pay scale.

2.2 Time commitments

Fellows must spend 50-100% of their time of the fellowship. Fellows may spend limited time on other commitments and related activities which will enhance their career development (e.g. teaching, demonstrating, peer-review, other funded projects or business-related activities). Fellows in receipt of full-time awards would not be expected to be spending more than in the region of six hours a week (pro-rated for part-time Fellows) on other commitments (teaching, involvement in other grants etc.).

2.3 Time Flexibilities

Fellowships may be held on a part-time basis in order to combine research/innovation with personal responsibilities. All references to three years within this document should be considered as flexible to accommodate part-time working when combined with personal responsibilities.

UKRI is supportive of Fellows who wish to spend part of their Fellowship at academic, non-academic or business organisations, either within the UK or overseas, to benefit from unique research and/or development opportunities.

2.4 Applicant eligibility

- Applicants will hold a PhD by the start date of the fellowship or have equivalent research experience.
- Consideration will be given to applicants who have taken a non-standard career path after their primary degree. Applications are welcomed from candidates who wish to re-establish themselves after a career break or a period of absence from active research.

- Applicants must not currently hold a permanent academic post or equivalent. If you secure a permanent position prior to the offer of a Fellowship you will be ineligible.
- There are no nationality or residency restrictions. Where applicable, you will need to comply with Department of Employment requirements and hold a work permit prior to taking up the Fellowship. Work permits are a matter for direct negotiation between the institution, the Department of Employment and the Home Office.
- Applicants should not be in receipt of duplicate funding for the same or similar proposal from more than one funding agency. Applicants who have applied for the UKRI Future Leaders Fellowships cannot also apply for a Stephen Hawking Fellowship.
- Applicants can choose to spend anywhere between 50 and 100% FTE on their fellowship. Where a fellow is ordinarily employed part-time, their UKRI fellowship may be held part-time at a minimum level of 50% and be extended pro-rata. Where a fellow is employed full-time but does not spend 100% of their time on their fellowship, the fellowship duration will not be prorated.

2.5 Project eligibility and duration

Projects are expected to run up to 4 years (pro-rated for part-time Fellows). Applications can be submitted within or across any area(s) of theoretical physics and related fields including:

- Cosmology
- General relativity
- Quantum gravity
- Classical gravity
- String theory
- Statistical physics
- Nuclear physics
- Particle physics
- Particle astrophysics
- Theoretical astronomy
- Theoretical plasma physics
- Solar or planetary physics
- Mathematical physics
- Computational Physics
- Condensed Matter physics
- Theoretical quantum optics and information
- Quantum fluids and solids
- Cold atoms and molecules

The projects must also include an aspect of public engagement to support fellows to engage in training on public engagement and scientific communication to develop the skills to explain complex scientific ideas to wider audiences.

In future calls for Stephen Hawking Fellowships, the research scope may be evolved to reflect emerging trends and funding in the area of theoretical physics.

2.6 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.

2.7 Multiple submissions

Applicants may submit only one application to Stephen Hawking Fellowship per call. Fellows may apply simultaneously to other funders' Fellowship schemes, i.e. those outside of UKRI, but cannot hold Fellowships which fund their working time simultaneously. Applicants may only submit one fellowship to UKRI (including STFC and EPSRC calls) in a 12 month period.

2.8 Resubmissions

Unsuccessful applicants who were considered but unsuccessful at prioritisation panel may resubmit to subsequent calls but are required to demonstrate within their proposal that they have made substantive change / development from the original submission. Changes to the proposals should go beyond just addressing issues raised by the reviewers and it is advised that they contact STFC/EPSRC prior to resubmission.

STFC/EPSRC reserve the right to reject applications that are not deemed to be substantially different to the original submission.

2.9 Equality, Diversity and Inclusion

The long term strength of the UK research base depends on harnessing all the available talent and the Research Councils have together developed the ambitious UK Research and Innovation Equality, Diversity and Inclusion Action Plan

<https://www.ukri.org/files/legacy/skills/action-plan-edi-2016/>

In line with the UK Research and Innovation Diversity Principles, UKRI expects that equality and diversity policy is embedded at all levels and in all aspects of research practice. We are committed to supporting the research community in the diverse ways a research career can be built with our investments. This includes career breaks, support for people with caring responsibilities, flexible working and alternative working patterns. With this in mind, we welcome applications from academics who job share, have a part-time contract, need flexible working arrangements or those currently committed to other longer, large existing grants. Please see our Equality and Diversity webpages [ukri.org/about-us/policies-and-standards/equality-diversity-and-inclusion/](https://www.ukri.org/about-us/policies-and-standards/equality-diversity-and-inclusion/) for further information.

3 How to apply outline stage

3.1 Outline Proposal (Intent to Submit) stage

In order to gauge demand and inform panel development it is mandatory for the first and second rounds of this call that applicants, with support of the host organisation, submit an Outline Proposal. Outline proposals should be submitted via Smart Survey which will include the following mandatory fields:

- Applicant name
- Host Organisation name
- Department name
- Title of project
- Short summary of maximum 4000 characters (including spaces). Applicants are expected to set out a vision of what can be achieved during the project.
- Category of the Fellowship
- Contact email address
- Initial estimate of funding requested – final funding values requested at full proposal stage must be within +/-10% of the initial estimate
- Host Organisation statement.

Applicants will receive confirmation of receipt of the Outline Proposals via Smart Survey [<https://www.smartsurvey.co.uk/s/TBYG3/>].

Full applications must be submitted via the single lead host organisation, if spending time at another organisation during the Fellowship the lead host will remain responsible for the administration of the award during the Fellow's period at another organisation and for the management of all funding during the lifetime of the award. Details of the additional organisations must be included in the Case for Support and all associated costs clearly labelled as 'additional organisation costs' in the Resources section of the application form.

Smart Survey link

Applications will not be accepted from any applicant from whom an Outline Proposal has not been received.

There are no restrictions on the number of Outline Proposals that a host organisation can support, however organisations will need to be prepared to commit to the long-term potential of all Fellows. All outline proposals must be submitted by the applicant, with full knowledge of the host organisation by providing a bespoke, personalized letter of support.

UKRI will use the outline stage to assess volume and determine if the application falls into the remit of the call. During the intent to submit stage please continue to work on your proposal until you are informed otherwise. EPSRC/STFC will endeavour to make this assessment in a timely manner.

4 How to apply full proposal

4.1 Full proposals submitted via Joint Electronic Submission (Je-S) system

You should prepare and submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System (<https://je-s.rcuk.ac.uk/>).

When adding a new proposal, you should select:

- Council 'EPSRC'
- Document type Fellowship Proposal
- Scheme Research Fellowship
- On the Project Details page you should select the 'Stephen Hawking Fellowship' call.

Note that clicking 'submit document' on your proposal form in Je-S initially submits the proposal to your host organisation's administration, not to UKRI. Please allow sufficient time for your organisation's submission process between submitting your proposal to them and the call closing date. UKRI must receive your application by 16:00 on 24th July. You are advised to contact your host organisation's Research Administration as soon as possible as departments may have their own deadlines for candidate selection which may be several weeks before the closing date. They will advise you about costing your proposal and internal procedures relating to submitting a research proposal through Je-S. Your Fellowship application must be costed and submitted by the host organisation.

If you have not used the Je-S system to submit an application before, please ensure that you have set up an account well in advance of the closing date. Guidance for completion of the application is provided through the Je-S help text, available from the Je-S system front page, and context sensitive help throughout the system.

4.2 Documents Required

Along with the application form, you will need to include the following attachments. All attachments pages must be of A4 size and use a standard 'Arial' or other Sans Serif font, of minimum size 11. Margins should be 2cm on all sides.

Attachment Name on Je-S	Description	Maximum Length	Mandatory/Optional
Curriculum Vitae (C.V)	Please use the Stephen Hawking Fellowship CV template. The format of the template should not be altered and should not exceed 2 pages. An exception will be made for applicants who complete the section on Career Breaks. They may extend this limit of two sides of A4 to accommodate this additional information. At the discretion of the applicant, they should include any periods of part-time working, maternity, paternity or adoption leave, parental leave, disability, ill-health, childcare or other caring responsibilities.	2 Pages	Mandatory
List of Publications	You should include a paragraph at the beginning of the publication list to indicate: <ul style="list-style-type: none"> • Conventions pertaining to the listing of authors in your field; e.g. authors are listed in alphabetical order; the lead author is listed first, etc. Papers should be grouped by: <ul style="list-style-type: none"> • Journal Papers: Refereed • Journal Papers: Not Refereed • Conference Papers: Refereed • Conference Papers: Not Refereed 	No limit	Mandatory

	<ul style="list-style-type: none"> • Other Papers, patents, etc. <p>Please place an asterisk beside any papers of which you were the lead author and highlight in italics the most significant papers (up to a maximum of ten). Include the numbers of citations for selected publications, if they are relevant within your area of research. You may include papers that have been accepted by the journal/conference and are awaiting publication. Any such papers should be marked “Awaiting Publication”. You should not include any papers that are in preparation or recently submitted.</p> <p>Please note that as part of UKRI’s commitment to the San Francisco Declaration on Research Assessment, reviewers are advised not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality of individual research articles, to assess an individual’s research / innovation contributions.</p>		
Case for Support	<ul style="list-style-type: none"> • Track Record of Applicant (up to two sides of A4). You may refer to but should not duplicate material given in your CV or publication list. • Description of proposed research and its context, ensuring that all the assessment criteria are addressed. The case for support should include the research hypothesis and objectives, as well as the programme and methodology. Highlight what is novel and explain why it is timely. • Importance and impact: describe how your research would benefit national and international researchers in the field and related disciplines, and what will be done to ensure that they can benefit. <p>Public Engagement/ Science Communication Statement: you must include a statement within your case for support:</p> <p>You are particularly encouraged to think about how public engagement activities may help you maximise the impact of your proposed research</p> <ul style="list-style-type: none"> - Briefly outlining any track record in public engagement or Science Communication - Outlining the plans and experience you have in engaging selected public audiences with your research and evaluating the outcomes of that engagement. - Outline plans for outreach and public engagement and activities that you would undertake as part of this fellowship - Including any training that you may which to complete during the Fellowship to support your plans. 	9 Pages including 2 pages on track record	Mandatory

	<p>Resources for these plans and activities can be requested and need to be fully justified in the Justification of Resources.</p> <p>STFCs advice on public engagement can be found here.</p>		
Pathways to Impact	<p>Should describe the kinds of impact envisaged, how the proposed project will be managed to engage users and beneficiaries, and increase the likelihood of impacts, including (wherever appropriate):</p> <ul style="list-style-type: none"> • Collaboration and exploitation in the most effective and appropriate manner • The resources required for these activities. <p>Please ensure these are also captured in the financial summary and the Justification of Resources. Detailed guidance on Pathways to Impact is available at https://www.ukri.org/innovation/excellence-with-impact/pathways-to-impact/.</p>	2 Pages	Mandatory
Host Organisation Statement	<p>The Host Organisational Statement must be completed by the Head of Department or equivalent on University headed paper, should be dated, and clearly state the position of the author.</p> <p>The statement must include details of the following considerations:</p> <ul style="list-style-type: none"> • The process that the host institution has used in order to identify which applicants it would be entering into the competition, why the applicant in particular has been chosen and why the career stage for that applicant has been selected • The statement should identify the key characteristics and skills that the applicant has, which the institution feels highlights the applicant's ability to succeed as an Stephen Hawking fellow • How the institution feels that the applicant fits to the various aspects of the person specification • The level of support that the host institution will be giving the applicant both as a standard career development package that is open to all staff and additional support as part of the institution's backing of their applicant to be successful in the competition 	2 Pages	Mandatory
Work Plan	<p>The project should be illustrated with a simple diagrammatic work plan, e.g. a PERT or Gantt chart. This should be a standalone document and it cannot be used to extend the case for</p>	1 page	Mandatory

	support. The duration of the project, project-specific timelines and milestones should be clearly and accurately shown.		
Justification of Resources	Explain why the resources you have requested are required to undertake your research project and implementing the impact plan.	2 Pages	Mandatory
Data Management Plan	If your proposal is for a project that would result in the production or collection of scientific data, then a Data Management Plan (DMP) should be added as an attachment. The data management plan should explain how the data will be managed over the lifetime of the project and, where appropriate, preserved for future re-use. This is a mandatory requirement; therefore if a DMP is not relevant to your proposal then an attachment explaining this should be uploaded to pass the Je-S validation requirement.	2 Pages	Mandatory
Project Partners Letters of Support	Must be signed and dated on headed paper.		Optional
Cover Letter	This letter will only be seen by EPSRC/ STFC and will not be sent to peer review. It gives applicants the opportunity to express any information they feel is relevant to their application or, if applicable, highlight anything that has been discussed with EPSRC/ STFC staff beforehand, relevant to the application.	2 Pages	Optional

Please note that applicants will be asked to provide up to three nominated reviewers during their application. Portfolio managers will select the nominee who is closest to the area of research being proposed or can provide an opinion on different aspects of the proposal to other reviewers chosen. Of course, although STFC and EPSRC undertake to approach nominated reviewers there is no guarantee that a response will be received.

5 Review process

5.1 Expert Peer Review

Full applications will be sent out to external expert peer review and will be assessed against the following criteria:

- Research Quality (Primary)
- Research Importance (Major Secondary)
- Applicant and their development (Secondary)
- Research Environment (Secondary)
- Resources and Management (Secondary)

5.2 Prioritisation Panel

Fellowship applications with sufficiently supportive reviews will be prioritised at the most prioritisation panel meeting. Prioritisation panels consider applications based primarily on the

quality of the science, however, all criteria will be assessed. Shortlisted applicants will then be invited to the interview stage.

5.3 Interview Panel

Interview panel meetings will be a generalist panel and will be assessing:

- Research Quality (focusing on research vision)
- Applicant and their development
- Resources and management

6 Guidance for Reviewers

Information and guidance for reviewers will be made available later to reviewers.

7 Funding Available

7.1 Full Economic Costs

Fellowship applications are costed on the basis of full economic costs (fEC). If a Fellowship is awarded, UKRI will provide funding at 80% of the fEC requested. The host institution must agree to find the balance of fEC for the proposal from other resources. Universities and other higher education organisations use the Transparent Approach to Costing (TRAC) methodology to calculate fEC.

7.2 Directly Incurred Costs

Costs that are explicitly identifiable as arising from the conduct of a project are charged as the cash value actually spent and are supported by an auditable record. Stephen Hawking Fellowships provide funds to cover your salary, the costs of personal travel and some minor equipment costs. These should be requested under the Directly Incurred Costs heading.

7.3 Travel

Personal travel is taken to include necessary collaborative visits and fieldwork, and attendance at conferences, workshops or symposiums.

If you are associated with an STFC/ EPSRC research grant you must ensure that any travel connected with the research project for which the grant was given is claimed from that source.

You should estimate in your application all personal travel and subsistence funds required during the lifetime of the Fellowship.

7.4 Other Directly Incurred Costs

Applicants may request dedicated minor equipment and consumables up to the value of £10,000 (including VAT) on the grant.

UKRI encourage the development of skills in public communication and will provide funding to support training provision in public communication. This should be included in Directly Incurred - Other Costs.

Applicants moving to the UK from overseas to take up an award may request relocation and visa costs. These costs should be applied for under the Other Directly Incurred Costs heading on the proforma. UKRI will award a maximum of £1.2k if moving from within Europe or £3k if moving from outside of Europe.

7.5 Equipment

Equipment over £10,000 in value (inc. vat) is not available through this call.

7.6 Publication Costs

UKRI will no longer provide funding in research grants for any publication costs associated with peer-reviewed journal articles and conference papers. UKRI provides direct funding to research organisations for this purpose. Publication costs associated with research outputs other than journal articles and conference papers, such as books, monographs, critical editions, catalogues etc. may, however, continue to be included in grants as a Directly Incurred Other Cost. Any request for such costs will of course need to be fully justified in the justification of resources.

7.7 Directly Allocated Costs and Indirect Costs

No other staff, other than the applicant are allowed.

Estates costs include building and premises costs, basic services and utilities and appear under the Directly Allocated Costs heading. Estates costs are calculated by the research organisation and a single figure will appear on the application.

8 Additional Grant Conditions

Grants will be subject to the standard [UK Research and Innovation grant conditions](#) however the following additional grant conditions will be added to this call.

GAC1 ('Benefits Realisation Plan') – UKRI will require the Grant Holder to design and present to EPSRC and STFC a plan within 3 months of the start of the grant which includes suitable metrics, performance indicators or other measures of outputs/impacts that demonstrate a clear benefit of the investment in terms of the research and public engagement activities. This document will not form part of the peer review process

GAC2 ('Reporting') – In addition to the terms of RGC17, the Grant Holder and/or nominated representatives will be required to manage a reporting structure that gives performance indicators and measures which allow a clear demonstration of benefits, for example through outreach and public engagement activities, as well as research outputs. Case studies and other material generated as part of this exercise may be used by the Research Councils for publicity purposes.

GAC3 ('Engagement') – In addition to the terms of RGC19 and RGC21 the Grant Holder may be required to attend meetings, events and other joint activities at the reasonable request of the Research Council, where such activities are held across the cohort of individuals awarded Fellowships funded under this scheme in order to share experiences, best practice, wider public engagement activities, research impacts and outputs etc.

9 Contacts

Contacts: EPSRC fellowship email: EPSRCfellowships@epsrc.ukri.org, STFC fellowship email: fellowships@stfc.ac.uk. George Adams, Portfolio Manager (EPSRC). Email: george.adams@epsrc.ukri.org or telephone: 01793 44 4437 and Caroline Sweeting, Portfolio Manager (STFC). Email: caroline.sweeting@stfc.ac.uk or telephone: 01793 442019.

10 Version Log

Version	Date	Name	Update
1	18/02/2019	George Adams	Creation
1.1	2/5/19	E. Clarke	Approved.
1.2	16/5/19	George Adams	Book mark error