

Future Leaders Fellowships - Common Application Errors

This document highlights common reasons why an application is returned for amendment. The general submission rules can be found within the Guidance for Applicants on the funding opportunity webpage. If these are not followed, the 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 before submitting their application.

1. Incorrect duration and FTE

Applicants may apply to hold a part-time fellowship in order to combine the fellowship with personal responsibilities. Part-time fellowships should be pro-rated, so that the duration is equivalent to a four-year fellowship held at 100% FTE. To align the project duration with the proposed FTE on the project, the end date should be extended. All part-time Fellowships will extend beyond the 48-month funding period. For example, a Fellow working 60% FTE would have a project that is 80 months in duration.

A simple equation to check FTE/ duration is: $48/\text{FTE} = \text{duration}$ e.g. $48/0.6 = 80$ months

Business hosted fellows may also hold the fellowship on a Reduced Hours basis. Please see section 1.4.1 in the Guidance for Applicants for further details.

2. Attachment formatting

The most common error within attachments is incorrect formatting leading to documents exceeding the mandatory page limits. Attachments must meet the page limits noted in Section 3 of the Guidance for Applicants. These page limits include references.

The second most common error is the failure to use the mandatory templates. 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-hosted applications only)

The templates can be found in the How to apply section of the FLF opportunity page on the [Funding Finder](#).

3. Missing or incorrect attachments

All attachments must adhere to the page limits. If an attachment is mandatory, it must be included. For further details, please refer to the table in Section 3 of the Guidance for Applicants.

If extraneous documents are included the application will be returned to the applicant so that these can be removed.

Errors are most commonly found in the following documents:

- CV and Outputs – applicants should 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 but 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 that should be included in other mandatory documents (such as the CV or Case for Support) 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 provide detailed justification of the costs that are being requested.

4. 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 a failure to name Project Partners in the Project Partner section of the completed proposal form.

Project Partner (Section 3.1.12 of the Guidance for Applicants) – 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 attached.

FLF team contact details

Email: Fellows@ukri.org