

Research Councils Individual Merit Promotion Scheme (IMP)

The process – Step by step

1. All dates (closing, shortlisting and interview) are published on the NERC website [Research Councils' IMP Scheme](#) by January of that years round.
2. Invitation letters to Directors at all participating organisations, for new nominees and potential promotions for existing IMP's go out in June. This is 4 months before the closing date. Directors will also be advised of staff due for Periodic Review.
3. Nominees should check any internal procedures and timetables that run alongside the main IMP deadlines. We also encourage nominees to speak with mentors and existing IMP's for help with the completion of forms and throughout the process.
4. Completed nominations need to be submitted by email to Deborah Wright (dawri@nerc.ac.uk) at NERC by the closing date. We recommend that applicants/nominees thoroughly read the guidance notes carefully before completing the form. All details can be found on the NERC website.
5. After the closing date, all the Panel members will read the nominations and convene in person at the shortlisting panel. This is normally about 6 weeks after the closing date, normally in November.
6. Results from the shortlisting will be sent to nominees via their Director, within 2 weeks.
7. Nominees who are unsuccessful at shortlisting will receive further feedback within 2 months.
8. Those that have been selected for interview will receive two letters. The first will ask for them to send a copy of 6 selected publications to Deborah Wright at least 2 months before their interview. This should be done where possible via email. They will then receive another letter detailing all the interview related information at least 6 weeks before their interview date. In this letter they will be advised of the time, date and location of their interview. They will also be advised of who will be sitting on their panel. This is normally **all** members of the IMP Panel and an expert interviewer.

9. You will be given instructions about your interview presentation with your interview confirmation letter. Your presentation, in pdf or PowerPoint format should be sent electronically to Deborah Wright at least 1 week before your interview.
10. Nominees will also be asked to send a copy of their interview publication to Deborah Wright at least 3 days before their interview.
11. On the interview day, you will be asked to arrive at least 15 minutes before the start time. Your presentation will be set up and ready to go when you enter the interview room. Presentation durations must comply with the previously supplied instructions. The whole interview will last about an hour. Please be ready to start when you walk in as the Panel will be keen to start asap!
12. Following the interviews, nominees will receive the results within 3 weeks of their interview. This will be sent via their Director.
13. For those that were unsuccessful, further feedback will be sent within 6 weeks of the interviews.
14. All results will be summarised and sent to Directors and Heads of HR for actioning. Names of successful IMP's will be published on the NERC IMP webpages.

Please see the IMP procedure and IMP Candidate Guidance notes for further information.