UK Research and Innovation

Future Leaders Fellowships – Pre-Application Checks

Ensuring you complete your application correctly first time reduces the chance of your application being returned for amendment or rejected. This document highlights common errors that may cause any application issues after submission and the related section in the full guidance.

Please ensure that you allow sufficient time to create any Je-S accounts, and for your application to pass through internal processes and any submitter pools.

We encourage any applicant who is unsure of their application to contact the Future Leaders Fellowships (FLF) Team on fellows@ukri.org before submitting their application.

Call name

There are two calls associated with the FLF scheme, FLF academic and FLF non-academic. Ensure that you apply to the correct call depending on your host organisation eligibility.

Attachment formatting and correct templates

See 4. Attachments for Academic
See 5. Attachments for Non-Academic

Use the two tables 'Mandatory attachments' and 'Conditional mandator attachments' as a check list to ensure you have all required documents. Ensure you use the correct formatting, templates and page lengths. The templates can be found in the 'How to apply' section of the FLF opportunity page on the Funding Finder.

Common errors included: not using the correct template, incorrect formatting, exceeding the mandatory page limits, documents with track changes highlighted and Finance and SoECAT forms not uploaded as one document. If extraneous documents (most commonly ineligible letters of support) are included, the application will be returned to the applicant so that these can be removed.

Duration and FTE

See 1.5 Part-time working for Academic

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.

Non-academic hosted fellows may also hold the fellowship on a Reduced Hours basis.

For our online Academic Salary Calculator template, please see: Academic Salary Calculator.xlsx

Resubmission eligibility

See 1.11 Resubmission policy for Academic

See 2.11 Resubmission policy for Non-Academic

Previously unsuccessful applicants can apply to subsequent FLF calls provided the resubmitted proposal addresses feedback from reviewers and, where applicable, the interview panel. Applicants must outline in a cover letter how they have addressed feedback and developed the proposal.

Project Partner, Sub-contractors and Collaborator?

See 2.5.1 Project Partner and onwards for Academic
See 3.5.1 Project Partner and onwards for Non-Academic

Since FLF Round 7, the definition of collaborations has been harmonised across UKRI. The term 'collaborator' is no longer used, any collaborations should be accompanied by a role descriptor and explained in the case for support. Ensure you are familiar with the new definitions.

Project partner - 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. Should be named in the completed proposal form with a value of their contribution. **Letter of support is required**

Subcontractor – A third-party individual who is not employed as staff on the grant or a third-party organisation but is subcontracted by the Host Organisation to deliver a specific piece of work. **No letter of support required**

Other Collaborations – "Collaboration" should be used in the generic sense to explain that there is a project relationship or interaction, accompanied with an official project role descriptor. Potential applicants who wish to collaborate with others should describe the extent and reasons for any collaboration in the case for support. **No letter of support required, unless a project partner.**

Tell us about you

We welcome flexible working across your team and appreciate individuals may have had less traditional career paths or slower career progression, particularly during the COVID-19 pandemic. Highlight any breaks in employment or publication record in your CV.

FLF Team contact details
Email: Fellows@ukri.org