Science and Heritage Programme

Details of the call for proposals for Post-doctoral Fellowships

June 2009

Closing date: 4pm, Thursday 10th September 2009

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Introduction and Background

The Arts and Humanities Research Council (AHRC) and the Engineering and Physical Sciences Research Council (EPSRC) are taking forward a joint £8.1m programme entitled *Science and Heritage* to support leading-edge research which will explore new ways to understand the cultural and physical nature of heritage and to prepare society for the challenges that cultural heritage will face in the 21st Century.

As part of this *Science and Heritage* programme, AHRC and EPSRC are offering **Post-doctoral Fellowships** to enable outstanding early career researchers to establish independent research careers in heritage science. Potential candidates should have up to, but no more than the equivalent of five years' post-doctoral experience. [1] The fellowships will be for a duration of three years full time (up to 5 years part time) and will primarily cover the salary costs of the Fellow, travel and subsistence and consumables.

Funding is available to support between four and six Post-doctoral Fellowships.

AHRC is administering this call on behalf of AHRC and EPSRC. This is the authoritative document on how to apply to this competition, **please ensure that you have read this document carefully before making your application**.

Information on the *Science and Heritage* programme, its aims, objectives and themes can be found in the Science and Heritage Specification : http://www.ahrc.ac.uk/FundingOpportunities/Documents/SandH%20full%20specification.pdf

Please make sure that you have read the Specification document before submitting a proposal.
The closing date for the **Post-doctoral Fellowships** competition is **Thursday 10th September 2009.**

[1] If the proposed Fellow has held, or currently holds, an academic post, they will be required to relinquish this appointment if taking up a Science and Heritage post-doctoral Fellowship, whether or not the fellowship is to be held full time or part time.

Nature of the Proposals

Fellowships should aim to address one or more of the Science and Heritage Programme themes:

- Nature of transformation
- Authenticity, authentication and security
- Interpretation and representation
- Cultural encounters and explorations
- Human and machine interfaces
- Resilience and adaptation

A detailed outline of these themes can be found in the Annex to the *Science and Heritage Research Programme* Specification document (http://www.ahrc.ac.uk/FundingOpportunities/Documents/SandH%20full%20specification.pdf).

Aims of the *Science and Heritage* Post-doctoral Fellowships competition:

- To support projects that address the research objectives and themes of the *Science and Heritage* Programme.
- To provide outstanding early career researchers with support to carry out high quality research projects that will lead to significant advances in the area of heritage science.
- To support, in partnership with institutions, the development of an independent research career by outstanding early career researchers in heritage science.
- To build capacity within the heritage science field, enabling intellectual development and exchange across and between disciplines, and with non-academic stakeholders.
- To maximise the value of heritage science by promoting the dissemination of research outcomes and, where appropriate, to facilitate the impact of those outcomes, to academia, practitioners and industry.

Fellowships are expected to be interdisciplinary in their research, involving research that spans the remits of AHRC and EPSRC, allowing Fellows the opportunity to consolidate existing knowledge and acquire knowledge of other disciplines to incorporate into their own research. You should be aware that this competition is not intended to continue or extend research carried out in a PhD. If you have a PhD in a related area to your proposed Fellowship, you will need to make clear in your proposal how the programme of research for which you are seeking funding is distinct from your PhD.

Fellows will be expected to spend up to six months of the Fellowship outside the host Research Organisation, in order to develop knowledge and skills in the area of heritage science (see Eligibility and Costings for more information).

Duration

Post-doctoral Fellowships will be awarded for an equivalent of 3 years full time effort. Post-doctoral Fellowships may be held on a part-time basis over a maximum of 5 years. If you wish to hold the award on a part-time basis, you must state this on the application form and give the % time.

Science and Heritage Post-doctoral Fellowship award holders will be expected to be involved in the wider *Science and Heritage Programme* and with other award holders funded under the programme. The expected end date for the programme is mid-2013 and in order to maximize such interaction between projects, applicants are encouraged to plan the timing of their Fellowships accordingly. The earliest start date for Fellowships will be 1 April 2010.

Fellows are entitled to take maternity, paternity, adoption or parental leave in accordance with the terms and conditions of the fellow's employment. If requested, consideration will be given to allowing a fellowship grant to be placed in abeyance during the absence of the Research Fellow for maternity, paternity, adoption or parental leave, and the period of the fellowship extended by the period of leave. Consideration will be given to requests to continue the fellowship on a flexible or part-time basis to allow the Research Fellow to meet caring responsibilities.

Support from Host Organisation and Commitment

The host Research Organisation and department should be the appropriate place for the proposed Fellowship. It should be in a position to nurture and contribute to both the development of the research and Fellows personal development (for example, mentoring, advanced training and access to resources).

You will be asked to give a rationale for the choice of department in the proposal and the match between you, the host department and the Fellowship will be key elements in the assessment of the proposal.

A maximum of 6 hours a week (pro-rata for part-time) may be spent on teaching and demonstrating, including all planning and preparation. These duties should relate to the main interests of your Fellowship and not to the general needs of the department.

<u>Mentoring</u>

Fellowship proposals must include a mentor from the host Research Organisation. We would expect the mentor to be an experienced member of staff, with sufficient seniority within the department and Research Organisation to carry out the responsibilities outlined below. During the initial stages of the Fellowship, this person would be expected to:

- Oversee your induction into the department and the Research Organisation, to ensure that you are equipped with the necessary support to carry out your research (including career development and training), and also to ensure that you have access to the information needed by any new member of staff, for example in respect of departmental policies and procedures, facilities available to staff, etc;
- Where necessary, act as a sounding board for ideas and provide advice on the project;
- Act, as necessary, as a liaison point between you and the appropriate Research Organisation authorities;

- Help to ensure that colleagues within the department and Research Organisation are clear about the purpose of the Fellowship, and the role that you play within the department.

As the Fellowship progresses, we would expect the role of the mentor to decrease, but the person would nevertheless have a role to play in overseeing the progress of your Fellowship, for example in meeting the Council's monitoring requirements. AHRC/EPSRC will make a contribution to the cost of mentoring: the cost of one hour per month of the mentor's time should be included in the costs of the Fellowship (see Costings for more information).

Eligibility

Principle Investigator
There are no nationality or age restrictions on applying for a Science and Heritage Post-Doctoral Fellowship. Non-UK candidates must comply with Department of Work and Pensions requirements and hold a UK work permit where appropriate.

Post-doctoral Fellowship candidates must meet the following eligibility criteria:

- You must have no more than 5 years of post-doctoral or equivalent experience;
- You must be able to demonstrate that you are of postdoctoral standing[2] and provide evidence of your past research activity. If you do not hold a doctorate, your CV should show that you have equivalent experience to undertake research at post-doctoral level, for example by providing evidence of demonstrable outputs and achievements in your area of work;
- You must not hold or previously have held an EPSRC or AHRC Fellowship;
- You must not hold or previously have held an RCUK Academic Fellowship

If you have not completed your PhD by the time you apply for a Fellowship, you will need to provide some evidence of the expected completion date in your proposal. Evidence of being awarded your PhD must be provided prior to taking up the Fellowship.

If you have held, or currently hold, an academic post, you will be required to relinquish this appointment if you are taking up a Science and Heritage Post-doctoral Fellowship.

Research Organisation
The Fellowship must be based at a Research Organisation eligible for AHRC or EPSRC support. UK Higher Education Institutions (HEI) directly funded by HEFCE, DEL, HEFCW and SFC are eligible. Independent Research Organisations (IROs) recognised by the AHRC in responsive and managed mode, or by the EPSRC in managed mode only are also eligible to apply. A full list of IROs can be found at http://www.rcuk.ac.uk/cmsweb/downloads/rcuk/documents/eligibilityiros.pdf.

Research Council Institutes are also eligible Research Organisations. A list of eligible Research Council Institutes can be found on RCUK website at: http://www.rcuk.ac.uk/research/rcieligibility.htm.

The Fellow will be an employee of the host Research Organisation, and should be treated as an independent researcher and not as a Research Assistant. The host Research Organisation must accept all the normal responsibilities of an employer, and ensure that adequate facilities are made available for the research proposed.

Fellows will be expected to spend up to six months of the Fellowship outside the host Research Organisation, in order to develop knowledge and skills in the area of heritage science. Organisation(s) involved in this way could include other Research Organisations, heritage institutions, museums, galleries, libraries and archives, as well as SMEs (Small to Medium Enterprises), commerce or industry. Fellowships may also include collaboration with

[2] To be eligible to hold a Science and Heritage Post-doctoral Fellowship, you must not be registered for a higher degree during the course of the Fellowship.

organisations outside the UK. The collaboration proposed should be appropriate and necessary to the specific needs of the Fellowship.

Costs

Science and Heritage Post-doctoral Fellowships are intended to provide funding to cover the Fellow's salary and a small amount of travel and subsistence, equipment and consumables, as detailed below.

Proposals must include all costs which contribute to the full economic cost (fEC) of the Fellowship. If the proposal is successful, the AHRC / EPSRC will contribute 80% of these costs. The payment of salary and relevant supporting costs will be administered *via* the organisation hosting the award.

Applicants should consult with the Research Support Office of their intended host organisation who will be able to provide advice on the cost elements required in the application form.

Proposals should be costed in accordance with fEC under the following headings:

Directly Incurred

Staff
Payroll costs requested for the Fellow, whose time can be supported by a full audit trail during the life of the project. Applicants should discuss with their proposed Research Organisation what would be a reasonable starting salary (based on the Fellow's age when taking up the appointment and previous salary level and experience). The Head of Department statement should include justification for a higher than average starting salary.

Travel and Subsistence
Travel and subsistence costs for the Fellow, which are directly related to the proposed programme of work.

Costs incurred by the Fellow for spending time in another organisation should also be included under this section.

Other costs
Costs of other items dedicated to the project, including consumables, books, survey fees, purchase / hire of vehicles, publication costs, items of equipment costing less than £3,000 in total (single items of equipment costing more than £3000 including VAT are not eligible to be included).

Directly Allocated

Other Directly Allocated
Costs of resources used by the Fellowship that are shared by other activities and charged to projects on the basis of estimates, for example, the costs of access to institutional research facilities such as equipment and IT systems.

AHRC/EPSRC will make a contribution to the cost of mentoring. An hour per month of the mentor's time should be included under this section.[3]

Estates
These costs may include building and premises costs, basic services and utilities, and any clerical staff and equipment maintenance or operational costs not already included under other cost headings.

[3] Research Organisations may also provide additional mentoring support alongside other forms of training and / or career development.

Indirect Costs
These include non-specific costs charged across all projects based on estimates that are not otherwise included as Directly Allocated costs. They include the costs of the Research Organisation's administration, such as personnel, finance, library and some departmental services.

Estates and Indirect costs for the Fellow should be charged by the host Research Organisation for the duration of the Fellowship.

Indexation
All costings should be at current prices, inclusive of VAT and other taxes where applicable, with no allowance for inflation. Any allowance for inflation that has been included in the full economic costing of the proposal by the Research Organisation must be excluded. The AHRC will include an allowance for inflation if a grant is awarded.

Project Partners
The organisation(s) with whom you are collaborating should be included in the proposal as Project Partners. Project Partners are expected to provide a specific contribution (cash or in kind) to the Fellowship.

As the *Science and Heritage* Post-doctoral Fellowships competition is intended to support researchers in developing the hybrid discipline of heritage science, collaboration with at least one other organisation is required. Applicants should bear in mind that working collaboratively requires time and effort, and should ensure therefore that discussions with potential Project Partners over the requirements and feasibility of the collaboration take place well in advance of submitting a proposal.

Resources to be provided by Project Partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the fEC of the project.

Please note that Project Partners can be based in the UK or abroad. A letter of support is required from each Project Partner. This letter is intended to outline both the level of commitment of the proposed partner, the value and benefit of the work to the Project Partner, the nature of the contribution and the added value to the project of their involvement. Details of the information required regarding Project Partners is available within the relevant section of the JeS Helptext.

Dissemination
If you wish to include costs associated with the dissemination and the knowledge transfer of your research within your proposal, you should ensure that the end-date of the Fellowship is timed to accommodate the proposed activities. Costs may only be claimed for communication, dissemination and exploitation activities undertaken during the period of a *Science and Heritage* Post-doctoral Fellowship.

Archaeology: radiocarbon dating
If your project requires access to radiocarbon dating facilities, you should apply for access to the Oxford Radiocarbon Dating Service (ORADS), which is funded by the AHRC and NERC. For further details on how to apply, see:
http://www.rlaha.ox.ac.uk/orau/orads.html

If you have any queries regarding the service provided by ORADS please contact Dr Tom Higham, Deputy Director (thomas.higham@rlaha.ac.uk)

Note: The AHRC / EPSRC will only allow radiocarbon dating costs to be requested as part of the AHRC / EPSRC grant if ORADS confirms that it is not able to provide a suitable service and that costs should be sought from the AHRC / EPSRC. In such circumstances, costs should be justified and it should be clearly explained in the Case for Support why the AHRC / EPSRC are being asked to provide funds.

How to Apply

In order to apply to the *Science and Heritage* Post-doctoral Fellowships competition, you should complete a proposal and submit this electronically through the Je-S system, along with a Case for Support and relevant appendices (see **Annex B** of this document for detailed information on submitting a proposal to the AHRC).

1. To prepare your proposal in Je-S choose 'Add New Document', then specify Council: AHRC ; Document Type: Fellowship Proposal ; Scheme: Post-doctoral Fellowship – Science & Heritage ;then select 'Create Document'. Je-S will then create a fellowship proposal, displaying the appropriate section headings. Using 'Help' at any point accesses helptext within the Je-S system which provides context-specific guidance on how to complete the Je-S form.

2. Once complete, you should upload a Case for Support and other supporting information as attachments, and submit your proposal. Je-S will forward your proposal to your Research Organisation, who in turn will submit your proposal to AHRC. Please ensure you allow sufficient time prior to AHRC deadlines for your Research Organisation to be able to do this (note that some Research Organisations will have their own internal deadlines).

3. You should also ensure that you meet all of the eligibility criteria outlined in **Eligibility** (p.6). In order to apply, the host Research Organisation must be eligible for AHRC or EPSRC support.

4. Proposals must be submitted through an **eligible Research Organisation** and involve a **minimum of one other organisation** as a Project Partner(s) (this should include the institution at which the proposed Fellow will spend time at), in order to achieve the kind of intellectual interaction and exchange envisaged.

Research Themes
This section of the form should be used to indicate which **one** of the *Science and Heritage Programme* research themes best describes your research area and the focus of the Fellowship. **See Nature of the Proposals (above) and the *Science and Heritage Programme Specification*.**

AHRC Subject Classification
This section indicates the subject area of the proposal. For AHRC subject areas, you are asked to indicate the primary subject area(s) of your proposal and optionally, up to two secondary subject areas (a full list of subject areas is available at **Annex D** of this document). To reflect the full spread of subjects covered by the proposal, the EPSRC subject area(s) should be listed as free-text keywords.

Project Partner(s)
Collaborating organisation(s) that are providing a specific contribution (cash or in kind) to the research project can be identified in the application as a 'Project Partner'. This includes organisations at which the Fellow will spend time. If a collaborating organisation's involvement is being charged to the project you should not include this within the project partner section.

Resources to be provided by project partners, whether cash or in-kind contributions, should be clearly identified in the proposal. These contributions are not considered to be part of the fEC of the project.

Please note that project partners can be based in the UK or abroad. A letter of support is required from each Project Partner (see **Attachments** below).

Any institution(s) at which the Fellow will spend time cannot charge costs for hosting the Fellow within the proposal. It will, however, be possible for the host Research Organisation to have an agreement with these organisation(s) to pass on some costs.

Attachments

Case for Support

Your proposal form must be accompanied by a **Case for Support**. It is extremely important that this includes the information described below and that you format the document as requested.

Your Case for Support should be in Arial font no smaller than size 11. You must provide a word count, indicated clearly at the end of the document; if your Case for Support exceeds the word limit of **3000 words** your proposal will be deemed ineligible for support. If you choose to include footnotes (you are not required to do so), these must be included within the word limit.

Within this word limit you should aim to make the Case for Support as concise, specific and clear as possible. You are advised to focus your proposal and to provide sufficient evidence to enable Peer Reviewers and members of the Commissioning Panel to reach a considered judgment as to the potential quality of your proposed Fellowship, its significance, its feasibility and value for money.

You should describe your proposed programme of work using the headings below:

Previous Research Track Record

You should include:

- A summary of results and conclusions of your recent research.
- Details of relevant past collaborative work with other Research Organisations, industry or other beneficiaries.
- Details of previous visits or collaborations with overseas researchers. Refer to the separate 'publications list' attachment where necessary.

Fit to *Science and Heritage Programme*

You should ensure that it is clear to the reader how the proposed research fits with the **aims and objectives** of the *Science and Heritage Programme* and specifically how it addresses at least **one of the themes** of the programme (see above of this document and the Annex of the *Science and Heritage Research Programme Specification*).

Aims and Objectives

You should describe the aims and objectives of the research programme. What are the measurable objectives against which the outcome of the work should be assessed?

Research Context

You should describe the background and context for your programme of work. Why is it important that these questions or issues are explored? What makes the

proposed work timely and novel? What other research is being, or has been, conducted in this area both in the UK and abroad?

Research Methods

You should provide detail on the methods or approaches you will you be using to address the questions or issues that you have set yourself. Why have you chosen these methods? Why are they the best way to answer the research questions or problems you have identified? In describing your research methods it is not sufficient to state, for example, that you intend to visit a particular archive, or an exhibition abroad. You must provide adequate details of sources to be consulted, and you should state briefly what kinds of material you will be consulting, why they are relevant to your programme of research, and how you will interrogate them.

Project Management

How will the project be managed, particularly if others are to be involved? What is the timetable for the project? Does it include appropriate milestones and is it realistic? When will the outputs of the project be completed? How will you ensure that they meet the needs of your audience? You should describe clearly the working relationships that are envisaged between you, the host department and any other organisations you are expecting to work with. When spending time in your partner organisation, what work are you intending to pursue there?

Contribution to career development

How will this Fellowship aid the development of your research? How will the Fellowship contribute to the development of your research skills? What is the rationale behind your choice of host Research Organisation? Will the Research Organisation be providing appropriate support in relation to enhancing your knowledge and understanding of research methods in other disciplines and how will they do this? What are the benefits of the collaboration with the partner organisation? If you wish to hold the Fellowship at your current Research Organisation, you should outline the reasons for remaining there and justify why this is an appropriate place to conduct your research. How does the proposed work differ from that of your PhD/current supervisor?

Dissemination

Information under this heading should build on the details given under the Academic Beneficiaries and Impact Summary sections of the Je-S form. Further information on completing these sections of the Je-S form can be found in the AHRC Research Funding Guide (http://www.ahrc.ac.uk/FundingOpportunities/Documents/Research%20Funding%20Guide.pdf), section 4, p38.

Please provide:

- Examples of the kinds of outputs you propose to produce during the Fellowship and their proposed focus.

- Further explanation of how the research will benefit other researchers in the field and – where relevant – academic beneficiaries in other disciplines.

- Information on how you propose to maximise the value of the proposed research outputs. You should cross refer here to the separate attachment, 'Impact Plan'.

Summary CV
A summary CV should be attached for the Principal Investigator (the person applying for the Fellowship). This should be no more than two sides of A4 paper and in a font no smaller than size 10. CVs should include basic information about education, employment history and academic responsibilities.

Publications List
A publication/research output list should be attached for the Principal Investigator. This should be no more than one side of A4 paper and in a font no smaller than size 10. Brief articles, conference papers, etc. need not be included. You should asterisk those of particular relevance to your current research proposal.

Justification of Resources
This statement should be used to justify the resources required to undertake the programme of work. This should be no more than one side of A4 paper and in a font no smaller than size 10. Applicants should:

- Explain why the indicated resources are needed, taking account of the nature and complexity of the Fellowship proposed (including the visit to the partner organisation). Note that it is not sufficient merely to list what is required.
- Have regard for the breakdown of resources into the summary fund headings Directly Incurred and Directly Allocated.
- In some cases, such as use of internal facilities and shared staff costs (likely to be Directly Allocated costs), the basis of the costing need not be justified, but the need for the resources does need justification.

Exceptions – these costs need not be justified:

- Estates costs
- Indirect costs
- Some other Directly Allocated – general technical services
- Shared lab equipment

Impact Plan
The Impact Plan[4] (attachment of up to 2 sides of A4) asks you to expand on the Impact Summary. It is your opportunity to describe in more detail how the potential impacts of the research beyond academia, as outlined in the Impact Summary, will be realised. Taking into account what is reasonable and

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[4] The Research Councils describe impact as the demonstrable contribution that excellent research makes to society and the economy. Impact embraces all the extremely diverse ways in which research-related knowledge and skills benefit individuals, organisations and nations by:

- fostering global economic performance, and specifically the economic competitiveness of the United Kingdom
- increasing the effectiveness of public services and policy and,
- enhancing quality of life, health and creative output.

Impact can mean the 'influence' of research or its 'effect on' an individual, a community, the development of policy, or the creation of a new product or service. It relates to the effects of research on our economic, social and cultural lives. More information on the Impact Summary and Plans is available at http://www.ahrc.ac.uk/FundingOpportunities/Documents/ImpactFAQ.pdf.

appropriate given the nature of the research you propose to conduct, you are asked to describe how the proposed research will be managed to engage any users and beneficiaries that have been identified, or to identify potential users and beneficiaries as the research progresses, and to increase the likelihood of achieving impacts. In presenting your plans, you should tailor and target your impact plans to ensure that they are relevant to the specific user and beneficiary groups likely to be interested in your research and appropriate for supporting the potential research impacts outlined. Innovative and creative approaches are strongly encouraged.

When completing the attachment, you should consider (and address if appropriate) methods for communications and engagement, collaboration and exploitation. You should also detail who will be undertaking any impact activities and include any resource implications in the financial summary and in the separate Justification of Resources attachment.

The AHRC and EPSRC recognise that not all research will have direct impacts, but aims to encourage researchers to maximise potential impacts where they occur. We are introducing the Impact Summary and Plan to encourage researchers to think about the potential impacts and beneficiaries of their work at the planning stage and the possible pathways through which impacts might be achieved. In doing so we expect applicants to consider what is reasonable and expected for research of the nature they are proposing.

The nature of your research may mean that identifying potential impacts or beneficiaries outside academia is not straightforward at the time of application. Where this is the case you should explain the reasons in your Impact Summary. The amount of information provided in the Impact Plan will therefore depend on the nature of the project, but you must complete this and the other sections in order to submit your application. Excellent research without obvious or immediate impact will continue to be funded by the AHRC/EPSRC and will not be disadvantaged as a result of the introduction of these new sections to applications.

Visual Evidence

Proposals may include up to two sides of A4 of non-textual visual evidence (may include captions), in support of the proposal to illustrate the proposed aims and objectives and / or research methods. It is not permitted to include this material to supplement or replace your curriculum vitae or publications list or to illustrate previous work in any way.

Technical Appendix

While we would expect information on any scientific and / or engineering research approaches to be used or developed during the course of the fellowship to be explained and integrated into the Case for Support, if a significant product or by-product of your project is the creation of an electronic resource, you must complete the Technical Appendix section for your proposal. The information in this Technical Appendix will be used by the AHRC / EPSRC to review the technical feasibility of this aspect of the project. Please note that if a significant product of your project is the creation of an electronic resource, and you do not complete a Technical Appendix, your proposal may be regarded as incomplete and will be rejected. You are strongly advised to obtain appropriate advice and guidance regarding the technical aspects of your project before submitting a proposal. You

should ensure that advice is sought in plenty of time before the final submission date.[5]

The Technical Appendix, in conjunction with the Case for Support, should demonstrate that the project will be able to deliver the proposed outputs to the target audiences that have been identified within the proposal. Technical reviewers will comment specifically on the technical feasibility of your proposal and the technical review will also be forwarded to you together with the peer reviews as part of the PI response stage, to assist the panel in arriving at its grading decisions.

You should also note the AHRC's requirement, as a condition of award, relating to the availability of significant electronic resources. Please refer to the Research Councils' Terms and Conditions' of awards for further details (see **Annex E** of this document).

Timetable
A gantt chart plotting the key milestones for the duration of the Fellowship must be uploaded as a separate attachment, labeled as 'other'.

Head of Department Statement
The Head of Department Statement must be uploaded as a proposal attachment by the Approver/Submitter at the Research Organisation where the Fellowship will be based, rather than by the applicant. Please note that the Head of Department Statement forms an important part of the assessment of the proposal. Proposals without a supporting statement, or with a statement that does not give enough evidence of support from the host university, will be rejected.

In this statement the Head of the Department at which the Fellowship will be based should describe how the proposed Fellowship will represent a partnership between the researcher and the host Research Organisation. It should also describe the commitment the university is making to the establishment of the Fellow's research career and confirm the proposed Fellow's appointment details, including justification for a higher than average starting salary. The career development commitments made by the university to the new Fellow should be over and above the usual salary and premises costs provided The Head of Department statement should be no more than 1500 words in length, on University of Departmental headed paper, and should be structured using the following sub-headings:

<u>Contribution to research career development</u>
This section should give the Head of Department's perspective on how the work that the Fellow will undertake, and her/his presence in the Department, will help to develop her/his research career. What development and training opportunities will be provided? What, if any, support will be provided to allow the applicant to develop their research interests if this proposal is successful?

<u>Development of heritage science</u>
This section should describe how the Fellow's research programme will help to nurture the development of the heritage science within the host Research Organisation. How do the applicant's expertise and interests fit current and future departmental research strategies? It should also outline how the research

[5] The AHRC has an agreement with the Archaeology Data Service whereby applicants to this competition can seek advice on research that could lead to a digital output in archaeology and the historic environment.

will be integrated into the research plans, strategies and activities of the Research Organisation.

Mentor nominated by the Research Organisation
This section should give details of the proposed mentor. This should include: their name and position, an indication of the amount of contact time they would have with the Fellow, details of what expertise and support the appointed mentor will provide and how they would ensure that the monitoring requirements of the award are met.

Letters of Support

A Letter of Support is required from each Project Partner, outlining the level of commitment of the proposed partner, the value and benefit of the work to the Project Partner, the nature of the contribution and the added value to the project of the involvement. The letter should be dated and signed by a senior member of the organisation, with the authority to make this commitment. Information on uploading Letters of Support is available within the relevant section of the JeS Helptext.

Assessment and Peer Review

Timetable for Assessment

4pm Thursday 10 September 2009	Closing date for receipt of proposal forms.
W/c 23 November 2009	PI Response week.
Late February 2010	Notification of outcomes.
Fellowship Dates	
1 April 2010	Earliest start date for Post-doctoral Fellowships.

Amendment

If the AHRC require you to make amendments to your proposal after its submission, the proposal will be made available to your Research Organisation in Je-S for editing, and you will be informed of the requested changes by e-mail. Your Research Organisation can either make the amendments or return the proposal to you to make the requested amendments. You will be allowed three working days in which to update your proposal and resubmit to AHRC. Please note that any unsolicited amendments will result in your proposal being made ineligible, so it is important that you restrict changes to those that have been requested. Failure to make the requested changes by the specified due date may result in your proposal being ineligible for further consideration.

Review Process

Submission stage

At the point of submission, each proposal will be assessed on the following criteria in reference to eligibility and assessment requirements given in this document:

- All proposal documents must be eligible under the competition requirements (see **Attachments**)
- All applicants must be eligible under the competition requirements (see **Eligibility,** above)
- The proposal must meet the aims and criteria of the competition (see this document and the *Science and Heritage Programme Specification*)

Proposals which do not meet these criteria will be returned for amendment (as above) or rejected and returned to you with feedback on why your proposal could not proceed.

Peer Review

All eligible proposals will be considered where possible, by three members of the Peer Review Colleges of the AHRC and EPSRC. A complete list of Peer Review College members is available on the Councils' websites. The peer reviewers will provide the AHRC and EPSRC with graded reviews.

The AHRC and EPSRC reserve the right to seek reviews from specialists who are not current members of the Peer Review Colleges if suitable College members are not available. Reviews may be sought from specialists within the UK or abroad.

Where a Technical Appendix has been completed, proposals will be sent to an additional Peer Reviewer for comment on these aspects. This will be included in the PI Response process and forwarded to the Commissioning Panel for consideration.

All peer reviews are subject to a quality check. Reviews deemed by the AHRC and EPSRC to be of insufficient quality will either be sent back to the reviewer for revision, or rejected from the assessment process.

Grading Scale
The grades which will be awarded to proposals and their definitions are listed in **Annex A**.

Quality Threshold Sift
Proposals which, of three Peer Reviews, receive two unfundable grades, will be deemed unsuccessful at this stage and not progress any further. Applicants will receive copies of the anonymised reviews and an unsuccessful outcome letter.

Principal Investigator Response (Right of Reply)
The applicant will be given the right of reply to the reviews received. The PI Response allows applicants to correct any factual errors or conceptual misunderstandings, or to respond to any queries highlighted in the comments from the peer reviewers. It is not intended to be an opportunity to change or re-constitute a proposal in the light of the reviewers' comments. You are not obliged to submit a response, but it is recommended that you do so as responses from applicants will be forwarded to the Commissioning Panel, and taken into account in the grading and prioritisation of proposals.

The PI Response will take place during the week commencing **23 November 2009**. Please note that where delays have occurred in receiving one or more peer reviews, we may send one or several reviews for PI response in the week following the one outlined above.

Commissioning Panel Prioritisation
Proposals which have met the eligibility criteria and passed the quality threshold will be considered by the *Science and Heritage* Commissioning Panel, comprising leading figures across a range of science and heritage disciplines and organisations. You are advised to address your proposal to as broad an audience as possible.

The Commissioning Panel will consider the proposal, the peer reviewers comments, the technical review (where applicable) and the PIs response and will determine a final grade for each proposal, ranking proposals in order of priority for funding.

The quality and importance of the research is the primary criterion for funding, although the Commissioning Panel will also consider the spread of proposals across the *Science and Heritage Programme* research themes, and the programme aims and objectives. Preference will be given to those proposals which are likely to have the maximum impact both on the Fellow's research career, and on developing the discipline of heritage science. Final funding decisions will rest with the AHRC and EPSRC.

Review Criteria
Proposals submitted to the *Science and Heritage* Post-doctoral Fellowships competition will be assessed according to the following criteria:

Fit to competition

- The extent to which the proposal demonstrates a fit to the aims and themes of the *Science and Heritage* Post-doctoral Fellowships competition.

Track record

- The quality and importance of the work of the proposed Fellow (and, where relevant, other participants), and so whether they have the appropriate track record to deliver the programme of work.
- The ability of the proposed Fellow to manage the programme of work and bring it to completion as demonstrated in the proposal.
- The extent to which the Fellowship will involve techniques, approaches and people from a range of disciplines from the remits of both AHRC and EPSRC, offering a diversity of expertise and experience.

Quality and Importance

- The significance and importance of the programme of work, the contribution it will make to enhancing or developing creativity, insights, techniques, knowledge or understanding of heritage science in a national or international context.
- The extent to which the research questions, issues or problems that will be addressed in the course of the research are defined.
- The appropriateness of the research context, and the timeliness and novelty of the research. The extent to which other current research conducted in this area has been considered and the range of audiences that might be targeted.
- The appropriateness, effectiveness and feasibility of the proposed research methods and/or approach.

Management of the Project

- Whether a realistic timetable is presented which will achieve the programme of work's aims and objectives within the proposed timescale.
- The extent to which the proposed Fellow has understood the amount of work to be involved, allocated sufficient time and resources to achieving each aspect.

Value for Money

- The extent to which the likely outcome of the research will represent value for money, and in particular the relationship between the funds that are sought and the significance and quality of the projected outcomes of the research.
- Whether the resources requested are reasonable in the context of the proposed research.

Outputs, Dissemination and Impact

- The appropriateness and effectiveness of the proposed dissemination so that the research outcomes are accessible to the widest possible audience.
- The likelihood that the outputs and outcomes of the programme of work will be highly valued and widely exploited, both in the research community and in wider contexts where they can make a difference.
- Whether the plans to increase impact are appropriate and justified, given the nature of the proposed research.

- Whether sufficient attention has been given to who the beneficiaries of the research might be and appropriate ways to engage with them throughout the programme of work.

Award Announcements
Applicants will be notified of the outcome of their proposal in **late February 2010**.

If you are unsuccessful, you will receive a letter advising that you have not been offered an award, and indicating the grade your proposal received. AHRC / EPSRC staff will be unable to provide further information on why your proposal was unsuccessful.

Resubmission
Due to the nature of the call for Post-doctoral Fellowship proposals to the *Science and Heritage Programme*, there will not be an opportunity for applicants to resubmit proposals.

Payment
If you are successful, you will receive a letter offering you an award, and informing you of the overall cash limit for the duration of the award. You will also receive a copy of the Terms and Conditions of awards, a payment schedule and a Starting Certificate, which must be signed and returned before the award can be paid. Payments will be made monthly direct to the institution (not to you as award-holder) by the AHRC, and will be individually identified.

Monitoring
As part of the terms and conditions of this AHRC/EPSRC award, you will be required to submit a final report no later than three months after the end of the award period. You will also be required to complete an interim report within one month of the end of the first year of the award. Requests for final and interim reports will be sent to you by email *via* the Je-S system and you will need to complete and submit your report using the Je-S system. Please note that we do not accept hard copy forms.

Please also note that the monitoring of existing or past awards will be taken into account in the assessment of future proposals, particularly if this monitoring found progress on a previous or current award to be less than satisfactory.

Award Holder Requirements
In addition to the monitoring requirements outlined above, *Science and Heritage* post-doctoral Fellows will be expected to be involved in the wider *Science and Heritage* Programme and with other award holders under the programme. Awards holders will also be expected to provide information as requested by the AHRC, EPSRC and the *Science and Heritage* Programme Director. Fellows will also be expected to make all reasonable efforts to attend any events to which they are invited and to present papers on their research where requested.

AHRC Complaints and Appeals Procedures
For details on the complaints procedure or appeal process, please refer to the document Complaints and Appeals Procedure for Applications and Awards which can be found on our website at:
http://www.ahrc.ac.uk/About/Policy/Pages/CorporateDocuments.aspx

Contacts

Enquiries about the scholarly content of the *Science and Heritage Programme*, its aims and themes, should be directed to the Programme Director, Professor May Cassar, at the contact address below:

Professor May Cassar

Director, *Science and Heritage Programme*

Tel: 020 7679 1780

E-mail: m.cassar@heritagescience.ac.uk

Other enquiries about the *Science and Heritage Programme*, this call and the Councils' remits, should be directed to one of the people below:

AHRC Programme Manager

Dr Gail Lambourne, g.lambourne@ahrc.ac.uk 0117 987 6670

AHRC Senior Awards Officer

Helen McConnell, h.mcconnell@ahrc.ac.uk, 0117 987 6659

EPSRC remit queries should be directed to:

Dr Louise Tillman, louise.tillman@epsrc.ac.uk, 01793 444 510

General enquiries about this call for Post-doctoral Fellowships and the proposal process should be directed to one of the AHRC Awards Officers below:

Julie Warrington, j.warrington@ahrc.ac.uk, 0117 987 6661

Karen Giles, k.giles@ahrc.ac.uk, 0117 987 6664

Natalia Rowlands, n.rowlands@ahrc.ac.uk, 0117 987 6660

Wendy May, w.may@ahrc.ac.uk, 0117 987 6663

Timetable

4pm Thursday 10 September 2009	Closing date for receipt of proposal forms.
W/c 23 November 2009	PI Response week.
Late February 2010	Notification of outcomes.
1 April 2010	Earliest start date for Post-doctoral Fellowships.

Annex A – Grading Scale

Grading Scale

The grades which will be awarded to proposals and their definitions are listed in the table below:

Grade	Descriptor
6	An outstanding proposal meeting world-class standards of scholarship, originality, quality and significance. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal. It should be funded as a matter of the very highest priority.
5	An excellent proposal meeting world-class standards of scholarship, originality, quality and significance. It fully meets all the assessment criteria for the scheme and provides full and consistent evidence and justification for the proposal. It should be funded as a matter of priority, but does not merit the very highest priority rating.
4	A good proposal of a high standard of scholarship, originality, quality and significance. It meets all the assessment criteria for the scheme, and provides good evidence and justification for the proposal. It is suitable for funding.
3	A satisfactory proposal in terms of the overall standard of scholarship, originality, quality and significance, which meets the assessment criteria for the scheme and provides reasonable evidence and justification for the proposal but which in a competitive context is not a priority. It is not recommended for funding.
2	A proposal of inconsistent quality which has some strengths, but also contains a number of major weaknesses or flaws in its conceptualisation, design, methodology and/or management. It does not meet all the assessment criteria for the scheme. It is not suitable for funding.
1	A proposal of an unsatisfactory level of originality, quality and significance, which does not meet the assessment criteria for the scheme and does not provide satisfactory evidence and justification for the proposal. It is not suitable for funding.

Annex B - Submitting a proposal

Joint Electronic Submission System (Je-S)
All proposals must be completed and submitted via the Research Councils' Joint Electronic Submission System which may be accessed at www.je-s.rcuk.ac.uk. To submit proposals using Je-S both individual applicants and the submitting Research Organisation (the one that will hold the award) must be registered on the system.

Please ensure that the correct contact address is showing on your Je-S record, as this address will be used to notify you of the outcome of your proposal.

There is detailed Helptext within the Je-S system that provides information on how to complete each section of the proposal form. There is also a dedicated Je-S Helpdesk that provides telephone and email support with the proposal process. They are available between 9am and 5pm, Monday to Friday, and can be contacted by email at jeshelp@rcuk.ac.uk or by telephone on 01793 444165.

Joint Proposals
Joint proposals are not eligible under this call. All proposals involving more than one Research Organisation should be submitted on one proposal form. If successful, payment of the grant will be made to the institution in which the Principal Investigator is based and which submitted the proposal.

Confidentiality and use of the information supplied
By submitting a proposal you are giving your permission to the AHRC to process and disclose the data you provide, including processing of the personal data, as described below:

Data Protection, Freedom of Information Acts and Equal Opportunities, Confidentiality and the Freedom of Information Act 2000
Research grant applications are provided to AHRC in confidence. AHRC will not use the information contained in the application (or any further information provided later in support of the application) for any purpose except for the purpose of reviewing the grant application and monitoring it if it is funded. AHRC may disclose the application to its employees, external reviewers and, possibly, other funding bodies for the purpose of assisting it in deciding whether or not the application should be funded.

AHRC will not otherwise disclose the application unless:

- it is required to do so under the Freedom of Information Act 2000 (or any other law or regulation to which AHRC is or may become subject); or
- is funded in which case certain details will be entered onto AHRC website and other publicly available databases.

Freedom of Information Act
AHRC is a public authority for the purposes of the Freedom of Information Act 2000 and is subject to its terms. This means that it has a duty to respond to requests for information from the public and to provide certain information on request unless that information falls within certain exemptions that are specified in the Act. One of these exemptions applies to information that has been provided in confidence and which remains confidential and another is that the information requested is a trade secret or that its release would be likely to prejudice the commercial interests of

any person. If AHRC receives a request under the Act that includes release of information contained in your research grant application AHRC will make every effort to consult with you before releasing that information to help it to decide whether or not one of the exemptions applies. However, AHRC has a duty to comply with the Freedom of Information Act and will have to disclose the information requested unless it is satisfied that a relevant exemption applies.

Funded grants
Details of funded grants will be made available on AHRC's web site and other publicly available databases and in reports and/or paper documents. The following information will routinely be made available:

- name of host research organisation
- details of applicants (title, forenames, initials, surname, department)
- project title
- a summary of the research
- duration of the project
- funding provided by AHRC

Data Protection Act 1998
AHRC will use the personal information provided on the proposal for the purpose of processing your grant application and monitoring any grant that is awarded (including both scientific and financial monitoring). This includes:

- registration of applications
- operation of AHRC grants processing and management information systems, systems including use in the Joint Electronic Submission (Je- S) system database
- the acquisition of College and external referees comments
- the preparation of material for use by peer review/funding panels
- statistical analysis to inform the evaluation of the quality of the research undertaken and to study demographic trends
- policy and strategy studies
- monitoring the progress of the research against agreed targets and milestones
- monitoring the spend of funds awarded

You should be aware that, for the purpose of peer review, your information may be sent to external experts in countries outside the European Union including countries which do not have any data protection laws. By submitting your application to us you are agreeing that you consent to the transfer of your personal information in this way.

You must ensure that you have the permission of any other person who is named on the proposal (for example any co-investigators or recognised researchers) for the provision of their personal information to AHRC and the processing of their data by AHRC for the purposes set out above.

Data – European NET-Heritage Portal
It is expected that data generated through projects funded by the *Science and Heritage Programme* will be made available in a format suitable for inclusion on the European NET-Heritage portal which is being developed by AHRC on behalf of a European consortium of 14 national ministries and agencies responsible for research and cultural heritage.

Equal Opportunities
The AHRC is committed to equal opportunities and all applications must be assessed on equal terms, regardless of the sex, age or ethnicity of the applicant. Applications must therefore be assessed and graded on their merits, in accordance with the criteria and the aims and objectives set for each scheme of awards. The Council monitors the outcomes of all competitions for awards, including the sex, age and ethnicity of applicants and award holders relative to those of the research community as a whole.

Ethical and Legal Issues
Applicants are required to complete an Ethical Information section as part of the proposal.

Applicants should identify where there are any ethical implications arising from the proposed research activities, if there are, they must provide details of what they are, how they have been addressed so far and how they will be addressed prior to the start of the research and during the award period.

In preparing the application it is also important to note the Research Organisation's (HEI or IRO) responsibility as outlined within the Terms and Conditions of Award.

The AHRC considers that the onus should be upon the applicant to reassure the peer reviewers that their proposal meets acceptable ethical and legal standards.

AHRC Policy on Open Access to Journal Articles and guidance to applicants
The AHRC has signed up to the following Research Council principles relating to the access to journal article-based research outputs:

- Ideas and knowledge derived from publicly-funded research must be made available and accessible for public use, interrogation and scrutiny, as widely, rapidly and effectively as practicable.
- Public research outputs must be subject to rigorous quality assurance, through effective peer review mechanisms
- The models and mechanisms for publication and access to research results must be both efficient and cost-effective in the use of public funds.
- The outputs from current research must be preserved and remain accessible for future generations.

Author-pays publishing – guidance to applicants
It is the AHRC's position that authors choose where to place their research for publication. It is for authors' institutions to decide whether they are prepared to use funds for any page charges or other publishing fees. Such funds could be part of an institution's indirect costs under the full economic costing regime.

Annex C – Subject Classification

You are required to classify the AHRC aspects of your proposal using the categories below, indicating the primary subject area of your proposal and, optionally, up to two secondary subject areas. You must select at least one and may select up to three of the available options to describe the subject area of your proposal that fall within AHRC's subject remit.

The EPSRC aspects of your proposal should be listed in the keyword section of the form. Between 1 and 6 free-text Keywords can be entered.

Some Subject Groups have a further breakdown by Subject Area. For certain Subject Groups, you will also be asked to indicate if your research is practice-led. You may also optionally indicate a time period and/or place associated with the subject you have chosen, although please note that selection of a time period is mandatory where History has been indicated.

Part 1: Subject Groups/Subject Areas

Archaeology

- Archaeological Science
- Archaeological Theory
- Archaeology of Human Origins
- Archaeology of Literate Societies
- Industrial Archaeology
- Landscape and Environmental
- Archaeology
- Maritime Archaeology
- Prehistoric Archaeology

Architecture: History, Theory & Practice

Classics

- Classical Literature
- Classical Reception
- Epigraphy and Papyrology
- Languages and Linguistics
- Philosophy, Thought & Religion

Community Arts (including Art and Health)

Cultural Policy, Arts management and the creative industries

Dance Studies

- Choreography
- Dance Performance
- History of Dance
- Notation
- Physical Theatre
- Social Dance

Design

- Digital Art and Design
- History, Theory & Practice
- Product Design

Drama and Theatre Studies

- Dramaturgy
- Other
- Performance and Live Art
- Scenography
- Theatre and History
- Theories of Theatre
- Theatre and Society

English Language and Literature

- Comparative Literature
- English Language and Literature by time and place
- History and Development of the English Language
- Medieval Literature (including Old and Middle English, Anglo-Norman and Icelandic/Old Norse

History

- Cultural History
- Diplomacy and International Relations
- Economic History
- History of Ideas

- History of Science/ Medicine/Technology
- Imperial/ Colonial History
- Political History
- Religious History
- Social History
- War Studies

Law

- Common Law, including Commercial Law
- Comparative Law
- Criminal Law and Criminology
- EU Law
- Human Rights
- International Law
- Jurisprudence/Philosophy of Law
- Law regulated primarily by statute (e.g. Family, Employment, Procedure)
- Law Relating to Property
- Legal History
- Public Law

Librarianship, Information & Museum Studies

- Archives
- Computational Studies
- Conservation Science
- Heritage Management
- Information Management
- Information Retrieval
- Information Science
- Journalism
- Library Studies
- Management
- Museum and Gallery Studies
- Publishing
- Records Management
- User Studies

Linguistics

- Applications of Linguistics
- Language Variation and Change
- Lexicon
- Linguistic Theory
- Morphology and Phonology
- Phonetics
- Semantics & Pragmatics
- Syntax

Media

- Film History, Theory, Criticism
- Media & Communication Studies
- Television History, Theory, Criticism

Modern Languages

- Area Studies
- Asiatic and Oriental Studies
- Celtic Studies
- Comparative Studies
- French Studies
- German Studies (including Dutch and Yiddish)
- Hispanic, Portuguese and Latin American Studies
- Interpreting and Translation
- Italian Studies
- Language Pedagogy
- Middle Eastern & African Studies
- Russian, Slavonic and East European Studies
- Scandinavian Studies

Music

- Classical
- Composition (including computer-aided and electroacoustic composition)
- History of Music
- Music and Society
- Musical Performance
- Musicology
- Popular Music
- Traditional Music

Philosophy

- Epistemology
- Ethics & Aesthetics
- History of Philosophy by period
- Metaphysics

- Philosophy of Language and Philosophical Logic
- Philosophy of Mind and Psychology
- Philosophy of Science & Mathematics, & Mathematical Logic
- Political Philosophy

Theology, Divinity and Religious Studies

- Church History and History of Theology
- Indian and Far Eastern Religions
- Islam
- Judaism
- Liturgy
- Modern Theology
- New Testament
- Old Testament
- Philosophy of Religion
- Systematic Theology

Visual Arts

- Applied Arts (History, Theory & Practice)
- Art History
- Art Theory and Aesthetics
- Conservation of Art and Textiles
- Digital Arts (History, Theory & Practice)
- Ethnography and Anthropology
- Film-based media (History, Theory & Practice)
- Fine Art (History, Theory & Practice)
- Other
- Performance and Installation (History, Theory & Practice)
- Photography (History, Theory & Practice)
- Time-based media (History, Theory & Practice)

Other

- American Studies*
- Creative Writing
- Cultural Geography
- Cultural Studies and Popular Culture
- Dictionaries and Databases*
- Gender and Sexuality*
- Lifewriting (including Biography and Autobiography)*
- Literary and Cultural Theory*
- Post-Colonial Studies*
- Textual Editing and Bibliography*

Time Periods:

- Palaeolithic and Mesolithic
- Neolithic, Copper and Bronze
- Protohistory and Iron Age
- Ancient Egypt: Egyptian Prehistory
- Ancient Egypt: The Pharaonic Period (c.3000 – c.300BC)
- Ancient Egypt: The Hellenistic and
- Roman Period (c.300BC – c.700AD)
- Ancient Near East: Prehistory
- Ancient Near East: Sumerians to Persians (c.3500BC – c.300BC)
- Ancient Near East: Hellenistic Period to Sassanids (c.300BC - AD 651
- Archaic Greece (c. 850-600 BC)
- Classical Greece (c. 500 BC)
- The Hellenistic Greek World (c.323)
- The Roman Republic (c. 400-31 BC)
- The Roman Empire (c31BC-AD250)
- Later Roman Empire (AD 250 – 450)
- Byzantine Empire
- Early Medieval (c.400 –1100)
- Medieval (c1000-1500)
- Early Modern (c1500-1800)
- Renaissance
- 18th Century
- 19th Century
- 20th Century
- Contemporary

Places:

- UK & Ireland
- Ireland
- England
- Scotland
- Wales
- Western Europe
- Eastern Europe
- Mediterranean
- Scandinavia
- North America
- South America
- Central America (including
- Caribbean)
- Middle East
- Africa
- Oceania

- Far East (China/Japan)
- Central Asia
- South Asia (Pakistan to Indonesia

If an area marked with an * is selected then it will be necessary to identify a second subject area to further exemplify the subject expertise.