



Arts & Humanities  
Research Council



**OPPORTUNITY FOR PLACEMENT FELLOWSHIP IN THE  
JOINT TERRORISM ANALYSIS CENTRE**

As part of its Public Sector Placement Fellowship Scheme, the AHRC welcomes applications from academics interested in working in a research capacity in the Joint Terrorism Analysis Centre (JTAC). The scheme, run in conjunction with ESRC's standard Placement Fellowship Scheme, encourages arts and humanities researchers to spend time within a partner organisation to undertake policy relevant research and to develop the research skills of partner employees. The fellowship will be jointly funded by the AHRC and JTAC while the fellow remains employed by his/her institution.

<b>Project Title</b>
Evolution of Terrorist Threats: A Historical Review
<b>Length of Fellowship</b>
24 months (part time)
<b>Proposed start date</b>
April 2010 or a date agreed with the successful candidate
<b>Location of Fellowship</b>
JTAC, Thames House, Millbank, London
<b>Expected tasks</b>
Using archive files and open source material to produce a historical narrative about how threats emerge and evolve; also how they are perceived and responded to by Government.
<b>Skills and knowledge required</b>
Essential:
<ul style="list-style-type: none"> <li>- Post-doctoral research experience using archival material.</li> <li>- Proven experience of historical research using governmental archives</li> <li>- Knowledge of the UK intelligence services</li> <li>- A published track record in the field of national security.</li> <li>- Strong analytical skills; an ability to understand and synthesise both the wider historical context and the actions of Government.</li> </ul>
Desirable

- PhD or equivalent in intelligence studies or terrorism studies.
- Ability to project manage applied research projects
- Strong inter-personal skills, to support networking

Please note that given the sensitive nature of the files and the timescale involved, applicants must hold a current Developed Vetting security clearance. Candidates should also be currently employed by a UK university.

The research will not be published and will remain the property of JTAC and will be subject to Crown copyright.

### **Background**

The Joint Terrorism Analysis Centre, or JTAC, was created as the UK's centre for the analysis and assessment of international terrorism. It was established in June 2003 and is based in the Security Service's headquarters at Thames House in London. JTAC analyses and assesses all intelligence relating to international terrorism, at home and overseas. It sets threat levels and issues warnings of threats and other terrorist-related subjects for customers from a wide range of government departments and agencies, as well as producing more in-depth reports on trends, terrorist networks and capabilities. The establishment of JTAC brought together counter-terrorist expertise from the police, key Government Departments and agencies. Collaborating in this way ensures that information is analysed and processed on a shared basis, with the involvement and consensus of all relevant departments.

The project aims to increase understanding of how terrorist threats and responses to them have evolved and to assess whether there are any lessons to inform future JTAC work. This position will allow an academic historian unrivalled access to original archival material.

The study will aim to highlight the value of historical analysis for contemporary public policymaking and practice, and will thereby facilitate knowledge exchange between researchers, policymakers and analysts working in international terrorism.

Given the sensitive nature of the files and the timescale involved, it is necessary that applicants hold a current DV clearance.

**APPLICATION IS BY THE JOINT ELECTRONIC SUBMISSION SYSTEM AND SHOULD BE SUBMITTED ACCORDINGLY.**

**THE CALL OPENS ON 18 FEBRUARY 2010 AND CLOSES ON 4 MARCH 2010 (4pm).**

**Should you have any enquiries regarding the call please email: [lesley.lilley@esrc.ac.uk](mailto:lesley.lilley@esrc.ac.uk) or [j.breckon@ahrc.ac.uk](mailto:j.breckon@ahrc.ac.uk)**

**You should also take note of the scheme specific guidance notes below.**

## **PUBLIC SECTOR FELLOWSHIPS 2010 - JTAC**

### **Notes for Guidance for Applicants**

This is a guidance document created to assist applicants to this Scheme in the completion of their application. It is specific to this scheme and should be used in conjunction with the following information:

- **ESRC Research Funding Guide-**  
<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research%5Ffunding/>
- **ESRC Frequently Asked Questions**, ‘How do I put together a good research application?’ -  
[http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/Support/research\\_award\\_holders/FAQs2/index1.aspx?ComponentId=5078&SourcePageId=7355](http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/Support/research_award_holders/FAQs2/index1.aspx?ComponentId=5078&SourcePageId=7355)
- **Je-S Help text** is available in every page of your Je-S form, click on the word ‘HELP’ in the top right hand corner of each page or scroll through the following pages-  
<http://192.171.198.243/JesHandBook/jesHelp.aspx?m=s&s=109>
- **Je-S Help desk** (for all Je-S system enquiries) - [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk) or 01793 444164.  
If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays)  
Out of hours: please leave a Voice Mail message  
When reporting problems by e-mail or telephone, please supply the following information: Your name, organisation and userid, the date and time, what part of the form or system you were working on, the nature of the problem
- **Scheme Specific Guidance**  
For further information contact the case office for the Scheme:  
[Lesley.lilley@esrc.ac.uk](mailto:Lesley.lilley@esrc.ac.uk)  
01793 413033

**Important:** Where information and guidance issued in this document differs from the general guidance offered in these sources; **this document should be adhered to.**

### **Joint Electronic Submissions (Je-S)**

All applications under this scheme must be made through the Research Council’s Joint Electronic Submissions (Je-S) process. You must have a Je-S account to gain access to the system. If you are unsure about this you should contact your Research Office for further guidance. Further information can be found on the ESRC website at <http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/ElectronicForms>

### **Before creating your application**

- Research applications may **only** be made on Research Councils Joint Electronic Submission (Je-S) Forms.
- **Please note that the deadline for Research Organisation submission of proposals is 4.00pm on 4 March 2010. It is recommended that you allow sufficient time for completion of the Research Organisation submission process checks/authorisation.**
- Your application will actually be sent to Je-S/ESRC from the submitter pool at your Research Organisation. In other words, **there is a further layer of administration between your submission of the application and the application being submitted to the ESRC, via Je-S.** This Research Organisation's submission route usually includes both an approver (ie Head of Department) and submitter pool (ie central finance office) and the ESRC cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the application has been successfully submitted to the Je-S team. (see also 'section 4. Tracking Proposal').

## Je-S Registration

- If you want to submit proposals electronically, first check that the organisation through which you intend to submit the proposal has completed the Je-S registration process
- Only Je-S account holders may be named as principal applicants. If you are in any doubt as to your registration status, you are strongly advised to seek timely confirmation from your Research Organisation's administration or Je-S Helpdesk. Please note that only the submitting organisation needs to have obtained Je-S registration.
- All main UK Research Organisations are already registered. If you are in any doubt, you are strongly advised to seek timely confirmation of your Research Organisation's registration status from your Research Organisation's administration.

Organisations needing to register for Je-S should contact the Je-S Helpdesk (see below). Users wishing to access the Je-S system for the first time are asked to check with their central administration on the status of the organisation's Je-S registration before pursuing the option of creating an account through the Je-S system.

Organisations must comply with ESRC funding eligibility regulations before Je-S registration can proceed.

People without a Je-S account should apply for registration through Je-S helpdesk [JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk). We strongly advise potential applicants to apply to register, if necessary, as early as possible.

Please be assured that the information you provide regarding your date of birth, gender, ethnic origin and any disability will not be divulged to those involved in the assessment of any proposal you might submit to the ESRC. These data are for

collection and analysis at an aggregate rather than individual level to allow us to examine our data on proposals and grants by a number of key variables and to review whether we might be disadvantaging certain groups. As a public body we are required to collect and publish such statistical data. For these reasons we would ask you to complete the relevant Je-S 'MyDetails' data fields to help us in meeting these requirements.

There are two types of Je-S accounts that can be held;

Je-S registered account – (which Je-S Helpdesk has verified the account holder details via the submitting organisation) The account holder can be selected as any person associated against a proposal (ie PI/COI, staff member, project partner etc). The account holder can prepare/submit proposals

Je-S unregistered account – The account holder can be selected as staff member project partner or referee against a proposal. The account holder can prepare proposals (and submit if a fellowship proposal).

## 1. Creating your proposal

Log in to Je-S at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

First Screen:

Add New Document

Second Screen:

Select 'Call search' (highlighted at top of screen), type in the call title, eg **PUBLIC SECTOR FELLOWSHIPS 2010 - JTAC** and select from the list created.

The three selection fields will be automatically populated.

- Create Document

## 2. Completing your proposal

From the Document Menu page the following sections should be completed. Information supplied in any other sections will be disregarded.

The details given are not inclusive 'step by step' guidance and it is recommended that you refer to the Je-S helptext for additional information.

Please note you may return to 'edit' saved documents at any time.

### 2.1 Edit Project Details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your Research Organisation (consult your Research Office). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.
- Enter Project Title (maximum limit of 150 characters)
- For Proposal Call, select **Public Sector Fellowships 2010 –JTAC**

Please note that the option will only be available once the call is live.

## **2.2 Edit Disciplines**

Enter the main discipline under which you consider this proposal to fall and select any applicable secondary disciplines from the list provided in the form.

## **2.3 Edit Applicant**

Enter the name of the Applicant, who must be from the organisation that will administer the grant. The Applicant will take leadership of the project and this individual will be the person with whom ESRC correspondence can be undertaken. Applicants are responsible for ensuring that successful Fellowships are undertaken and completed in the manner specified. Please note that it is mandatory that you answer 'positively' to the question 'Post will outlast project?'. To clarify, there is an expectation that the Applicant's post will be in place for the duration of the project.

## **2.4 Edit Objectives**

List the objectives of your research (4,000 character limit)  
You should take account of the call for this Fellowship.

## **2.5 Edit Summary**

Provide a plain English summary of how you propose to conduct the Fellowship in a language that could be publicised to a general, non-academic audience (4,000 character limit). You should take account of the call for this Fellowship and demonstrate how your knowledge and skills will be used to take the project forward.

## **2.6 Edit Academic Beneficiaries**

Please summarise how your proposed Fellowship will contribute to knowledge, both within the UK and globally. This should include how the Fellowship will benefit other researchers in the field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit.

Please list any academic beneficiaries from the Fellowship and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the

relevance of the Fellowship to beneficiaries. (4000 character limit)

Please note that this section may be published to demonstrate the impact of Research Council funded research. Please ensure confidential information is not included in this section

For further detailed guidance please access the helptext page linked to this Je-S section.

## 2.7 Impact Summary

Please address the following three questions;

Who will benefit from this Fellowship? List any beneficiaries from the Fellowship, for example those who are likely to be interested in or to benefit from the proposed Fellowship – both directly or indirectly. Beneficiaries must consist of a wider group than that of the investigators' immediate professional circle carrying out similar research.

How will they benefit from this Fellowship? Describe the relevance of the Fellowship to these beneficiaries, identifying the potential for impacts arising from the proposed work.

What will be done to ensure that they have the opportunity to benefit from this Fellowship? Please detail how the proposed Fellowship project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

(4000 character limit)

Please note that this section may be published to demonstrate the potential impact of Research Council funded research. Please ensure confidential information is not included in this section.

## 2.8 Edit Staff Duties

Summarise any other commitments that the Applicant has during the Fellowship. (2,000 character limit).

## 2.9 Edit Resources

**All resources requested must be fully justified in the Justification attachment.**

**T&S-** add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box. The maximum allowable for T&S is £6,000 over the course of the Fellowship.

**Other Directly Allocated Costs-** include Applicant's salary; superannuation and NI costs.

For more details please see the appropriate Je-S help text:

<http://192.171.198.243/JesHandBook/jesHelp.aspx?m=s&s=109>

## **2.10 Edit Estates and Indirect Costs**

ESRC pays **50%** of Indirect Costs for applications to this Scheme and this is the figure that should be submitted.

Estate costs can be claimed if the Fellowship is for between three and six months in duration but not for Fellowships that last between seven and twelve months.

These costs do not require justification in your Case for Support.

## **2.11 Edit Data Collection**

Please refer to the full statement of ESRC's datasets policy and datasets deposition requirements in the Research Funding Guide:

<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research%5Ffunding/>

## **2.12 Edit Project Partners**

You should capture the relevant Public Sector partner by entering the name in the 'select organisation' function Note: If the partner organisation is not in the searchable list, use Add New Organisation - found at the bottom of the search window after performing the search. Enter the Department/Division of that organisation if known. Note: this is not mandatory Enter contact details if known. Note: this is not mandatory

## **2.13 Edit Reviewers**

Nominate **one** academic reviewer who should be at a Research Organisations other than the one where you are currently located.

Nominate **one** '\*user' reviewers – \*a 'user' is defined as a non-academic stakeholder who can Apply research knowledge to policy or practice.

## **2.14 Edit Classification**

Please explain any international dimensions to the proposal including overseas collaborations.

## **2.15 Edit Attachments**

'Case for Support', 'Justification', 'Impact Plan' and 'CV', are the standard mandatory Je-S attachments. (For Fellowship proposals there is an additional mandatory attachment of 'Head of Department Statement'.)

'List of Publications', 'Letter of Support', 'Cover Letter', 'Other' are optional.

## **2.15. Case for Support**

1

This is the body of your application and it must not exceed two sides and should include the following sections:

How will your knowledge and experience be applied to undertake the Fellowship?

You should give examples of any previous engagement with policymakers that is relevant to this call.

A detailed description of the proposed research methods if relevant to this project. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.

If the research involves data collection or acquisition you must demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.

Where possible describe the potential impact of the Fellowship on policy or practice.

## **2.15. Justification of Resources**

**2**

It is only necessary to justify Travel & Subsistence costs claimed, so a statement of one side of A4 setting out these costs is sufficient.

The Scheme allows for Travel & Subsistence costs of up to £1,000 per month for a maximum period of 6 months.

## **2.15. Impact Plan – Maximum of 2 sides of A4**

**3**

The Impact Plan is your opportunity to describe how the potential impacts of this Fellowship will be realised. The Plan is specific to users and beneficiaries of the Fellowship who are outside of the academic research community, for example the public sector, commercial private sector, third sector or the wider public in general.

In describing plans to maximise impact, applicants should consider what is achievable and expected for a Fellowship of this nature. If your work is oriented towards academic beneficiaries only, then you should state that an Impact Plan is "not applicable" and briefly set out the reasoning behind this. Where this is the case, applicants should note that while ESRC recognises the value of this type of research, reviewers may comment on the applicant's assessment during consideration of the application. Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the award), medium term (up to one year afterwards), and the long-term. A statement about ESRC's expectations of the research it funds is at [www.esrcsocietytoday.ac.uk/esrcexpectations](http://www.esrcsocietytoday.ac.uk/esrcexpectations)

Please detail how the proposed Fellowship project will be managed to engage users and beneficiaries and increase the likelihood of impacts. When completing the attachment, please

consider and address the following if appropriate to a project of this nature; methods for communications and engagement, collaboration and exploitation in the most effective and appropriate manner. Also detail your track record in this area and the costs of these activities.

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page

### **2.15. CV**

**3**

A CV for the applicant must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides.

### **2.15. List of Publications**

**4**

The bibliography for references cited in the proposal should be attached.

### **2.15. Head of Department Statement**

**5**

The Applicant's Head of Department should complete a statement in support of the application. The statement should confirm that the Applicant will be released from university duties for the duration of the Fellowship.

### **2.16 Additional document actions**

After all expected sections have been completed, you can select **Validate document** which will indicate (below the Je-S document menu) any missing mandatory or incomplete sections that need to be addressed.

Once the proposal has been successfully validated, select **Submit document** from Document Menu. This action submits the proposal to the authorising facility within your organisation (as explained in the Registration section above). Please note that the proposal must be formally submitted by your organisation before 4pm on the **4 March 2010**.

## **3. Tracking proposal**

Once you have selected **Submit document** the proposal will be processed through your internal organisation's approver/submitter pool.

To enable you to determine when your proposal has been formally submitted to council via

Je-S (and therefore whether a call deadline was met) this can be tracked through the 'View Submission Path' and 'Document History' links in the Document Menu of your proposal, via the Management section on the right hand side of the screen.

#### **4. Further Enquiries**

Enquiries relating to ESRC research funding rules and application procedures should be addressed to: [lesley.lilley@esrc.ac.uk](mailto:lesley.lilley@esrc.ac.uk)  
Tel: 01793 413033

Enquiries relating to technical aspects of the Je-S form should be addressed to:  
[JeSHelp@rcuk.ac.uk](mailto:JeSHelp@rcuk.ac.uk)  
01793 444164

### **ESRC PLACEMENT FELLOWS SCHEME – FREQUENTLY ASKED QUESTIONS**

**Q. Is this scheme operating within Full Economic Costing?**

**A.** No. The scheme is currently outside of the FEC rules but applications MUST be made through the JeS.

**Q. Will the ESRC pay the researchers' salary costs?**

**A.** The ESRC and the partner organisation will each pay 50 per cent of the total salary and NI/Superannuation costs plus any agreed travel and accommodation costs.

**Q. What costs are 'eligible' for claiming other than salary?**

**A.** We are prepared to pay up to a maximum of 50 per cent of the universities' Indirect Costs but will only pay estate costs for placement of up to, and including, 6 months. Travel & Subsistence costs will also be paid subject to justification and approval.

**Q. During the course of the placement will I be employed by the ESRC?**

**A.** No. You will remain employed by your university and they will administer the award on your behalf. The ESRC will deal directly with your Finance Office.

**Q. Will I have to attend an interview with the Partner organisation?**

**A.** If they are happy with your application they will ask to meet you at interview. Someone from the ESRC will also attend the interview where possible.

**Q. Who will line manage me during the placement?**

**A.** The Partner will appoint someone to line manage you throughout the course of the placement but the ESRC will also assign someone as your 'case officer'.

**Q. Will there be any special conditions whilst placed in a Partner organisation?**

**A.** The Fellow will be expected to adhere to the ESRC's requirements of independence from political, commercial or sectional interest and will need to give an

undertaking to respect a confidentiality agreement, specifying that data on policy advice and internal debate will be disclosed without prior written agreement of the host department.

**Q. Will I still be able to honour my teaching commitments?**

**A.** Yes. As long as the placement is for a minimum of 50 per cent of your time. However, this will be negotiable with the partner.

**Q. At what stage in my career will I be eligible for the scheme?**

**A.** We anticipate the successful applicant will have been involved in research for 1-5 years after completing their PhD. However, more senior researchers might be considered.

**Q. How will my application be assessed?**

**A.** Your applications will be assessed by two independent academic reviewers before being passed to the partner organisation for consideration for short-listing.

**Q. Apart from the project, what else might I be required to do?**

**A.** We hope that Fellows will offer seminars/workshops within their host partner organisation and across other organisations, where appropriate, on research methods in which they have expertise as well as sharing their project findings as they evolve.

**Q. What reports am I required to produce?**

**A.** In addition to the project report(s), we expect a report to be written at the conclusion of the project on the placement and another 12 months later reporting on the impact of the placement. (The host organisation will also be asked for their views at this time).

**Q. Will Fellows have an opportunity to share their experiences?**

**A.** Yes, during the placement period there will be at least one informal workshop to which all Fellows and those working with them will be invited.