## UNIVERSITY RESEARCH FELLOWSHIP NOMINATIONS 2023/2024

# Notes to Applicants (please do not submit this page)

**NB: Please check with your Faculty Office for internal deadlines. Faculty contacts can be found** [**here**](https://www.bristol.ac.uk/red/researchfellowships/urf/)**.**

1. All sections should be typed.
2. Nominees should fill in sections 1 – 6 of the nomination form, attach a summary CV (1 x A4 page) and pass to their Head of School/Department for completion of section 7.
3. The form and CV should then be forwarded to the Senior Faculty Leadership team who, with the assistance of the Faculty Research Director, will rank and award their Faculty’s nominations and provide a short explanatory commentary.
4. Faculties should submit their awarded nominations (form and CV in a single PDF file as well as commentary) to Rosie Rawson (rosie.rawson@bristol.ac.uk), to arrive no later than **16 February 2024**
5. Faculties to inform applicants of the outcomes of their URF nominations.
6. Awarded nominations will be reported to the [University Research Committee](https://uob.sharepoint.com/teams/grp-committee-university-research) in March.
7. Any enquiries relating to the scheme should be addressed to Rosie Rawson.
8. A detailed report on the outcomes of the Fellowship is required to be submitted to DREI no later than **5 December 2025**. A link to the [report form](https://forms.office.com/r/jdY2xMAAze), along with the terms and conditions of this scheme, is available [here](http://www.bristol.ac.uk/red/researchfellowships/tandcs/).

**Regulations**

A **University Research Fellowship** (URF) award enables academic staff (Pathway 1) to carry out strategic research activity, lasting up to twelve months. A range of activities are eligible for the award, including primary research projects, writing a major bid, and building collaborations and capacity in key research areas. These could speak to the University [Research Challenge Areas](https://uob.sharepoint.com/sites/staff-info-strategy/SitePages/Find-out-more-about-our-Research-Challenge-Areas.aspx), or specific research of strategic, local importance to schools and faculties. The financial support (£20k) can cover the costs of replacement teaching, assessment, and clinical responsibilities during that period, and, at the discretion of the Head of School, may also be used to cover related research expenses.

Proposals should consist of a statement by the candidate on the activities they will undertake and the expected outputs from the Fellowship. Proposals must be accompanied by a Statement of Support from the Head of School. **A summary CV (1 x A4 page) should also accompany the application**. Fellows are required to produce a detailed report of their activity at the end of the year. The report form, along with the terms and conditions of this scheme, are available at: <http://www.bristol.ac.uk/red/researchfellowships/tandcs/>

**Responsibilities of the School:** The School agrees that a minimum of half of the award (£10k out of £20k) **must** be used to release the Fellow from their teaching, assessment, administrative, and/or clinical responsibilities during the Fellowship. However, it is expected that other on-going research commitments, such as research council grants and supervising PGR students, must be continued. With prior agreement from the sponsor (normally the Head of School), a maximum of half of the URF award (£10k out of £20k) can be used to cover expenses related to the URF’s stated project, including, but not limited to, travel, equipment, or other research related expenses.

**Responsibilities of the Fellow:** The Fellow will concentrate on their strategic research activity, implementing the plans set out in their proposal. Fellows are also required to submit a detailed end-of-year report to DREI.

**THIS PAGE IS FOR INFORMATION ONLY AND SHOULD NOT BE SUBMITTED**

[www.bristol.ac.uk/red/researchfellowships/URF/](http://www.bristol.ac.uk/red/researchfellowships/URF/)

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| **UNIVERSITY RESEARCH FELLOWSHIP** **2024/2025 NOMINATION FORM** |
| ***Deadline for submission to Faculty Office: Please check with your Faculty Office. Contacts for each Faculty can be found*** [***here***](https://www.bristol.ac.uk/red/researchfellowships/urf/)***.***  |
| 1. **Nominee Details**
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| **Title:** |  | **First name:** |  | **Surname:** |  |
| **Position** |  |
| **Department/School** |  |
| **Email address** |  |
| **Postal address** |  |
| **Research area keywords** |  |
| **Short biography****(300 words)** |  |
| 1. **Strategic Research Activity Proposal**
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| Details of the strategic research activities to be conducted during the period of the Fellowship should be clearly set out and written in an accessible way for non-specialists. |
| **Title of Project:** |  |
| **Summary (300 words):**  |
| **Case for support (2 x A4 page max.)** Please explain what the activities include, why they are important, and how you will deliver them. You may want to consider how the proposed activities contribute to the University’s strategic priorities. This might include contributing to the [research challenge areas](https://uob.sharepoint.com/sites/staff-info-strategy/SitePages/Find-out-more-about-our-Research-Challenge-Areas.aspx), specific research of strategic, local importance to schools and faculties, and/or other relevant aims and objectives set out in the [research sub-strategy](file:///C%3A/Users/do19010/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/NFUIX8XU/World-leading%20research%20and%20innovation%20with%20local%2C%20national%20and%20global%20impact). You may also outline any plans for future relevant external grant applications, focusing on how your proposed activities might help any such applications to be more competitive. |
| 1. **Expected Outputs**
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| Please list the details of expected outputs of the proposed activities (*e.g.* papers, books, grant applications, conferences etc).  |
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| 1. **Publications**
 |
| Please list significant publications from the last five years. |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| 1. **Grants**
 |
| Please list any successful grants from the last five years. |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| 1. **Nominee Statement**
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| **Declaration:** I wish to apply for a Research Fellowship for 2024/2025. If successful, I undertake to observe the Regulations and to provide **a detailed** [**final report**](https://forms.office.com/r/jdY2xMAAze) **of my Fellowship by 5 December 2025 to DREI (****rosie.rawson@bristol.ac.uk****)**. |
| **Any additional comments from Nominee**  |
| **Signature:** | **Date:** |
| 1. **Head of School Supporting Statement**
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| **Signature:** | **Date:** |
| **HoS/D Name incl. title (please print):** |
| **School/Department:** |
| **Email address:** |