

Royal Society Professorship for Public Engagement in Science Scheme Notes

The aim of this award is to provide support to an exceptional scientific communicator to:

- Contribute to a greater public understanding of science and the importance of experiment, evidence and understanding uncertainty;
- Increase public understanding of scientific issues which inform policy debates on important issues;
- Engage with the public to strengthen the case for increased support for science;
- Stimulate greater public interest and enthusiasm for science;
- Help to shape and support the Royal Society's public engagement activities.

The expectation is that the successful candidate will seek to raise the public profile of science on behalf of the whole scientific community and the Royal Society specifically.

The activities the successful candidate undertakes will be negotiated between the candidate and the Society depending on the time committed to the Professorship, but may include activity related to programmes such as the Summer Science Exhibition, the Society's popular science books prizes and helping engage the public with our policy work.

Eligibility: Applicants must hold a permanent post at a UK university or not-for-profit institution.

Length of tenure: The appointment will be for 5 years in the first instance with the opportunity to renew the professorship for a further 5 years. The earliest the award can commence is 1 November 2014.

Place of tenure: Professorships must be held at a UK university or not-for-profit research institute.

Value: The maximum amount of time that the Society expects the successful candidate to commit to the Professorship is 50%. Therefore, the Society will provide a contribution to the salary of the successful candidate on a pro-rata basis depending on the time committed to the Society. The salary would be in line with the contribution made to Royal Society Research Professorships, which is £81,000 (100%). In addition, the successful candidate can request up to £16,000 per annum to support the cost of their public engagement work.

Number available: There is only one professorship available at this time.

Closing date: Tuesday 16th September 2014

Assessment Criteria

Applications will be assessed by a sub-committee of the Royal Society's Council. Candidates will be expected to demonstrate:

- A clear vision of how they will develop the role and how they will use the influence of the Royal Society to further some of the organisations strategic aims;
- Significant previous experience of public engagement activities;
- Strong links with media organisations and significant previous experience of working with the national media;
- A willingness to engage in public debate of scientific issues;
- Their previous research and scholarly activities.

Review process

Applications will be initially assessed and a shortlist will be drawn up. The shortlisted applicants will be discussed at a meeting of the selection panel in October 2014. It is expected that applicants will be notified of the outcome of their application by email by the end of October 2014.

Please be assured that the Royal Society specifically requests anyone involved in reviewing applications to consider them in strict confidence.

Application information

Applications can only be submitted online on the Royal Society's electronic Grant Application and Processing (e-GAP²) system (visit <https://e-gap.royalsociety.org/>, or click on the e-GAP² logo on the front page of the Society's website). Applications cannot be submitted on paper. For further information please contact the Royal Society's Grants Section (seniorfellowships@royalsociety.org).

It is recommended that you take particular note of the following points:

- **Personal details:** Once logged on to e-GAP and before starting your application, click 'My Details' at the top of the page. Please ensure that this information is up to date.
- **Automatic log-out:** You are advised to save your work regularly to prevent accidental loss of text. In particular you should be aware that if the system does not detect any activity for 3 hours it will log out and everything that has not been saved will be lost. Please note that typing and moving between *tabs* within an application is not considered an activity, you need to have pressed the save button or have moved from one *page* to another.
- **Multiple sessions:** You should not have multiple browser windows/tabs of your application open at the same time. Only one user should edit an application at a time, otherwise changes might be lost.
- **Character limits:** When completing boxes that have a restricted length (note that it refers to characters and not words and that the count includes spaces) you should note that if you exceed the specified amount you will not be able to save when you press the save button. You should type the text for the longer-length boxes in a word processor. You will then be able to check the character limit and paste it into e-GAP. You will then still have a copy of the text to return to in the word processor. The character limit applies to text boxes, the page limit to PDFs.
- **Plain text:** If entering plain text, please avoid using symbols as some may not be accepted by e-GAP. You should generate and view a PDF of your application to check that the application appears as you want it to.
- **Uploading PDF documents:** When uploading PDF documents, please add your name and a heading at the top of every page to show what the document is, e.g. personal statement, list of publications, etc. Please avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the application. Each PDF document cannot exceed 3 Mb in size. Please note we will only print your applications in black.
- **Email addresses:** The e-GAP system relies heavily on automatic email contact. It is essential that you ensure you enter accurate email addresses where requested as it may cause considerable delay in the submission/processing of your application if any of these are incorrect. You cannot make changes to email addresses after your application has been submitted for approval.
- **Submission:** You will not be able to submit your application until you have completed each section in full. You should submit your application for approval by a designated approver at your host organisation at least 5 working days before the closing date to allow for your host organisation's administrative procedures.

- **Application sharing:** You can let other e-GAP users view your draft application, in advance of submission, by providing their email address and entering the permissions you want them to have. They will be able to log in using their existing password and also see and, depending on permissions, amend your application. If you choose to do this, the sharer needs to click on My Applications once they have logged on to see *your* application.
- **Application deletion:** You can delete your application at any time although it is often a lot easier to just re-edit your existing application. You will be able to recover a deleted application for a period of 7 days after deletion. After this it will be permanently removed from the system.
- **Application returned for editing:** The approver can return your application to you for further editing. If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. If they are unsure how to do this, they should contact the UK Grants Section. Once you have completed the requested changes, please use the application summary to re-submit your application for approval by your host organisation.
- **Further clarification:** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the Senior Fellowships Team (seniorfellowships@royalsociety.org or 020 7451 2653).

SUMMARY

Summary table	When your application form is complete, all sections on this summary table will have a green tick. You will then be able to submit your application.
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APPLICANT Personal details

Title, Names, Address etc	Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application
Nationality	Click 'Add Nationality' and select from the drop down list. Click 'OK'

APPLICANT Career summary

<p>Personal statement</p> <p>Please upload a PDF document – preferably a maximum of four pages portrait orientation A4 and less than 3 Mb. Please enter 'see attached document' in the text box below.</p>	<p>Please provide a personal statement about your qualifications, career to date and aspirations in the long term.</p> <p>You should use this section to make your case for support. Please include the following points:</p> <ul style="list-style-type: none"> • how you will develop the role; • how you will use the role to further some of the Society's strategic aims; • previous experience of public engagement activities; • previous experience of working with the media; • the nature of your research; • highlight any major achievements in your public engagement work and research. <p>Your statement should also provide justification for the award and detail the difference securing this award would make to you, the host department and University as well as the scientific community in the UK.</p>
Present Position	Please provide the title of your current position.
Present Employer Maximum 100 characters (including spaces)	Please provide the organisation name of your current employer (e.g. <i>University of Bath</i>).
Present Department Maximum 100 characters (including spaces)	Please provide the name of your current department (e.g. <i>Department of Astrophysics</i>).
Present Position Description Maximum 200 characters (including spaces)	Please describe the nature of your present employment including the source of funding, e.g. <i>HEFCE funded Research Professor</i> <i>Research Fellow (Wellcome Trust)</i>
Curriculum vitae Please provide a full CV including a complete publication list in reverse chronological order. Please highlight your most significant public	Please include all appointments and existing grants and funding etc.

<p>engagement activities and your most significant scientific achievements, including papers published if appropriate, give the publisher or URL, including any password, where each publication may be obtained.</p> <p>Please upload a PDF file – Portrait orientation A4 (less than 3 Mb). Please enter 'see attached document' in the text box below.</p>	<p>Do not include publications or articles that are in draft or only submitted for publication or have not been peer reviewed.</p>
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ORGANISATION

<p>Host organisation Please select your proposed host organisation. All applications must be approved by the host organisation authorities e.g. research grants office, finance department, etc. The approving department will receive email notification once you have completed your application and submitted it for approval. They will be asked to provide approval and then submit the application to the Royal Society.</p>	<p>The majority of appropriate establishments appear in the drop-down list but if your proposed organisation is not there, please contact the Royal Society.</p> <p>Please be aware that it is your responsibility to ensure that you complete your application in time for the host organisation to process it and provide their approval by the closing date. Once they have checked your application they will contact you if any changes are required. It is recommended that you allow <i>at least</i> five working days for this process.</p>
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PROPOSAL

<p>Start Date</p>	<p>Please indicate a provisional start date for the award. The earliest the award can commence is 1 November 2014.</p>
<p>Institutional Support</p>	<p>You must upload a supporting letter (in PDF format) from your Vice Chancellor or other senior figure (e.g. Head of Department) at your institution.</p> <p>The supporting letter must be signed and dated, and it should be provided by someone who knows your work and can comment on your suitability for the professorship.</p>

EQUAL OPPORTUNITIES

Equal opportunities

The Royal Society is committed to its policy of Equal Opportunity in the provision of its grants and awards. Please help us to monitor the effectiveness of this policy by providing the following information concerning your age, gender, ethnic origin and disabilities (if any).

This information will be kept separately from the rest of your application and will not be seen by those involved in making decisions in the selection process, including referees etc.

This section is optional; however, the Society would greatly appreciate it if you complete the details. You must either complete the form or tick the box stating that you do not want to complete the form 'Opt Out'.

If you do not tick one or other of the boxes the system will regard your application as incomplete and will not allow you to submit it.

FINANCIAL DETAILS

You will be required to provide details of the percentage of time that you will be dedicating to the professorship.

The Royal Society will fund up to 50 percent of the agreed salary contribution and research expenses. The maximum salary contribution awarded during this round of the Research Professorships will be £40,500 plus oncosts. The annual research expenses are £16,000.

The Society will apply inflation annually to the award. The level of indexation applied will be the same as that set annually by the Research Councils. The Society will also apply efficiency savings to the indirect costs. The level of efficiency saving applied will be determined by the organisation's efficiency grouping as determined by RCUK.

Submission of Application

- Once the e-GAP application form is complete, you are strongly advised to create a PDF version of it and check it thoroughly (including email addresses and uploaded pdf files) before submitting it for approval by your host organisation.
- Once you have submitted your application for approval, an automatic email will be sent to the approving department at your host organisation asking them to log on to the system. You will not be able to edit your application after it has been submitted for approval. The approver will either: approve and submit your application; contact you to request modifications; or decline your application and contact you.
- It is your responsibility to ensure that you complete your application in time for the host organisation to process it (including requesting changes) and provide their approval by the closing date. It is recommended that you allow at least five working days for this process.
- If your host organisation approver requests modifications through the e-GAP email facility, they can unlock your application, allowing you to edit it. Once you have completed the requested changes, please use the application summary to re-submit your application for approval by your host organisation. Please also contact your head of department and alert them to the changes.

- Once your host organisation has approved your application and submitted it to the Royal Society it will not be possible to make any changes.
- Once the closing date has passed, host organisation approvers cannot approve applications and submit them to the Royal Society; unapproved applications are then removed from the system.

5 Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the Senior Fellowships Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG (email: seniorfellowships@royalsociety.org or 020 7451 2653).