

## Education Research Fellowships 2011

The Education Research Fellowships scheme aims to provide outstanding educationists, who should have the potential to become leaders in their chosen field and who will focus their research on ensuring that the link between policy and practice is sustained, with the opportunity to build an independent research career in STEM education. Those appointed are expected to be strong candidates for permanent posts in universities at the end of their fellowships.

The Education Research Fellowships are also open to University Research Fellows and Dorothy Hodgkin Fellows, whose work is relevant to the teaching of STEM subjects.

**Subjects covered in this round:** Physics education – ages 5-19.

### Non URF/DHF Holders

**Eligibility:** Applicants must have a PhD or equivalent research experience. Applicants are expected to have had at least 1 short term post doctoral post by 1 October 2011. Applicants can hold permanent positions at point of application. Career breaks such as maternity leave, national service and voluntary service overseas can be discounted, but teaching experience and/or time spend in industry since the award of a PhD should be included in the total amount of postdoctoral experience. Part-time work will be counted *pro rata*.

At the time of application, applicants must either

- be a citizen of the European Economic Area (EEA), ie European Union, Iceland, Norway or Liechtenstein,
- or have a relevant connection to the EEA (a relevant connection can be established if an individual has a PhD from a university in the EEA, or has worked as a researcher in a university or research institute in the EEA for at least the past three years, or has done so before taking up an appointment outside the EEA).

**Length of tenure:** Funding for 2 years. Available from 1 October 2011.

**Value:** Provides funding as contribution to the research fellow's salary costs, including NI/Pension and a London Allowance if applicable. Research and travel expenses (Up to £4,000 in Year 1 and £3,000 in Year 2) will also be provided.

### URF/DHF Holders

#### **Eligibility**

URF/DHF holders must:

- be able to show a connection between their topic of research and the teaching of physics in school-age children.
- not be in the final year of their fellowship

**Length of tenure:** 1 year. Available from 1 October 2011.

**Value:** This will be a year away from DHF or URF obligations and will be treated as a sabbatical. The value of the award will be the salary component of your current fellowship for the year 2011/2012.

All URF or DHF holders who are interested in applying for the Education Research Fellowships should contact the office to discuss their eligibility.

**All Applicants**

**Place of tenure:** Fellowships must be held in a UK university or not-for-profit research organisation (except for Research Council Institutes).

**Number offered:** Up to 2

**Closing date:** 15<sup>th</sup> March 2011

Past experience suggests that the results of the competition will be available about 4 months after the closing date. Please note that we will not be holding interviews for these fellowships.

Applications can only be submitted online on the Royal Society's electronic Grant Application and Processing (e-GAP) system (<https://e-gap.royalsociety.org>). **Applications cannot be submitted on paper.** For further information please contact the UK Grants Section.

## 2 Application information

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

- **Automatic log-out:** As you are reminded throughout the application, 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 you out and everything that has not been saved will be lost. Please note that typing is not considered an activity, you need to have pressed the save button or have moved from one page to another.
- **Character limits:** When completing boxes that have a restricted length (note that it refers to characters, not words and includes spaces) you should remember that if you exceed the specified amount your text will be truncated when you press the save button. You should type the text for the longer-length boxes in a Word document. You will then be able to check the character limit and copy and paste it into the e-GAP form. If it still does not save you will still have a copy of the text to return to in the Word document.
- **Plain text:** If entering plain text, please do not use symbols (including quotation marks) as symbols distort the character limit and your text may be lost. It is advisable to save any plain text first and then print out to check for mistakes before submission.
- **Uploading PDF documents:** When uploading PDF documents please add your name and a title heading at the top of every page to show what the document is, e.g. personal statement, list of publications, etc. It is recommended that you avoid uploading documents containing illustrations with fine details or colour as this can cause problems when creating a PDF of the final application.
- **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.
- **Guidance:** In the tables below you will find in the left-hand column each question as set out in the application sections and in the right-hand column useful guidance on its completion.
- **Submission:** You will not be able to submit your application until you have completed each section in full. You must submit your application for approval at least 5 working days before the closing date to allow for your host organisation's administrative approval procedures.
- **Further clarification:** If any of this advice is unclear, or you need further information, please do not hesitate to seek clarification from the Royal Society UK Grants Team (contact details at the end of these notes).
- **Application sharing** You can let other e-GAP users view your draft application, in advance of submission, by providing their email address. They will be able to log in using their existing password to see, and where permitted, amend your application. This facility is only available to registered users of the e-GAP system. New users can register at: <https://e-gap.royalsociety.org>
- **Application deletion** You can delete your application at any time.
- **Application recovery** 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.

## Personal details

<b>Questions asked on e-GAP forms</b>	<b>Guidance on completion of forms</b>
<p><b>Title, Initials, Names, etc</b></p>	<p>Please take care to complete this accurately. Errors in this section can cause difficulties in the processing of your application.</p>
<p><b>Nationality and residency eligibility</b>            Are you a citizen of the European Economic Area (EEA)?            If you are not a citizen of the EEA            Do you have a PhD from a university in the EEA?</p> <ul style="list-style-type: none"> <li>• Please give details of which university and country Maximum 400 characters (including spaces).</li> </ul> <p>If you do not have a PhD from a university in the EEA, have you worked as a researcher in a university or research institute in the EEA for at least two continuous years (at the closing date) or have you done so before taking up an appointment outside the EEA?</p> <ul style="list-style-type: none"> <li>• If so, please provide details with dates, employers and positions, eg research at the University of Newcastle October 1999 – June 2004. Maximum 400 characters (including spaces).</li> </ul>	<p>To select more than one nationality press 'Ctrl' (PC) or 'Command' (Mac) while making selections.</p> <p>Applicants providing details of positions held in the EEA should ensure that they supply precise dates (month/year) and a full explanation (including title of post(s) held and at which university).</p>

## Career summary

<p><b>List of publications:</b> Please provide a full list of publications in reverse chronological order. State 'None' or give particulars. If appropriate, give the publisher or URL, including any password, where each publication may be obtained.</p> <ul style="list-style-type: none"> <li>• <b>PDF file</b> Portrait orientation A4.</li> <li>• <b>plain text</b> Unlimited text.</li> </ul>	<p>Your list should have two sections: (i) refereed papers in primary journals, (ii) contributions to symposia and compiled volumes (refereed only).</p> <p>Do not include publications or articles that are in draft or only submitted for publication or have not been peer reviewed.</p>
<p><b>Personal statement:</b> Please provide a personal statement about your qualifications, research career to date and aspirations in the long term. Give details of all appointments in reverse chronological order stating if part-time (and percentage part-time) when necessary.</p> <ul style="list-style-type: none"> <li>• <b>PDF file</b> One page portrait orientation A4.</li> <li>• <b>plain text</b> Maximum 3,500 characters (including spaces).</li> </ul>	<p>Please ensure that you provide the information in reverse chronological order as requested and it is essential that you provide full details of any periods of part-time working as your eligibility may depend on the accuracy of this information. It is also recommended that you take particular note of the character limitations of this box.</p>
<p><b>Current employer:</b> State the organisation name of your current employer (eg <i>University of Bath</i>). Maximum 100 characters (including spaces).</p>	
<p><b>Department:</b> State your current department (e.g. <i>Department of Education</i>). Maximum 100 characters (including spaces).</p>	
<p><b>Salary:</b> State your current basic salary (GBP) and scale (if applicable). Maximum 100 characters (including spaces).</p>	
<p><b>Salary enhancements:</b> Provide information on other salary enhancements. State 'None' or give details eg <i>London allowance, housing allowance, benefits from college fellowships</i>. Maximum 200 characters (including spaces).</p>	
<p><b>Present Position end date:</b> State when your present grant, contract or other support is expected to finish.</p>	<p>Please complete in dd/mm/yyyy format.</p>

<p><b>Description:</b> Please describe the nature of your present employment including source of support. Maximum 200 characters (including spaces).</p>	<p>Please give the title of your present role including the source of funding, e.g. <i>Postdoctoral Research Assistant (supported on ESRC grant to Professor AN Other).</i></p>
<p><b>Present employment:</b> Provide details of your current position. You will be asked about the proposed host organisation (for the fellowship) later.</p>	
<p><b>Type of contract:</b> Please confirm whether you hold a permanent, temporary or fixed-term post in a university in the European Economic Area.</p>	<p>Please note this is essential to assess your eligibility.</p>
<p><b>PhD key dates</b></p> <ul style="list-style-type: none"> <li>• Date PhD submitted (or expected date)</li> <li>• Date PhD awarded</li> <li>• Date took up first postdoctoral level appointment</li> </ul>	<p>Please complete all three dates in dd/mm/yyyy format.</p>
<p><b>Pending applications:</b> Has any grant been promised or other applications made, e.g. for personal salary, research support, salaries of assistants, etc? State 'None' or give details and expected date when results may be known. Maximum 1,000 characters (including spaces).</p>	
<p><b>Existing grants:</b> Do you hold any research grants etc or have other sources of research support? State 'None' or give particulars. Would these continue if you received this fellowship? Maximum 1,000 characters (including spaces).</p>	

## Host organisation

<p><b>Host organisation:</b> Please select your proposed host organisation (where the research will be carried out). All applications must be approved by the host organisation authorities eg 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. They will contact you directly if any changes are required before final submission 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><b>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 at least five working days for this process.</b></p>
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## Proposed project

<p><b>Subject</b></p>	<p>Please select the subject that most closely reflects your area of research as this will enable us to allocate you to the correct selection panel. <b>Please note that only projects focusing on Physics topics will be eligible.</b></p>
<p><b>Title of the proposed project:</b></p> <ul style="list-style-type: none"> <li>• Full title (maximum 80 characters)</li> </ul>	<p>Please ensure that the title is within the specified length (remember that spaces should be included in the count).</p>
<p><b>Research Proposal:</b> Please describe the nature of your proposed research including aims and a brief plan of the investigation.</p> <ul style="list-style-type: none"> <li>• <b>PDF file</b> Two pages portrait orientation A4.</li> <li>• <b>plain text</b> Maximum 5,000 characters (including spaces).</li> </ul>	<p>In providing the details of your proposed research project please include a description of the methods and analysis you will be using, together with an indication of milestones/time-scales for the various components.</p> <p>Please highlight how your proposal answers some of the</p>

	<p>relevant questions within the below areas: Teaching, pedagogy and inspiration</p> <ul style="list-style-type: none"> <li>• Educational attainment and inequality</li> <li>• Support for high achieving and gifted students</li> <li>• Use of new technologies and innovation for teaching and learning</li> <li>• Subject-specific issues (physics)</li> <li>• Longitudinal studies, international and regional comparative analyses.</li> </ul> <p>Please also bear in mind that, although it is intended that your application will be viewed mostly on screen, there may be occasions when your application has to be photocopied in black and white and consequently illustrations and photographs with fine detail or in colour are best avoided.</p>
<b>Scientific abstract:</b> Please provide a scientific summary of your proposed project. This should be a summary of your Research Proposal, briefly outlining the background and summarising the aims of your project.	Plain text only – please enter a maximum of 3,500 characters (including spaces) in the text box
<b>Comply with Policy on use of Animals</b>	
<b>Comply with Policy on use of Non-Human Primates</b>	
<b>Lay report:</b> Please provide a lay summary of your proposed project. This should be understandable by an A-level science student. You should explain why you have chosen to work in this subject area and what it is about your proposed research that you find particularly exciting, interesting or important. Please also explain the potential impact or wider benefits to society of your research.	<p>Please ensure that you follow the instructions about the level of expertise and other information required in this report. The reviewers place significant importance on this part of the application.</p> <ul style="list-style-type: none"> <li>• plain text only – please enter a maximum of 3,500 characters (including spaces) in the text box</li> </ul>
<b>Department:</b> Please provide the name of the proposed department where you will hold the fellowship.	Enter the name of your proposed department, school, institute, laboratory, etc.

## Financial details

<b>Questions asked on e-GAP forms</b>	<b>Guidance on completion of forms</b>
	<p>The Royal Society will fund 100 per cent of the salary costs, including oncosts, but these fellowships are not funded under the full economic costs model (fEC) and therefore no estates, indirect or other directly allocated costs can be included.</p> <p>If the applicant holds either a URF or a DHF, the value of the award will be the salary component of their current fellowship, including oncosts, for the year 2011/2012.</p> <p>If the applicant already holds a permanent position, the Royal Society will fund 100% of the salary costs of their replacement for the duration of the Fellowship. The maximum level that the Society will support is the lowest lecturer point on the local salary scale.</p> <p>Up to £4,000 in Year 1 and £3,000 in Year 2 can be claimed for research expenses (split £2,000 for travel to conferences etc and £2,000 for other expenses in year 1 and £2,000 for travel to conferences etc and £1,000 for other expenses in year 2).</p>

	Inadmissible costs may result in the withdrawal of your application. Applicants must consult with the appropriate financial administrators before completing these details. Please complete all 3 stages.
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<b>Stage 1 of 3</b>	<p>Please provide details of the funding required for each year of the research fellowship under the relevant headings. Note that year 1 = first year of the research fellowship etc.</p> <p>Please include indexation for each year of the research fellowship. This should include an element for incremental salary rises and an element for cost of living increases.  <b>Note: the Society insists that the cost of living increase used should be 3 per cent.</b></p>
<b>Directly incurred costs</b>	Costs that can be explicitly identifiable as arising from the research fellowship. The university must have an auditable record for these costs.
Basic salary	<p>State your required basic salary for each year of the research fellowship.</p> <p>This salary should be at a level commensurate with your skills, responsibilities, expertise and experience. Provided the level requested has been fully justified within the application, the Society will make the award at that level. The Society reserves the right to provide support at a different level if it is considered appropriate.</p> <p>No other salaries can be requested as part of this research fellowship.</p>
Oncosts	Please indicate the funding required for employer's oncosts i.e. employer's National Insurance contributions and employer's pension contributions.
London Allowance	Where appropriate please give details of any London weighting allowance.
<b>Research expenses</b>	<p>Up to £4,000 in Year 1 and £3,000 in Year 2 can be claimed for research expenses relating to the fellowship (split £2,000 for travel to conferences etc and £2,000 for other expenses in year 1 and £2,000 for travel to conferences etc and £1,000 for other expenses in Year 2).</p> <p>You will be asked to fully justify your request for research expenses funding in stage 3.</p>

Travel within UK/travel outside UK	<p>Travel costs should be based on the most suitable and economical form of travel. Costs for attendance at conferences may be included, where attendance will be of direct benefit to the research.</p> <p>A maximum of £2,000 per annum can be claimed for travel.</p>
Other expenses	<p>Other expenses may include: field trip expenses (including fieldwork fees/subjects/informants), software licenses, publications etc.</p> <p>Funding for costs related to public communication can also be requested. The Society is keen to encourage activity in this area.</p> <p>A maximum of £2,000 in Year 1 and £1,000 in Year 2 can be claimed for other expenses.</p>

<b>Stage 2 of 3</b>	
Start date	The date of appointment for all Education Research Fellowships is 1 October 2011.
Duration of award	Education Research Fellowships provide funding for 2 years.
Percentage full time	Education Research Fellowships are normally awarded on a full-time basis. However, it is possible to request to hold the research fellowship on a part-time basis.

<b>Stage 3 of 3</b>	
<b>Justification of directly incurred expenses and directly allocated costs (other).</b> Maximum 1000 characters (including spaces).	<p>Please fully justify all claims for equipment, consumables, travel, other expenses and other directly allocated costs. Note any relevant scheme restrictions.</p> <p>Funding will not be awarded without full justification.</p>

## Referees

<p><b>Referees:</b> Please provide details of two referees who can provide confidential references for your application by the round closing date. References are a maximum of 3,500 characters including spaces.</p> <p>To add each referee click 'Add Referee' and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You must choose to contact them to inform them you have added them as a referee or not before you can continue. Ensure you have clicked 'Save' after making your selections.</p> <p>You can refer them to Appendix 1: Instructions on providing a reference.</p>	<p>Please ensure that you complete the details of your two referees accurately – you should check with your referees that you are using the correct email address as they may already be registered on e-Gap.</p> <p>At least one referee should be someone who has worked closely with you, but the other must be external to your current research group. You should not choose referees from your proposed host organisation. Your named HoD cannot be listed as a referee. Please ensure that they are both aware that you are submitting an application and inform them that they will be contacted by email and asked to provide references via the e-GAP system by the closing date.</p>
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## Departmental Support

**Head of department:** Please provide details of the head of department of your host organisation. To add your Hod click 'Add HoD' and enter their email address. Check if they are already registered on e-GAP by clicking 'Check Email', and if not, enter their details. You must choose to contact them to inform them you have added them as a referee or not before you can continue. Ensure you have clicked 'Save' after making your selections.

son you name in this section will be contacted automatically by email to provide a statement supporting your application.

ould check with your head of department (HoD) that you are using the correct email address.

heck with them that they are able to provide this preferably by the closing date. (You can refer them to Appendix 1 of these notes: Instructions on providing a reference.)

## 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.**

- Age, Gender, Ethnic origins, Are you registered disabled?
- Opt out

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. 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.

### 3 Submission of application

You are strongly advised to print a PDF version of your application and check it thoroughly (including uploaded PDF files) before you finally press submit.

Once you have submitted your application for approval by your host organisation, automatic emails will be sent to your proposed head of department, nominated referees and the host organisation approver asking them to log on to the system. You will not be able to edit your application after it has been submitted to your host organisation for approval. The host organisation approver will approve your application, contact you to request modifications, submit it to the Royal Society or contact you if your application has been declined.

**Please be aware that 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, this will 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 nominated referees 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.**

We would prefer to receive references from your head of department and nominated referees before the closing date but, if this is not possible, they will be able to submit their comments for a period of time after the closing date.

Please note that once the closing date has passed, host organisation approvers cannot approve applications and submit them to the Royal Society and unapproved applications are removed from the system.

If you want to see the details of the host organisation approver and the status of your application, you should click on the link to the application summary.

### 4 Review process

All proposals submitted to the Education Research Fellowship panel are initially reviewed and assessed by two members of the selection panel who have the most appropriate expertise. Following this a shortlist is drawn up. The shortlisted proposals are reviewed by two independent referees who have been suggested by the two panel members. Finally the selection panel considers each shortlisted application, together with its nominated and independent references, at a meeting in June. It is expected that applicants will be notified of the outcome of their application by email by the end of that month. Some feedback may subsequently be available on request, although for those not shortlisted the level of feedback will be limited.

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

### 5 Enquiries

If you have any enquiries about the submission of your application or about the e-GAP process, please contact the UK Grants Team, The Royal Society, 6-9 Carlton House Terrace, London, SW1Y 5AG (email: [erf@royalsociety.org](mailto:erf@royalsociety.org)).

**Please forward these instructions to both your Nominated Referees. Once you have added them as referees they will be contacted automatically by email. They can then use these instructions to provide their statement/reference.**

### **Appendix 1: Instructions for Nominated Referee**

Please submit your reference on e-GAP. Once you have logged on to e-GAP, a message in red will alert you to the fact that the system will automatically log you out if there has been no activity (typing is not considered activity) in 30 minutes. Therefore we recommend that you type out your reference or support statement in a word processor and then copy the text into e-GAP, following these instructions:

1. Please go to the e-GAP website <https://e-gap.royalsociety.org/>
2. Enter your email address
3. Enter your password (please click the *Forgotten Password?* link if necessary).
4. Click on *Tasks*
5. Click on *Reference List*
6. Click on *Provide Reference* (if you would like to view a PDF of the application first, please click *Print Application*, or you may view the application form in its original format by clicking on *View Application on screen* at the top of the reference form).
7. Complete each tab including your personal details (please select 'Other' if your institution is not listed in the drop-down menu) and the written reference (comments no longer than 3,500 characters, including spaces). You may enter plain text in the box or upload a PDF at the bottom of the page and type 'see attachment' in the box.
9. Click *Save* and then *Submit* [If the *Submit* button does not appear, one of the mandatory fields (indicated with \*) has not been completed. Please check all necessary fields are complete and click *Save* again – the *Submit* button should then appear]