

## Simon and Hallsworth Research Fellowships Frequently Asked Questions

*Last updated: October 2023*

### Eligibility

**Q Can I apply for both fellowships?**

A Yes, but you must tailor your research proposal for each fellowship accordingly.

**Q If my PhD is awarded after the closing date for applications but before commencement of the fellowship am I still eligible to apply?**

A Applicants are required to have been awarded a PhD prior to the closing date for applications. We take the date of your successful viva voce examination as the relevant date.

**Q Do I need to be within four years of the award of my PhD at the time of applying or on commencement of the fellowship?**

A The four year eligibility is calculated from the date of your successful viva voce examination to the closing date for applications.

**Q The specification states that the Fellowship Committee will take into account special circumstances in respect of the four year criteria - how is the Committee defining "special circumstances"?**

A We will disregard periods of maternity leave, family commitments, illness, unemployment or other exceptional circumstances. Relevant information must be clearly presented on your CV otherwise your proposal may be rejected. Please note that time spent working outside academia does not qualify as a career break.

**Q What if I have been employed on a 'teaching-only' contract with no scope for research activities?**

A Periods of teaching-only contracts could be disregarded from the calculation, but the onus is on applicants to demonstrate, within their CV, why they think this should be the case based on the nature of their prior academic posts.

**Q I have been working in academia since I submitted my PhD, but on a part-time basis. Can the four year period be calculated on a pro-rata basis (e.g., can my 5-year 0.5 post be considered as equivalent to 2.5 years)?**

A Periods of part-time academic employment can be calculated on a pro-rata basis. Applicants will need to demonstrate their eligibility clearly in their CV. We will undertake eligibility assurance checks on applications once they have been submitted.

## Application and research proposal

**Q Is the October start date fixed?**

A An October start is preferred. There is room for flexibility up to 1<sup>st</sup> January 2025.

**Q How many referees should I provide?**

A You should nominate three referees (at least one should be from outside of your current institution).

**Q Who should I first contact within the school?**

A The relevant Discipline Area or Research Institute/Centre to ensure a good fit with their research priorities.

**Q How much research should I put into my research proposal?**

A Illustrate the wider context, academic context and knowledge of where your research fits at the University of Manchester.

**Q Do I need to cover the research interests of the school and research institute in my application?**

A Concentrate on the fit of your research within the school.

**Q Do references count towards the word limit for the research proposal?**

A No, references are excluded from the word count.

**Q Is it permitted to include tables or diagrams in the research proposal?**

A The research proposal should be text only.

**Q Do I need to obtain a supporting statement from the host school before submitting my application?**

A No, we will request this directly from the school if you are shortlisted for interview.

**Q Do I need to provide a cover letter with my application?**

A There is no requirement to include a cover letter, but you are welcome to provide one if you wish. There is no specific upload section for a cover letter in the application system; it should be included with your CV.

## Pay on appointment

**Q How will my salary be determined?**

A For candidates currently employed by the University, starting salary will be two increments higher than current salary, dependent on time of appointment. For external candidates, salary will be discussed on offer of the Fellowship. 