



The Chancellor's Fellowship Scheme – FAQs

- **Who can apply for the Chancellor's Fellowship Scheme?**

The MetroPolis Chancellor's Fellowship scheme is open to established academics at Manchester Metropolitan with a proven record of accomplishment in high quality research.

- **How many Fellowships will be offered by MetroPolis?**

MetroPolis will be offering 4 placements per year for the next 3 years (2017-2019).

- **How long can a placement last for?**

Placements can take place from 6 weeks to 6 months. Time can be spread out across the 6 months or taken as one block of time, subject to agreement with the applicant's departmental head. We would prefer placements to happen within a shorter/full-time capacity, but appreciate workload and personal circumstances may require more flexibility.

- **How much funding will successful applicants receive during their placement?**

Successful applicants will receive up to £9000, which will cover expenses such as accommodation, travel, research assistant time and equipment to support their work.

- **Can this funding be used to buy out teaching time?**

No. Funding is only for direct costs incurred in the preparation and undertaking of the placement. Release from teaching time will need to be negotiated by the applicant at local level with their departmental head/line manager.

The Chancellor's Fellowship Scheme – Briefing for Applicants

Before

- **Do we need written confirmation from the receiving organisation that the applicant can work with them, where the applicant has proposed and on the time scale specified?**

Ideally, yes, but this will should not be a definitive barrier to applying to a Chancellor's Fellowship. Prior commitment from a placement organisation will lend weight to an application, but we can offer flexibility on this.

- **Is a mutually signed contract required by the applicant, the departmental head, and the receiving institution to honour the placement?**

No. A Memorandum of Understanding (MoU) will be generated for each Fellowship placement. This is not a binding contract, but covers both the interests of the researcher and the host organisation in areas of work hours, health and safety, data protection, intellectual property and mutual understanding of the anticipated placement nature and outcomes.

- **Can applicants reapply if unsuccessful in their initial application?**

We will allow the flexibility and understanding of the option to reapply for further fellowship calls. This would be on the basis of developing the original application as per the panel feedback, or submitting an entirely new fellowship proposal.

- **Do applicants have to have a PhD?**

Ideally, yes, as a reasonable guarantee of research competency. Flexibility can be offered on the basis of the research being undertaken and the research track record of the applicant. The Fellowships are not open to full-time PhD students, but are open to Early Career Researchers with a Manchester Metropolitan University work contract.

- **Must receiving organisations be non-academic?**

Based on the criteria of the Fellowship and the general MetroPolis theme/offering we are seeking applications for placement within non-academic institutions. We could offer flexibility to placements within research councils and academic funding institutions, but we would prefer non-academic institutions as placements. Again, not an exclusive criteria, and dependent on the nature of the placement being proposed.

The Chancellor's Fellowship Scheme – Briefing for Applicants

- **How should a host organisation be approached by the applicant?**

Identification of the placement organisation is the responsibility of the Fellowship applicant. However, if it is a particularly challenging placement organisation/parliamentary of nature, we may be able to help on approaching the organisation. We can also lend support to applicants in refining the types/actual organisation they would like to approach before they submit their application.

- **Will there be a separate process for those who wish to go abroad?**

No, the process is the same as UK-based placements. The applicant will need to consider their workload responsibilities if travelling abroad for a period of time and if they have the support of their centre/department head for a period of placement time overseas. The applicant, if successful, will be responsible for the organisation of their own work-permits and visas, but the cost of these would be covered by the fellowship fund.

- **Does the applicant need a sponsor/referee for their application?**

The application will need to be signed off by the applicant's departmental head as it will require workload balancing issues and possibly time out of the office/delegation of teaching commitments.

- **What is the exact application process? How will applicants be judged?**

1. Completion of Expression of Interest (EoI) form, and return by **January 31st 2018** to Kai Cooper (kai.cooper@mmu.ac.uk). Enquiries on the application process and placement issues should also be addressed to Kai.
2. Panel assessment by the MetroPolis Management Team (February 2018).
3. Announcement of successful/non-successful applications, by email to the applicant, within 3 working days of panel assessment.
4. Agreement for placement to proceed by successful applicant and their departmental head.
5. Final agreement from host organisation to host the placement, and confirmation of placement details (timing, anticipated outcomes).
6. Memorandum of Understanding generated by the MetroPolis Team/Legal Department for the placement.

The Chancellor's Fellowship Scheme – Briefing for Applicants

- **Do we have dates for the next calls and closing dates for these?**

We anticipate quarterly calls, depending on number of successful applicants in each call. We are only able to place 4 Fellows per year, and cannot exceed this number.

- **Are there exceptions of disciplines that researchers cannot apply from?**

We have annual core areas for MetroPolis (please refer to our website www.mcrmetropolis.uk for details), so we would prefer applications that 'fit' these areas, but this is not an exclusive criteria.

- **Will the Fellow be expected to create a case study for the REF?**

Ideally, but not a definite requirement. MetroPolis provides a platform for generating research impact that may lead to an impact case study, and we would encourage applicants to consider their applications from the perspective of generating good quality impact with reach and significance that may form the basis of a case study.

During

- **Sick leave/can a placement be put on hold?**

Normal Manchester Metropolitan University rules and regulations apply to placements, and will be covered in the MoU. The Fellow will be covered by their current employment contract criteria and employee benefits/regulations. The MoU offers flexibility for postponing and terminating the placement if necessary.

- **Will the Fellow be required to check in with the MetroPolis team during their placement?**

We would anticipate regular 'check-ins' to assess how the placement is progressing, any unanticipated challenges and any further support that the Fellow may require during the placement.

- **Can the Fellow teach alongside their placement?**

Ideally it is full-time placement, but if a 'workable' balance can be achieved with teaching responsibilities, we are happy with that. We appreciate the need for flexibility in work and personal circumstances so will deal with each Fellow's requirements on a case-by-case basis.

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After

- **Do they need to write anything up for us at the end of their fellowship? Testimonials?**

Yes. We would need evidence gathering, records of the placement experience, information on policy work generated, papers in progress, etc. We shall provide fellows with a checklist of evidence gathering and reporting. This will not be an onerous process. Support will be offered by the designated Impact and Engagement Manager for the respective research centres.

- **Will fellows have to attend both training sessions offered?**

Ideally, the Fellow would attend the training sessions offered through MetroPolis, but we appreciate this may not fit in terms of timings of placements. In the instance that the Fellow cannot attend training sessions, we will provide training resources for them to work through.

- **Will they be required to create an event around their research? Will they merely have priority to create an event with MetroPolis?**

A dissemination event would be helpful, but we are not specifying this as a requirement. If the Fellow chooses to disseminate the placement findings/experience through an event, we would ask that this is co-badged as a MetroPolis event. We would offer support for this activity and help to run the event.

- **Will a successful Fellowship application secure the applicant a *Big Idea* for MetroPolis?**

A fellowship is a good entry point for proposing a Big Idea but this is not a specific requirement or a guarantee of the fellowship.

If you have other questions regarding the fellowship during the application process, please do not hesitate to get in touch with Kai Cooper (kai.cooper@mmu.ac.uk)