**NINEDTP ESRC Postdoctoral Fellowship Scheme**

***How to Apply and Selection Procedures***

A member of academic staff in a NINEDTP training pathway at one of our 7 partner universities will act as Mentor for each Fellow. Before applying, applicants MUST seek the agreement of a NINEDTP academic to act as their Mentor. The Mentor will help them to refine their research proposal and ensure that the appropriate facilities are available in the University for conducting the proposed research project.

Stage One: applicants are invited to submit an Expression of Interest to a Mentor in an eligible Department (i.e. with an accredited NINEDTP training pathway). Applicants may apply to **only one** university in NINEDTP and our expectation is that they will not apply to more than two ESRC DTPs/CDTs. Mentors will advise applicants on completing a draft Case for Support.

Academic Departments/Schools will review the draft Case for Support and may wish to set their own internal deadline for this phase of selection. Heads of Department/School are asked only to support outstanding applications and should seek to limit applications to the scheme to a maximum of **two**.

Candidates who are not submitted to the Fellowship Scheme will be informed (normally by email) by the Department/School. The selected candidate(s) will work with the proposed Mentor to prepare the documentation to progress to Stage Two.

Stage Two: to apply for a NINEDTP Postdoctoral Fellowship, applicants will be required to submit the following documentation NINEDTP via their department in advance of the competition deadline:

1. ESRC Postdoctoral Fellowship Proposal Form
2. A Case for Support (maximum 6 sides of A4)
3. Justification of Resources (maximum 2 sides of A4)
4. CV (maximum 2 sides of A4)
5. List of publications (Proposal bibliography)
6. Head of Department/School statement (maximum one side of A4)
7. Mentor statement and summary CV (maximum 2 sides of A4)
8. Referee statement (maximum one side of A4)
9. Work-plan (maximum two sides of A4)
10. Data Management plan (maximum of three sides where necessary)

Documents 1-10 should be submitted as a single PDF file to the DTP in advance of the deadline, along with the following separate documents.

1. Names and contact details of four independent external assessors
2. Equal Opportunities monitoring
3. Signed Consent Form

***Selection Process:***

Stage Three: Shortlisting and External Peer Review

A NINEDTP Postdoctoral Fellowship Selection Panel will review applications using the ESRC quality assessment criteria. The NINEDTP Postdoctoral Fellowship Selection Panel will comprise the NINEDTP Director (chair) and the Academic Leads in our partner Universities. Statutory requirements will be met in assessing applicants against the ESRC’s criteria (e.g. concerning the quality of the applicant and the proposal). Applications will be evaluated purely on their excellence and in accordance with the ESRC assessment criteria. Mentors, Departments/Schools and the NINEDTP Postdoctoral Fellowship Selection Panel will make decisions based on the quality of the applicant and of the proposal, including proposed work programme, value for money, impact and outputs, and consideration of ethical issues. Selection processes at all stages will include consideration of equality and diversity issues. Applications from shortlisted candidates will be sent for external peer review [April].

Each application will be peer-reviewed by two external assessors: independent academics with expertise relevant to the research area of the proposal. Doctoral and postdoctoral advisors are ineligible, as are assessors who have a close professional relationship to the applicant. The names proposed by applicants are for the guidance of the Selection panel, which may choose to approach other expert assessors. Expert assessors will evaluate proposals against the ESRC’s assessment criteria and will provide a brief written report.

Where the proposed activities require formal approval from external bodies, an offer of an ESRC Postdoctoral Fellowship will be subject to such approvals being received. Offers of appointment are subject to successful candidates securing a valid visa and work permit, if required, from the UK Visas and Immigration.

Stage Four: Post-selection

Successful candidates will be notified upon completion of the academic review and selection process. Once the ESRC have been notified of the outcomes, they will begin the process of contacting all candidates to request that they (with the assistance of their University) upload their project details into Je-S, the UKRI grant system. We recommend candidates complete this phase of the process as soon as they are able, as the ESRC will not issue the postdoctoral fellowship grant until such time as they have received the project details and reviewed the costings. Successful applicants should note that their University will not be able to issue a contract of employment until the grant has been issued, so we are dependent both upon the response of the candidate and the ESRC in completing the HR processes necessary to issue a contract. Candidates should be aware of the fact that this process may take some time.

Unsuccessful candidates will be informed of the outcome as soon as successful candidates have been contacted, and affirmed their intent to accept the position.