

Generic Advice¹

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29 April 2020

¹Thanks to Jane Hillston for slides from previous versions of this workshop

Preparing for a fellowship — long term actions

Your CV is everything (almost)

- Key to your CV are your publications — aim high, quality over quantity.
- Look at CVs of new awardees, often available online; what are gaps for you?
- But publications are not everything, there are other things you try to get on your CV too:
 - Invitations — seminars, talks at workshops, visits...
 - Small grants — travel grants, equipment grants, ...
 - Leadership within your community — organising workshops, serving on committees
 - Awards

Raise and maintain an academic profile

- Like it or not, people evaluating you will "google" you.
- It is wise to try and control what they will find.
- Have a good professional website.
- Create a google scholar page.

Preparing for a fellowship – when the time comes to apply

Start preparing several months before the deadline

- Identify the topic of research and shape the project
- Test your ideas on colleagues and friends who will give you constructive criticism
- Notify (at least) your portfolio manager of your intention
- Ask your PM if there are examples of previous successful applications in Sol or UoE
- Check your eligibility – if in doubt contact the funder and seek their advice
- Check whether there are any internal competitions – if so there may be an internal deadline a month or so before the true deadline

As the deadline approaches

- Write the proposal, paying close attention to the guidance notes of the scheme — remember to write for the generalist.
- Have as many people as possible read it for you and give feedback, esp wrt the assessment criteria
- Also think about support letters, costings, approvals, ethics, justification of resources; don't leave to the last minute
- Many schemes require a letter of support from the School — do not leave this to the last minute
- Send to DoR at least a week in advance (if HoS signature required), longer if for Head of College, Senior Vice-Principal
 - Formally letters of support come from the Head of School, and are prepared by the Director of Research for HoS's signature
 - In reality **you** are responsible for writing the first draft of the letter of support which will then likely be edited by DoR/HoS
 - DoR can provide guidance/template
 - If you don't feel comfortable writing this yourself, you can ask a senior colleague to write the draft for you, but the draft must get to the signee in good time.

At the deadline

- Do not leave it until the last minute to submit — in many schemes when you "submit" it only goes to the University's Research Support Office.
- You should usually leave at least 24 hours for them to carry out their final checks before making the real submission.

Interviewing

- If you get through any of the schemes that have an interview at second stage you will be offered a mock interview in the School and possibly also by College.
- You would be ill-advised not take advantage of that opportunity.
- Interviews will generally focus on the reviews of the expert reviews, and the generic questions: why you? why now? why here?
- Funder may publish interview advice/example questions online, or others in the School may have experience

Sources of information

- Websites of schemes – do download the detailed notes (often pdf documents) rather than just relying on the summary information on the webpage. Check for updates and FAQs
- Portfolio Managers
- Research Support Office
- Director of your Institute
- Remember to discuss your application in good time with the Director of Research (me)
- Default time is DoR office hour Mondays 1300-1400
- Sol Fellowships website <http://web.inf.ed.ac.uk/infweb/research/research-services/fellowships>

Q&A