

2024 – 2026 Thematic Research Leads: Frequently Asked Questions (FAQs)

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Eligibility

Am I eligible to apply?

For this call, applications are open to:

- all UK-based mid-career university researchers who already have a PhD and are employed on an academic contract. Exceptionally, they are also open to those who don't have a PhD but have equivalent experience of a mid-career researcher and are employed in a UK university on an academic contract.
- those who work in UKRI's '[Eligible Independent Research Organisations](#)' or '[Eligible Research Institutes](#)' and are active researchers within their organisation. They will either have PhD or equivalent, and experience of a mid-career researcher.
- your institution must be eligible for UKRI funding.
- individuals working in public sector agencies or [public sector research establishments](#) are not eligible to apply.

For the purposes of this call, mid-career researchers are considered those in professional research roles up to, but not including, professorial level.

If you meet the criteria above, you will be eligible to apply. I'm afraid we are not able to consider applications which don't meet the eligibility criteria on this occasion.

I'm on a research contract, not an academic contract, am I eligible to apply?

Yes, you must be actively researching, and your employment contract must extend beyond the TRL fellowship end date (beyond September 2026).

If you are on a professional services contract you are not eligible to apply. The TRL fellowship opportunities are only open to researchers.

Applicants who combine clinical and research/academic contracts are eligible to apply, assuming they also meet all other eligibility criteria.

Can we chat or have a phone call about this role?

We're delighted we are receiving inquiries about the TRL roles.

We ran an information session about the TRL scheme on 17 January. If you missed the session you can find the link to watch it on our website.

We hope that any queries you have will be answered by the information session.

We are keen to answer all questions, but also managing very limited capacity. If, after watching the information session and reading these FAQs, you still have questions, please email us (keu@parliament.uk). We'll respond to you and share new queries on the FAQ (so do check these FAQs regularly) to ensure everyone is kept informed.

If there's anything that we can't answer in an email, or if the email responses don't fully answer your questions, we'd be happy to schedule a chat.

What do you mean by “mid-career”?

We haven't set a certain number of years' experience or given an exact definition of 'mid-career', as we wish to be as inclusive as possible with this role. The following are indicators about the level of person we are looking for:

- As defined in the guidance notes, for the purposes of this call, mid-career researchers are considered those in professional research roles up to, but not including professorial level. You should be working up to senior lecturer / reader level.
- You need to be employed in a professional research role, and actively conducting research as part of your substantive post.
- You should have an established national reputation in your discipline.
- You should be able to demonstrate why you are mid-career.

What is considered the entry level of 'mid-career'?

All applicants must be post-PhD (or post PhD equivalent) and have an established national reputation in their research discipline. There is no set number of years that the applicant must have completed post PhD.

To be classed as mid-career it says one must be non-professorial. I've recently applied for promotion - at what point in the application/appointment process must I be non-professorial?

You must be non-professorial at the point of the initial role offer (c. May 2024). If you are promoted and appointed as a professor after this period, you will not be asked to resign from the TRL position.

Please note, funding is awarded based on the costs submitted at the time of application/offer. If you are promoted at any point during the 24-month fellowship, no additional funding can be released to cover additional staff costs.

I am an associate professor. Will I still be eligible to apply?

Yes, you are eligible, as we understand associate professor to be mid-career.

I'm a new professor and consider myself mid-career. Am I eligible to apply?

Part of the purpose of this opportunity is to help mid-career researchers who are not yet professors to move towards becoming professors (as has happened this year with some of the current TRLs); indeed, the majority of funding comes from UKRI's People, Culture and Talent funds. In addition, we know that, historically, it has been advanced researchers and professors who most often give oral evidence to select committees. Diversity of voices is important to Parliament, and we are working to create opportunities for researchers at different career levels, and this is one designed specifically for those who are pre-professor.

As you are a professor, you are no longer eligible for the TRL opportunity.

We understand that not all professors have had the same career trajectory or background, and that some might feel less advanced in their career. However, it would be very difficult

for us to develop robust and fair criteria by which to allow some professors to apply and others not – given the unique pathways that academics tend to take.

We are very sorry that you aren't eligible for the opportunity. Although it is not the same at all, we'd be delighted if you'd be willing to engage with the person who we do appoint to the relevant role. And of course, we would welcome your expertise feeding into other aspects of parliamentary work. Professors are eligible to apply for our Parliamentary Academic Fellowships (PAF), [there is more information on the current PAF opportunities here](#).

How do I connect with the TRL that is appointed to share my research and expertise?

Thank you for reaching out to connect with the appointed TRL. You can send a short introduction to yourself and your research highlighting your expertise and the areas you would like to collaborate on. Please include your contact details, a link to your online profile information, and a small number of open access links to your key/relevant research, blogs or other online information sources. This can be emailed to keu@parliament.uk with the subject line '*introduction to the [insert which] TRL*'. This can be emailed at any point (before or after the TRL is appointed). We will share the introductions with the TRL once they are settled into their role. Please note, our [privacy notice](#) which explains how we manage your data.

Do I need to have a permanent contract to apply for this role?

It doesn't need to be a permanent contract, but your contract end date does need to be beyond the end of the 24-month funding/placement.

What do you mean by "academic contract"?

We mean that this role is open to anyone who is in a professional research role, so who is actively conducting research as part of their substantive post (though they may conduct other kinds of work such as teaching, engagement or administration alongside their research). Our Parliamentary Academic Fellowship Scheme *is* open to professional services staff; however, this TRL scheme is not, given the requirements of the role. Applicants must also work in an institution that is eligible for UKRI funding, but is not a public sector agency or [public sector research establishment](#).

I'm not a UK citizen. Can I apply?

To be eligible, you must have permission to work in the UK, and you must have lived in the UK for at least 3 of the past 5 years (which makes you eligible for security clearance to work on the Parliamentary Estate).

I have lived abroad for some time in the last 5 years. Am I eligible to apply?

To be eligible, you must have permission to work in the UK, and you must have lived in the UK for at least 3 of the past 5 years (which makes you eligible for security clearance to work on the Parliamentary Estate).

I have political affiliations. Am I eligible to apply?

We apply the same requirements for political impartiality to academics undertaking fellowships (of which this is one type) as we do to parliamentary staff who provide information, briefing and advice to Members of Parliament. As your work will include providing information, briefing or advice to Members on subjects of political significance, you will need to be able to demonstrate political impartiality.

The below details the information, advice and requirements of staff in Parliament, which TRLs will need to adhere to. If the parliamentary policy for impartiality is updated the appointed candidate must be able to meet the updated requirements.

Political Impartiality

The core tasks of the House of Commons Service include supporting the House and its committees and supporting individual Members (and their staff). Members are entitled to expect that these services are provided with complete political impartiality and that briefing, and advice are not influenced by the personal political opinions of individual members of staff.

Staff who advise Members must be, and appear to be, impartial. When the impartiality of such staff is compromised, not only may their ability to do their job be impaired, but the reputation of the House of Commons Service may also suffer.

Impartiality is a fundamental requirement for the following staff:...

- staff who are in regular direct contact with Members in support of the business of the House and its committees*
- staff who provide information, briefing or advice to Members on subjects of political significance.*

...Political activity includes, but is not restricted to:

At national level:

- holding office in a party political organisation*
- speaking in public, or via social networking sites, on matters of national political controversy*
- expressing views on political matters in letters to the press, or in books, articles or leaflets, or by posting in an equivalent manner on social networking sites (for example via on-line discussion boards or blogs)*
- being a candidate for Parliament (including the European Parliament)*
- canvassing on behalf of a candidate for Parliament or a political party*
- attending conferences or functions arranged by party political organisations*
- being involved in a national referendum campaign*

At local level:

- speaking in public, or via social networking sites, on matters of local political controversy*
- expressing views on political matters in letters to the press, or in books, articles or leaflets, or by posting in an equivalent manner on social networking sites (for example via on-line discussion boards or blogs)*
- being a candidate or canvassing on behalf of a candidate for election to a local authority*

The above statements refer to the House of Commons but the TRL role is bicameral and the TRL will be expected to uphold impartiality in all their dealings, with both the House of Commons and the House of Lords.

I work in a public sector research establishment, am I eligible?

I'm afraid that, because you work in a public sector agency, you are not eligible. Working two roles (as a TRL three days a week, and in a public sector research establishment two

days a week) in both Parliament and the public sector agency/research establishment would create a conflict of interest. For this reason, the scheme isn't open to public sector agencies.

I work in a Research Institute, am I eligible to apply?

Yes, if your organisation [is listed here on the UKRI website](#).

I work in an independent research organisation or catapult centre, am I eligible to apply?

Yes, if your organisation [is listed here on the UKRI website](#).

What if I only work part time, e.g. 0.6 FTE? Can I still apply?

Individuals working at 0.6 FTE can choose to do all their 0.6 FTE hours with Parliament and zero time worked in their university or research organisation for the duration of the TRL role. However, please note that your substantive organisation retains responsibility for you as an employee including management arrangements such as facilitation of annual leave.

Individuals working more than 0.6 FTE but less than 1 FTE can choose to only work 0.6 FTE with Parliament (and no time at their substantive organisation, with the organisation's permission) or to work 0.6 FTE in Parliament and complete the remaining fractional hours in their substantive role at their institution.

It is not possible to work less than 0.6 FTE in carrying out the TRL role.

Can a TRL role be shared with another person?

Unfortunately, it is not possible to 'job-share' the TRL role, as the role requires someone who can dedicate three days a week to it. However, people currently working part-time roles are welcome to apply to do 0.6 FTE with Parliament, and no time for their university or research organisation.

Scope of the scheme

Where did these roles come from – what is the context?

In 2013, the Parliamentary Office of Science and Technology began what would become a 10-year partnership with the Economic and Social Research Council. Over that decade, we worked together to build and embed social science and knowledge exchange in Parliament. In 2023, as that project came to an end, Parliament began taking steps to enhance collaboration *across* parliamentary teams, *within* specific policy areas. We saw this as an ideal opportunity to continue our collaboration with ESRC and place researchers at the heart of this more strategic, collaborative cross-team activity. We are currently conducting the first TRL pilot, which began in 2023 with three TRLs, and will run to summer 2024. As the pilot is proving to be successful, we are expanding into a second pilot phase – this time in collaboration with UKRI, and working with TRLs across a range of policy areas.

How will my research institution and I benefit from conducting this role?

This is an influential position at the heart of Parliament's research services.

We understand how important it is for researchers to evidence the impact of their work, including for the Research Excellence Framework. As we have done with our current TRLs, we will work with our 2024 – 2026 TRLs to identify and harness opportunities for impact. The nature of the role means that this is possible.

We would expect TRLs to be likely to get a "REF-able" case study out of this work, because they will be engaging with parliamentary staff on a day-to-day basis, shaping and influencing the information received by parliamentarians, and conducting awareness raising activities – all of which could be evidenced.

TRLs may also influence how Parliament works with the research community going forwards, and how researchers understand and engage in policy activity. Finally, TRLs may have influence through building individual staff capacity and capability at Parliament.

There will also be discussion and collaboration with other external networks such as Chief Scientific Advisers, and with stakeholders such as research councils and government departments, to shape the TRL roles and to build relationships. The TRL will have access to Parliament and Government, building their policy knowledge and networks. They will have a brokerage role for their subject discipline, so building a broader awareness of their subject as well as working in an interdisciplinary nature.

We anticipate that TRLs will be in a position to write blogs and gain research outputs from the role.

Will you be appointing a TRL in [insert area here] in the future?

The cohort of TRLs we are recruiting to for 2024 is the second phase of pilot activity in this space. In the first phase (currently), we have three TRLs covering: Climate and Environment; Parliament, Public Administration and Constitution; and International Affairs and National Security. These are all funded by ESRC.

In the 2024 cohort, there will be eight TRLs, and these are spread across the disciplinary remits of all research councils, since this next phase will be in partnership with UKRI. Given that we are piloting eight roles in this second phase, and that they need to be spread across all disciplines, I'm afraid we have not managed to get coverage of all policy areas; for

example, you will note that we will not be piloting anything around education, housing, communities, levelling up or social policy this time.

The areas that have been selected for this second phase are at the intersection of 1) where Parliament feels it needs most help in accessing the evidence base; and 2) where there is strong alignment with UKRI strategic priorities / where the research councils feel they have strong bodies of evidence to mobilise.

It is for these reasons that we won't have a TRL in the identified area in this round. However, do note that there is already very good parliamentary provision to support scrutiny in the areas where a TRL is not being recruited, including: specialists in the Library, select committee staff, and POST's advisers.

We would welcome you feeding your insights around the thematic area that we are not recruiting for into the Parliamentary specialists in other ways, which you will see advertised in the weekly round up. [You can sign up to subscribe to the round up here.](#)

Will I be able to use key moments, activities, etc, as part of my future Impact case study for REF 2029 (with appropriate caveats for anonymising names, redacting sensitive information, etc)?

We expect that the TRL roles will contribute to your Impact Case Study. The Knowledge Exchange Unit collaborates closely with the REF 2029 team at Research England and we are keen to support TRLs to ensure they get the most out of their TRL opportunity, including in REF terms. There will be support when you are in the TRL role to help you understand any information that must be restricted or cannot be shared publicly.

Are there any restrictions on what I can publish as a TRL in post?

Due to the nature of the work there are some restrictions on publication, such as in relation to confidentiality, political impartiality and intellectual property. Your Thematic Research Lead Fellowship Agreement will contain information on both our standards of conduct, and the process for publishing work arising from your Thematic Research Lead fellowship. A sample copy of this Agreement can be found in the 'Guidance Notes for Applicants' document which is attached to the vacancy on the recruitment portal.

Does the UK Parliament have any claims to my intellectual property?

The information on intellectual property can be found in the Fellowship Agreement contained within the Guidance Notes for Applicants at section 10 and related information on confidentiality can be found in section 9.3.2.

Here are some key excerpts from the Fellowship Agreement:

- The parties agree that the House of Commons will own the Intellectual Property Rights in any Parliamentary Fellowship Outputs to which Parliamentary Copyright does not apply.
- The parties agree that the University/EIRO will own the Intellectual Property Rights in the Fellow's Non-Parliamentary Fellowship Outputs in accordance with the terms set out in this agreement.
- The parties agree that the University/EIRO and the House of Commons will jointly own the Intellectual Property Rights in Joint Non-Parliamentary Fellowship Outputs

Application process

Can I apply for more than one role?

Yes! You are welcome to apply for all the roles that are suitable for your professional research background. Please note, if you were successful in being offered more than one TRL role you would not be able to undertake more than one position at once. We will ask you to confirm which role you wish to undertake within three days of the initial offer.

Are there any limits on the number of applications HEIs can submit?

No, there aren't any limitations, though just to flag, of course, the applications will come from the academics, rather than their institutions.

How do I anonymise my CV?

We ask you to anonymise your CV because we are using a recruitment portal to achieve best practice in data protection, recruitment practice, and diversity monitoring. The portal will automatically anonymise applications, however, it does not work well on CVs.

To anonymise your CV please remove your name and contact details from your CV, so your details are not immediately obvious. If you would also replace your surname in any details of publications with 'XXXX', this would also be helpful.

Will my application need any details of referees?

No.

I am in the process of relocating organisations. Should I get agreement from my future employer or my current employer?

First, you should ensure that your future organisation is eligible. You should then get agreement from your future employer. As you will have seen in the guidance, these roles are funded by UKRI and, in line with UKRI funding, UKRI fund 80% FEC, so your future employer would need to commit to the 20% FEC too. If you will start with your new employer after 1 September 2024 please contact keu@parliament.uk for advice.

Will I be employed by Parliament?

No, you will remain employed by your substantive organisation. You will have the status of Parliamentary Thematic Research Lead for the duration of your time in Parliament, at no point will you hold the status of employee of the House.

Will interviews be in-person or online?

Interviews will be online. There will usually be a panel of 5 interviewers for the TRL role. This will include two parliamentary specialists and two external academic experts within the thematic area.

Applications

Please note we will upload a copy of the questions on the application form to the KEU website to assist applicants who prefer to prepare their content offline. The character limit for each application question is stated on the online application form.

Practicalities around the role

What is the TRL pattern of work? Is the three-day-a-week expectation across the full duration or is it just when Parliament is sitting?

TRLs work three days per week throughout the full two-year period.

While TRLs work three days per week, only a proportion of the TRLs' overall monthly time will be spent onsite in Parliament. TRLs are not expected to be in Westminster every working day and are encouraged to find an onsite working schedule that suits both their personal needs and the needs of the Parliamentary team they will work within.

Annual leave continues to be booked and managed through the university/research organisation, and may be taken on both TRL and university/substantive organisation days.

TRLs may find it most helpful to make in-person visits to Westminster when Parliament is sitting, rather than during recess. All TRLs are required to regularly work on a Wednesday regardless of if they are onsite or working remotely.

Why are all TRLs required to include a Wednesday within their TRL working pattern.

Wednesday is a key day for parliamentary business. It is also the day all TRLs get together (in person, hybrid, or remotely) for the TRL network meeting. This meeting allows TRLs to share key news and future insight within their thematic policy area which, through collaboration with the other TRLs, promotes a holistic overview of the interaction of key policy areas to serve Parliament's evidence, scrutiny and debate functions. It's a *'the whole is larger than the sum of its parts'* approach.

Wednesday will also be a core day for TRL training and meetings.

Are there any key dates for the TRL role that I need to know before I apply?

Yes, we will bring all eight TRLs together in person for core cohort induction days.

Induction days are currently scheduled as:

- 3, 4 and 5 September (in-person)
- 24, 25 and 26 September (in-person)
- 15, 16 and 17 October (in-person)

These days have been scheduled on Tuesdays, Wednesdays and Thursdays. While these days may not be the chosen normal working days for some TRLs, we ask that TRLs, and their substantive organisation, make arrangements to attend these exceptional days. If a TRL is not able to attend the induction days we ask that the TRL notes this in the

adjustment section of their application so we can be informed and plan an alternative programme of activities and induction, where possible.

While all TRLs are required to work a Wednesday they do not have to select the Tuesday and Thursday as their additional regular days. However, we ask that all TRLs make arrangements to attend the induction dates, even if they fall outside of their preferred/normal working pattern.

Please note, the above induction dates may be disrupted if Parliament is dissolved ahead of a general election. We will keep the appointed TRLs informed and work to minimise any disruption.

I have commitments in September 2024, can I start at less than 0.6FTE, or delay my start date?

Unfortunately, we do need all eight Thematic Research Lead roles to start in September 2024 and run concurrently. The funding for the roles is drawn from several different sources within UKRI and is only available during the specified window. It is also important for the eight new TRLs to work together as a network. This has been a valuable aspect of the current TRL pilot cohort. In order to facilitate this, it's important that all TRLs participate in the in-person inductions in Westminster in September and October, engage with their parliamentary home teams, and participate in the regular training and network meetings on Wednesdays, so they can continue across the two-year period as a cohort.

Is there flexibility on the start date?

No, there is not flexibility on the start date of the TRL role. The successful applicant needs to commence on the specified fellowship start date and must be able to attend the in-person induction days.

How does the 0.6 FTE commitment work? Will the 0.6 FTE be spread evenly over the year?

We want to be as flexible and inclusive as we can on this, we understand that people have their substantive 0.4 FTE commitment elsewhere, and that on occasion personal issues may also arise. Finding the balance of flexibility that is right for the individual TRL and their parliamentary home team is important. As is understanding peak demands relating to the TRL's substantive organisation. The Knowledge Exchange Unit (KEU) will support and promote positive conversations to help the TRL find their feet balancing two roles. The KEU team have personal experience of juggling two roles at 0.6 FTE and 0.4 FTE in two different organisations and we have learnt much from the 2023-24 TRL pilot. Email us at keu@parliament.uk if you wish to discuss this further.

In essence we aim for the 0.6 FTE work time to be delivered each month. However, there will be peaks and troughs in both the TRL role (0.6 FTE) and the substantive role (0.4 FTE), and we will work to support this as best as we can. This year, for example, some TRLs have had essay and exam marking responsibilities in their substantive roles, and so we have worked to support flexibility to accommodate this. There have also been periods where the TRLs undertook research trips for their substantive role and we provided flexibility to balance TRL commitments later in the month.

We do require all three TRLs to be available for TRL activity on Wednesdays, to allow for cohort and network activity.

For the 0.6 FTE TRL role, is it preferable to work it over three working days or spread out across, e.g., four or five days?

We want to be as flexible and inclusive as we can on this, and we know that people will have the 0.4 FTE commitment elsewhere, so will want to be flexible to make it work for them and their parliamentary home team.

If a TRL wanted to spread their role across more than three days we would offer this for a trial period. However, we would want to ensure that the increased juggling across days balancing between the TRL and substantive role did not adversely impact the dedicated time for the TRL role nor the TRL's health and wellbeing.

It is not possible to work the TRL role in less than three days per week.

Often there is a greater need for TRLs to be available on days when the House is sitting (generally Tuesday, Wednesday, Thursday), however, this is not always the case. In the pilot TRL programme some TRLs preferred to include a Friday because this is a quieter day in parliament, with less parliamentary business. It allowed the TRL to focus and complete key work tasks.

Generally, the TRLs preferred to complete their TRL days in a block, e.g.:

- Monday to Wednesday
- Wednesday to Friday
- Tuesday to Thursday

We anticipate that a TRL working on Mon, Wed and Fri may find this challenging as they would be constantly changing mindset and pace each day to swap between roles. It would also make travel to Westminster for in-person/onsite days more challenging for those who living at a distance from London.

We do require all three TRLs to be available for TRL activity on Wednesdays, to allow for cohort activity.

What about EDI & Parental leave?

To support EDI, UKRI will make provision to cover additional time above 0.6FTE, for successful applicants who are based over four hours' travel time (by public transport) from London. This is in addition to the costs specified above. Costings for this additional funding will be discussed with applicants who are successful at interview.

For extended periods of leave where no work will take place under this award (maternity, parental, and adoption), UKRI will make provision to ensure that the agreed award value is maintained, and the award will continue following a return to work.

How much time would I need to commit to being onsite at Parliament?

TRLs are expected to be in-person a minimum of three full days per month, including a Wednesday. For candidates based a significant travel time from London in-person/onsite attendance days could be worked flexibly e.g. as a block/s of time, or balancing more days on some weeks/months and less on others as a rolling pattern. All TRLs are expected to engage with their parliamentary home team to agree their onsite pattern and ensure their planned onsite days are effective in carrying out the duties of the role.

TRLs that wish to be onsite more regularly are welcome to find an attendance pattern that suits. TRLs following a more frequent attendance pattern should ensure they allocate sufficient funding for travel, accommodation and subsistence within the budget they agree with UKRI.

I live a long way from London. How feasible is this opportunity?

We offer some flexibility around attendance patterns to help you manage the geographic distance. Across the two years in role, the expectation would be that, generally, the Thematic Research Lead would attend Westminster at least three days a month, including a Wednesday. For candidates based a significant travel time from London in-person/onsite attendance days could be worked flexibly e.g. as a block/s of time, or balancing more days on some weeks and less on others as a rolling pattern.

To support EDI, UKRI will make provision to cover additional time above 0.6 FTE for the successful applicants who are based over four hours' travel time (by public transport) from London. Costings for this additional funding will be discussed with applicants who are successful at interview.

In the 2023-24 pilot the TRLs lived at a range of geographic distances away from London. Watch the recording of the TRL information session on our website to hear a frank appraisal of the travelling experience from one of our TRLs who lives a significant distance away.

How much annual leave will I receive for the TRL role?

Your annual leave allowance and arrangements will remain as with your substantive organisation. You will receive the same allowance as you would receive if you were not doing the TRL role. You continue to book your annual leave through your substantive organisation in the usual way. Annual leave can be taken on both TRL and substantive organisation days. We ask that, in the main, barring emergencies, any annual leave is planned in advance, added into your TRL calendar, and that you inform the KEU and your parliamentary home team of planned leave.

Funding

What funding will my institution need to contribute?

Funding for the Thematic Research Lead positions will be provided by UKRI or one of its constituent councils. Each post is for a 24-month period at 0.6 FTE. Applicants will be able to request 80% of justified costs of a total Full Economic Cost of up to £250K (including justified travel and subsistence costs within this amount).

Applicants will be expected to comply with UKRI Terms and Conditions and applicants must be from a research organisation eligible for UKRI funding. UKRI or one of its constituent councils will meet 80% of the full economic costs and the host institution is expected to support the remaining 20%.

To support EDI, UKRI will make provision to cover additional time above 0.6 FTE, for those successful applicants who are based over four hours' travel time (by public transport) from London. This is in addition to the costs specified above. Costings for this additional funding will be discussed with applicants who are successful at interview.

POST will contribute in-kind funding including supervision, professional development opportunities, workspace and IT equipment.

Will the travel to, and accommodation in, London be covered by the funding awarded?

Travel to and from Parliament, overnight accommodation (where necessary), and an appropriate level of subsistence will be supported according to UKRI guidelines. UKRI will assist the appointed TRL to submit their funding application and provide advice on levels of expenditure.

What costs does this funding cover?

Eligible costs will fall into four broad buckets:

1. **Staff Time**
2. **Travel and Subsistence** e.g. to and from Westminster, international travel for knowledge exchange
3. **Other Directly Incurred** e.g. project specific costs for stakeholder meetings, KE workshops, conference fees
4. **Estates and Indirect**

Research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated in order to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.

You will be required to provide a two-side A4 statement justifying the resources required to undertake the research project. Where you do not provide explanation for an item that requires justification, it will be cut from any grant made. In the interim, Please refer to the [Je-S helptext](#) for further guidance.

Funding costings and submission will be made on invitation and only by the successful applicant (after interview and after the role has been offered). Assistance from UKRI staff will be provided to help you prepare your funding request.

About the role

What does a TRL do day-to-day?

Each day is different for a TRL, and so is every week!

TRLs get involved in a wide range of activities and opportunities. This includes:

- 1) enhancing use of research evidence and conducting research across different parts of Parliament
- 2) enhancing knowledge exchange through building networks and developing new activities
- 3) operating as a network to share insights and intelligence to contribute to a holistic, cross-thematic and cross-disciplinary view of their thematic area or a wider policy, scrutiny or evidence area
- 4) engaging with research funding councils and other external stakeholders to create new opportunities and draw on quality research to support parliament's core functions
- 5) trailing new methods and innovating to improve, facilitate and enhance research use internally and externally is also core to the TRL role. As is monitoring and evaluating the impact of the TRL activities.

Here are just some of the things our current TRLs have done:

- contributed insights to a select committee meeting and helped scope select committee inquiries,
- organised a policy simulation exercise for parliamentarians to model responses to crisis or policy scenarios,
- wrote, co-wrote, or briefed for Parliamentary Library publications,
- identified experts and brought in specialist expertise to contribute to parliamentary activity, to act as a special adviser, to provide knowledge exchange, and hosted expert events,
- delivered multiple seminar series' across a wide range of topics,
- undertook original research to improve UK Parliament and the devolved nations' understanding of key areas,
- meet with key external stakeholders to develop their or parliament's use of evidence,
- delivered sessions on their specialist research area to enhance the knowledge of parliamentary staff and parliamentarians,
- spoke at conferences, presented awards and shared their knowledge with the research community,
- contributed to reflective practice and impact capture,
- enhanced horizon scanning and informed the strategic work planning in their thematic area,
- adapted and innovated processes to enhance engagement with research evidence and expertise,

- influenced developments in the research-policy ecosystem,
- designed public engagement activities and organised visits for select committees,
- responded to Parliamentarian's enquiries.

In short, they've made a substantive contribution to ensuring the best available research evidence is brought to bear through parliament's legislative processes, scrutiny and debate functions.

Will there be any opportunities to continue to work with Parliament after the role has ended?

The formal connection with Parliament will end when the TRL role ceases. However, we often remain in close contact with colleagues who have undertaken Fellowships or other forms of engagement with Parliament.

How will the upcoming general election impact the TRL role?

The timing of the general election may impact the TRL role in several ways.

It may delay the security vetting process of the TRLs if an election coincides with their appointment date. To mitigate for this TRLs are asked to promptly apply for security vetting upon notification that they are the preferred candidate for the role.

When a new parliament forms after a general election it can take some time before the membership of select committees is confirmed. This means there may be a delay before the TRL can begin some aspects of their work with select committee inquiries.

However, a new election means a fresh start and brings with it many opportunities for new ideas and new ways of working – which is central to the TRL role. Furthermore, the dissolution of Parliament is an ideal time for the policy, research and analysis staff within the TRL's home teams to increase collaboration, and to make plans and undertake strategic work during these non-standard weeks. The TRL will have more time to settle in and get to know their new colleagues at a more relaxed pace of work and contributing the TRL insights into strategic planning will likely be invaluable.

Will the successful candidate brief parliamentarians, select committees, government, Opposition?

The TRL will predominantly work with and through the research and information structures of Parliament: the Parliamentary Libraries, the Select Committees and POST. Their day-to-day work will usually be closest with parliamentary staff and external stakeholders. However, they will engage with MPs in the context of their work with committees, and through the briefing or enquiry work they may do with the Parliamentary Libraries. Each TRL will be supported by the parliamentary colleagues in their home team when engaging with parliamentarians.

My question has not been answered – how can I get help?

Thank you for all the questions and your interest and enthusiasm in the TRL role.

We have a record of all the questions asked through the Q&A at the TRL information session. If your question was not answered during the session (through the main

presentation or in the Q&A section at the end) and it has not been included in these FAQs it is because:

- (a) it is personal to you and not suitable to be responded to through this public forum;
- (b) we are checking the policy/eligibility/criteria/consulting with partners and will upload the question and response within these FAQs in due course;
- (c) we received a large volume of questions during the session, and after the session through direct emails. We are currently working through all the requests received and will continue updating these FAQs with the responses in turn.