

Parliamentary Academic Fellowship Scheme 2022: Guidance Notes for Applicants

Please read this document **BEFORE** submitting your application.

The POST Parliamentary Academic Fellowship Scheme delivers opportunities for researchers to forge useful and lasting connections with decision-makers in Parliament.

The fellowship provides a unique opportunity for researchers to learn about how research feeds into practice and the challenges faced by decision-makers, as well as increasing opportunities for researchers from all disciplines to engage and connect with people in Parliament. If you are looking for development, interested in a new challenge, or searching for more ways to share expertise and undertake knowledge exchange - at any stage of your career - this could be for you.

The scheme has five main objectives:

1. To improve awareness of academic research within Parliament and more systematically learn about and benefit from its findings.
2. To support parliamentary offices to expand their engagement with academic stakeholders in order to enrich and promote law-making, scrutiny and democratic engagement.
3. To promote knowledge and public understanding of Parliament amongst the research community.
4. To grow an alumni network of fellows that can feed into Parliament's outreach and engagement work.
5. To enable projects identified as important by parliamentary offices to be undertaken, that would not have otherwise been possible due to capacity or resources constraints.

Former fellows report outcomes including:

- **Research impact**, for example through contributing to scrutiny, or changing processes in Parliament
- **Increased knowledge of Parliament**, for example about parliamentary processes and Parliament's use of research evidence
- **Developed networks**, for example amongst parliamentary staff, Members and other stakeholders
- **Impact on own research agenda**, for example, insights leading to new research questions
- **Publications**, for example peer reviewed journal articles or blogs
- **Impacts on teaching**, for example feeding into lectures and seminars
- **Impacts on career**, for example leading to professional recognition

This guidance provides further information about the following aspects of the Parliamentary Academic Fellowship Scheme 2022:

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1. Key dates

- 31 January 2022: Parliamentary Academic Fellowship Scheme opens for applications
- 13 March 2022: Deadline for applications
- 8 April 2022: Date by which you can expect to hear the outcome of your application
- Throughout April 2022: If invited to interview, interviews take place
- End of April 2022: You will hear the outcome of your interview
- Fellowships will commence from June 2022 (following successful security clearance, for which timescales can vary).

It is our expectation that the process will follow the timescales above. Should any changes to this be necessary, we will update the [Parliamentary Academic Fellowship Scheme webpage](#) with details as soon as possible.

We are aware that adjustments of timing may be required for some applicants throughout this process including disabled people, those with caring responsibilities and those observing religious occasions or festivities. If you have any adjustment needs that will impact your participation in the timescales above, please let us know so that we can consider an adjustment for you.

2. Eligibility and security clearance

Applications are open to all UK-based 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 PhD and are employed on an academic contract. They are also open to university staff working in impact or knowledge exchange (including staff working in university libraries).

If successful in your application, you will be required to complete pre-employment checks. You must have permission to work in the UK, and will need to receive security clearance from UK Parliament to Counter Terrorist Check (CTC) level. You are required to pass these checks before an offer can be confirmed. You should be aware that if you have resided outside of the UK for a total of more than two of the last five years, you are not eligible to receive security clearance to work on the Parliamentary Estate. Find [information on the Government webpages on United Kingdom Security Vetting](#) and [information on the security vetting process in Parliament](#).

If you are unsure whether you are eligible to apply, please [get in touch with the Knowledge Exchange Unit at Parliament](#) to ask.

A condition of the fellowship is that you remain employed at your university or institution throughout the period of the fellowship.

Before submitting your application, you should confirm that you have support to undertake the project from your Head of Department at your university or institution. This support will be verified if you are invited to interview, before any interview takes place. If it cannot be verified, your application will be withdrawn.

3. Funding

You must seek funding to conduct the fellowship, including to cover your time, teaching cover, travel, subsistence, accommodation and any other associated expenses. Funds may be sought from research institutions or research funders. It is expected that funding will mainly come from impact funding sources such as Research Council Impact Acceleration Awards, HEIF funding or other specific university impact budgets. You may also seek funding from other research organisations or funders, for example research networks, charitable funding, learned society funding, or professional association funding. Fellowships may not be funded with private funding or funding from industry.

Before submitting your application, you should confirm that you have started to consider your source of funding for this project. This should include a conversation with the Budget Holder of your proposed funding source. We encourage applicants awaiting funding decisions to submit applications. Your funding will be verified at the point when you are invited to interview, before any interview takes place. If it cannot be verified, your application will be withdrawn.

4. How to apply

In 2022, there are 12 fellowship projects open for applications. These fellowship projects have been identified by teams at Parliament as a project on which academic input is needed.

Each fellowship project has a Fellowship Description document available on Parliament's online recruitment portal, as well as on the [Parliamentary Academic Fellowship Scheme webpage](#). Each Fellowship Description document outlines:

- the aims, activities and outputs for that fellowship project,
- information on the host team at Parliament,
- location, timeline and working arrangements (NB we encourage flexible working, and this can be discussed with the parliamentary host team at interview stage), and
- the skills and experience required to apply.

You should consult the Fellowship Description document for the fellowship project you would like to apply to undertake.

To apply, you will need to complete an application for your chosen fellowship project on Parliament's online recruitment portal. This is not an employment recruitment process; an online recruitment portal is being used for best practice, including protection of your data and diversity monitoring.

The application contains 4 competency questions. When you respond to these questions, please tell us about how your skills and experience meet the criteria listed in Section 8 of the Fellowship Description document for that project.

The application also asks you for an outline of how you would propose to deliver this project. Please consider your capacity if you plan to continue teaching, researching or other work at the same time as undertaking a fellowship; ensure you can balance the fellowship work alongside your institutional role without over-committing yourself.

You also need to submit a sample of writing for a non-academic audience of between 500–1000 words, using the writing sample submission template which is available on the online recruitment portal. There is guidance on the writing sample submission template; please ensure you read this before you submit your writing sample. This should be uploaded with your application as an electronic copy and in Microsoft Word format.

Before submitting your application, you should confirm that you have support to undertake the project from your Head of Department at your university or institution, and that you have started to consider your source of funding for this project, including having had a conversation with the Budget Holder of your proposed funding source. You will need to state this in the allocated spaces on the application. Your funding and institutional support will be verified if you are invited to interview, before any interview takes place. If it cannot be verified, your application will be withdrawn.

The deadline to submit your application is 23:55pm on Sunday 13 March 2022.

Please note that your application will be ineligible if any part of the application is left blank.

Conducting the fellowship with another person

You can apply to do this fellowship in collaboration with one other person. If you would like to put in a 'joint' application, please contact the recruitment team on recruitment@parliament.uk and the process will be explained. Please note, both applicants will need to submit an application.

5. Assessment and selection process

Your application will be assessed by the parliamentary team that proposed the fellowship project you apply to undertake. Assessment of your application will take into consideration both the degree to which you meet the skills and experience criteria (listed in section 8 of the Fellowship Description document), and your proposal for delivering the fellowship project.

If you are successful at the initial application stage, you will be invited to a phone or Microsoft Teams interview. Full details will be provided at that stage. Please note that the support from your Head of Department and funding from your Budget Holder will be verified at this point, before any interview takes place. If it cannot be verified, your application will be withdrawn.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions based on the criteria in section 8 of the Fellowship Description document, as well as questions relating to how you would conduct the project. The interview panel will consist of staff from the parliamentary team that proposed the project.

We may also ask you to complete a test, presentation or other assessment as a part of your recruitment process. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

6. Our values

The House of Commons is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

The House of Lords Administration has four values. Our behaviours sit alongside our values, translating them into day-to-day actions and demonstrating how we bring our values to life. They outline what we can expect from each other at work and ensure we all play our part in building an inclusive and respectful workplace culture:

Respect: we treat people with respect and expect to be treated with respect.

Inclusivity: we embrace and value difference and diversity whether from a person's race, gender, other characteristics, background or experience

Professionalism: we aim for and value a high level of skills and expertise. We act with integrity and impartiality and openness, putting public service first.

Responsibility: we take ownership of our work and actions. We hold each other to account, take appropriate risks and continuous learning.

The Commonwealth Parliamentary Association (CPA) UK values are:

Teamwork and professionalism: we are respectful representatives of CPA UK and conduct our work thoughtfully and seriously. We respect and utilise Diversity and Equality guidelines, ensuring it underpins all our actions. We collaborate and communicate with each other in our work. We proactively help our colleagues.

Accountability: we hold ourselves and each other to account in all areas of our work. We maximise our resources to achieve value for money. We learn from our mistakes and share this learning with others. We are individually and collectively responsible for our work.

Integrity: we are honest. We treat each other and our stakeholders fairly and with respect. We are open and transparent in our work. We do what is right even when it is hard.

Commitment: we commit to being fully engaged with our work and our colleagues. We commit to seeking out ways to continuously improve our work. We commit to deliver as promised for as long as promised.

7. Reasonable adjustments and workplace adjustments

If you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the application process, please contact the recruitment team on recruitment@parliament.uk and/or specify this in the allocated place on the application.

The House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face during the course of your fellowship at Parliament. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability or suffer from a difficulty or disadvantage in your workplace.

The House of Lords uses an Inclusion Passport tool to support colleagues in need of workplace adjustments resulting from a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out day-to-day activities. This Inclusion Passport can be used to facilitate a conversation with your fellowship host about reasonable workplace adjustments, and flexible working. Other tools and information will be at your disposal on the House of Lords Flexible Working Hub and the intranet.

8. Ethics approval

If, as part of your fellowship, you propose to conduct research that raises ethical issues, such as the collection of data from human participants (including Parliamentarians, Members' staff and or parliamentary staff, or anyone else), you are responsible for obtaining ethics approval from the appropriate body prior to undertaking the research. This will usually be your university.

9. Fellow status

It is a condition of the Parliamentary Academic Fellowship Scheme that you remain employed by your university or institution whilst you carry out a fellowship. You will have the status of Parliamentary Academic Fellow for the duration of your fellowship, and at no point will hold the status of employee of the House.

10. Terms and conditions

If you are successful in your application, you will be required to enter into a formal agreement that sets out the specific terms governing your fellowship in Parliament. You must also undergo security vetting. Fellowship placements are conditional on the Fellowship Agreement being signed and security clearance being obtained.

The paragraphs below are intended to give you a general indication of some of the key terms that will apply to the fellowship; the paragraphs in themselves are not intended to be legally binding, but the Fellowship Agreement will be, once signed.

Impartiality

In line with the policy of the UK Parliament, fellows must be, and appear to be, honest and impartial in the exercise of their work as fellows. They must demonstrate the same impartiality as parliamentary staff, who must provide services with complete political impartiality, and whose work, including briefing and advice, must not be influenced by their personal political opinions.

Confidential Information

The Fellowship Agreement will set out the terms on which fellows will be permitted to access and use confidential information. Such information may include:

- any information that relates to the proceedings, business, affairs, personnel and suppliers of either House of Parliament;
- personal data as defined by the General Data Protection Regulation and Data Protection Act 2018;
- information which has a confidentiality or privacy marking;
- information protected by the Official Secrets Act 1989;
- information protected by parliamentary privilege, including papers and evidence received by select committees, draft committee reports and internal committee papers.

Intellectual Property Rights

The Fellowship Agreement will allow for fellows to retain ownership of the intellectual property rights in material they create as sole author through the fellowship in accordance with the policies of their respective institutions and in agreement with the terms that govern the fellowship. The agreement will include a term whereby fellows grant to Parliament a non-exclusive, indefinite, cost- and royalty-free, worldwide licence to use the material they create through the fellowship in all media and for any purpose. It will include that the fellow and Parliament will jointly own the intellectual property rights of works created jointly.

Publication of Fellowship Outputs

The Fellowship Agreement will contain provisions specifying that:

- Publication of material that draws upon or includes confidential information will be subject to the prior agreement of the host parliamentary office.
- Publication of material that includes information gained in the service of a select committee or otherwise protected by parliamentary privilege will be subject to the prior agreement of that committee or either House of Parliament as appropriate. Fellows will be required to keep the material confidential if such permission is denied.

Payment

The placement is unpaid and nothing in the agreement will constitute the status of the fellow as an employee of the House of Commons / House of Lords.

Conflicts of interest

Fellows will be required to follow standard procedures for registering any conflicts of interest that may arise during the course of their placement.

11. Contacts and sources of further information

For more information, please see the [Parliamentary Academic Fellowship Scheme webpage](#).

You can also find further information about fellowships in the [report on the Parliamentary Academic Fellowship Scheme pilot](#), which provides information about different kinds of projects, impacts of fellowships, and a number of detailed case studies and perspectives from parliamentary hosts.

For any remaining queries, please contact:

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