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## **Parliamentary Academic Fellowship Scheme: 2022 Directed Call – Information Session**

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With:

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# **Introduction**

## **An introduction to the Parliamentary Academic Fellowship Scheme**

### **The application process**

### **Tips for writing a strong application**

### **Fellowship experiences**

# **An introduction to the Parliamentary Academic Fellowship Scheme (PAFS)**

# Aims of the Scheme

1. Improve awareness of academic research in Parliament
2. Support parliamentary offices to expand engagement with academic stakeholders
3. Provide Parliament with resources to support its work and allow it to benefit from research
4. Enable projects to be undertaken that would not otherwise have been possible
5. Grow the alumni network of former fellows to help raise awareness

# Kinds of projects

- Bringing expertise into parliamentary teams
- Building staff capacity and skills
- Informing parliamentary scrutiny
- Analysing, evaluating or evolving parliamentary practices
- Helping to grow Parliament's academic networks

# Kinds of outputs and outcomes

## Outputs

- Parliamentary briefings and reports
- Events
- Academic publications
- Blogs

## Outcomes

- Increased knowledge of Parliament, scrutiny and policy making
- Developed parliamentary and policy networks
- Research impact
- Shaping and informing work by parliamentary offices
- Shaping a research agenda
- Impacts on teaching
- Impacts on career

# Who the scheme is for

- All UK-based university researchers who already have a PhD and are employed on an academic contract
- Exceptionally, those who don't have a PhD but have equivalent experience of a PhD and are employed on an academic contract
- University staff working in impact or knowledge exchange (including staff working in university libraries)
- For any questions around eligibility, please email [keu@parliament.uk](mailto:keu@parliament.uk)

# Practical aspects: eligibility and security clearance



- If successful in your application, you will be required to complete pre-employment checks
- You must have permission to work in the UK, but you do not need to be a British national
- You will need to receive security clearance from UK Parliament to Counter Terrorist Check (CTC) level. 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
- A condition of the fellowship is that you remain employed at your university or institution throughout the period of the fellowship



# Practical aspects: funding

- Parliamentary Academic Fellowships provide a key way for academics and knowledge exchange staff to have impact with their research, using university funds designated for knowledge exchange and impact
- 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 knowledge exchange or impact funding sources such as Research Council Impact Acceleration Awards, Higher Education Innovation Funding, or specific university impact budgets
- You may also seek funding from other research organisations or funders, for example some research networks, charitable funding, learned society funding, or professional association funding may be eligible.
- Fellowships may not be funded with private funding or funding from industry

# Practical aspects: timings

- 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)

# Questions?

# The application process

# 13 projects this round

- There are currently 13 projects seeking fellows
- Projects are based in the following offices:
  - Parliamentary Office of Science and Technology (POST)
  - House of Commons Select Committee Team
  - House of Commons Library
  - House of Lords Library
  - Parliamentary Archives
  - House of Commons Governance Office
  - Commonwealth Parliamentary Association (CPA) UK

# The Fellowship Description Document



- Each fellowship project has a Fellowship Description Document (available on our Parliamentary Academic Fellowship Scheme webpage). The document outlines:
  - the aims, activities and outputs for that fellowship project
  - information on the host team at Parliament
  - location, timeline and working arrangements (note, flexibility is available in discussion with the parliamentary host team)
  - the skills and experience required to apply
- There is also a guidance document to support you when completing the application.

# The application process explained

- Apply through our recruitment portal, which we use for best practice in data protection and diversity monitoring
- The application contains questions which ask:
  - How your skills and experience meet the criteria in the Fellowship Description document
  - How you would deliver the project
  - For a sample of writing for a non-academic audience of between 500 – 1000 words
- The deadline to submit your application is 23:55pm on Sunday 13 March 2022

# Before applying!

- Get support from your head of department to remain employed at your university or institution throughout the period of the fellowship
  - On the application, you will need to state that you have support to undertake the project from the head of your department
- Contact the budget holder of your proposed funding source
  - On the application, you will need to state that you have had a conversation with the budget holder of your proposed funding source, and what that funding source is



# 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](mailto:recruitment@parliament.uk) and the process will be explained
- Both applicants will need to submit an application

# Assessment and selection process

- Your application will be assessed by the parliamentary team that proposed the fellowship project
- They will consider the degree to which you meet the skills and experience criteria, and your proposal for delivering the project
- If successful at this stage, you will be invited to a phone or MS Teams interview - full details will be provided in advance
- The interview panel will consist of staff from the team that proposed the project
- They will ask you a combination of competency questions and role specific questions, as well as questions relating to how you would conduct the project

# 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](mailto:recruitment@parliament.uk) and/or specify this in the allocated place on the application
- The House of Commons and the House of Lords support individuals in need of workplace adjustments. You will be supported to discuss your adjustment needs with your fellowship host if needed

# The Fellowship Agreement

- If you are successful in your application, you will be required to enter into a formal Fellowship Agreement that sets out the specific terms governing your fellowship in Parliament. These include, for example:
  - Impartiality
  - Confidential information
  - Intellectual property rights
  - Publication of fellowship outputs
  - Conflicts of interest

**More questions?**

# Tips for writing a strong application

# Tips for writing a strong application 1

- We ask you to tell us why you are applying for this fellowship and what you expect to get out of the fellowship in terms of impact/s and specific outputs
- We also ask you to outline any expected benefit(s) for your employer/university
- [A short summary of the evaluation of our pilot PAF Scheme](#)
- [The evaluation of our pilot PAF Scheme](#)

# Tips for writing a strong application 2

- We ask you to tell us how your skills and experience meet the criteria in the Fellowship Description Document
- We also ask you to outline the unique contribution you think you could bring to this project



# Tips for writing a strong application 3

- We ask you to outline how you would deliver the project
- And we also ask you to outline any challenges and how you might mitigate them or overcome them

# Tips for writing a strong application 4

- We ask you to submit a sample of writing for a non-academic audience of between 500 – 1000 words

**Any more questions?**

## **Expert Panel: Fellowship Experiences**

**Dr Sandra Messenger, Knowledge Exchange Manager,  
Cranfield University & Former Parliamentary Academic Fellow**

**Dr Rajiv Prabhakar, Senior Lecturer in Personal Finance, Open  
University & Parliamentary Academic Fellow**

**Graeme Cowie, Senior Library Clerk, House of Commons  
Library & Former Parliamentary Academic Fellow Supervisor**

**Dr Sandra Messenger**

**Knowledge Exchange Manager,  
Cranfield University & Former  
Parliamentary Academic Fellow**

**Dr Rajiv Prabhakar**

**Senior Lecturer in Personal Finance,  
Open University & Parliamentary  
Academic Fellow**

# **Graeme Cowie, Senior Library Clerk**

**House of Commons Library & Former  
Parliamentary Academic Fellow  
Supervisor**

# Final questions?



# Review of key information 1

- There are 13 Fellowship projects open for applications, identified by teams at UK Parliament
- To be eligible to apply, you must be:
  - A UK-based university researcher with a PhD and employed on an academic contract, or
  - Have equivalent experience of a PhD and employed on an academic contract, or
  - A member of university staff working in impact or knowledge exchange
- You must have permission to work in the UK and remain employed at your university or institution throughout the period of the fellowship
- You must seek funding to conduct the fellowship

# Review of key information 2

- The deadline for applications is Sunday 13 March 2022, with interviews in April 2022 and fellowships expected to start from June 2022
- There is a Fellowship Description document for every fellowship project, explaining the project and criteria for applicants
- In your initial application, you should tell us how about your skills and experience, how you propose to deliver the project, and provide a writing sample
- There is guidance available which gives information and advice on funding, eligibility, the application process, reasonable adjustments, terms and conditions of the fellowship and more



**To the polls.....**

# Thank you



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