

# Parliamentary Academic Fellowship Scheme

## Rolling Directed Call:

### 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.

The scheme has five main objectives:

- To improve awareness of academic research within Parliament and more systematically learn about and benefit from its findings.
- To support parliamentary offices to expand their engagement with academic stakeholders in order to enrich and promote law-making, scrutiny and democratic engagement.
- To promote knowledge and public understanding of Parliament amongst the research community.
- To grow an alumni network of fellows that can feed into Parliament's outreach and engagement work.
- 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 eight aspects:

1. Eligibility
2. Funding
3. How to apply
4. Assessment criteria

5. Ethics approval
6. Fellow status
7. Terms and conditions
8. Contacts and sources of further information

## 1. Eligibility

Applications are open to all UK-based university researchers who already have a PhD and are employed on an academic contract (and, exceptionally, they are also open to those who don't have a PhD but who are employed in a university on an academic contract and have equivalent experience of a PhD), or university staff working in impact or knowledge exchange (including staff working in university libraries).

Applicants must have permission to work in the UK, and will need to receive security clearance from UK Parliament to CTC level. 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. ([See Government webpages on United Kingdom Security Vetting for more information](#) and information on [the security vetting process in Parliament](#)).

Applicants should confirm with their Head of Department at their university/ institution, and with the Budget Holder of the proposed source of their funding, that they have their support to undertake the project and confirmation of approval for funding *before* submitting their application. Confirmation from both parties will need to be given on the application form.

A condition of the fellowship is that the applicant remains employed at their university/ institution throughout the period of the fellowship.

## 2. Funding

Applicants must seek funding to conduct the fellowship, including to cover their 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 or specific university impact budgets. Applicants 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.

The funding source should be confirmed by the funding scheme administrator (e.g. university or charitable institution budget holder) in advance of the applicant submitting their application.

## 3. How to apply

Applicants are required to complete the application form. Applicants should respond to the questions in the application form, demonstrating their skills/ experience through referral to the criteria listed in Section 10 of the Fellowship Description document. Applicants should submit with their application form a sample of writing for a non-academic audience of between 500–1000 words in the writing sample submission template. The application form, Fellowship Description document and writing sample submission template are all available on the [Directed Call Webpage](#). All documents should be returned as electronic copies and in **MS Word format**. Applications should be emailed to [postfellowships@parliament.uk](mailto:postfellowships@parliament.uk). The deadline for applicants to submit their application is stated on the Fellowship Description

document. Please note that the Detailed Application will be ineligible if any part of the form is left blank.

#### *Conducting the fellowship with another person*

If you would like to apply to do this fellowship in collaboration with another person, please state this in the 'Suggested working pattern' box in Section 2, and detail this in Question 3.

If you would like to put in a 'joint' application, please detail the name of the person you wish to share the fellowship with in Question 3. Both applicants should then submit separate application forms, though are encouraged to work on a joint response to question 3 **in which they also outline how the work would be divided between each fellow**. Please note, applications will be reviewed anonymously. The names will be replaced by numbers for cross-reference by reviewers.

If you would like to conduct this fellowship with another person, but do not have a collaborator in mind, please also indicate this in Question 3.

## **4. Assessment criteria**

Applications will be assessed by the parliamentary team that proposed the project. The criteria for assessment are listed in the Fellowship Description document.

## **5. Ethics approval**

Please note, 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.

## **6. Fellow status**

Please note that it is a condition of the Parliamentary Academic Fellowship Scheme that successful applicants remain employed by their university/ institution whilst they carry out fellowships. They have the status of Parliamentary Academic Fellows for the duration of their fellowships and at no point will hold the status of employee of the House.

## **7. Terms and conditions**

Successful applicants will be required to enter into a formal agreement that sets out the specific terms governing their fellowship in Parliament. All fellows 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 applicants 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.

## **8. Contacts and sources of further information**

For more information please see the [Directed Call 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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