

# TERMS AND CONDITIONS

## RSE PERSONAL RESEARCH FELLOWSHIPS



These are the terms and conditions of the RSE Personal Research Fellowships. Applicants should read these carefully, as well as the general terms and conditions, before completing and submitting their application.

### THE ROYAL SOCIETY OF EDINBURGH (RSE)

As Scotland's National Academy, the RSE supports high-quality academic research and public engagement activities. The RSE delivers upon its mission 'to promote the Advancement of Learning and Useful Knowledge' by supporting academic researchers, practitioners and policy makers, and in assisting the development, dissemination and deployment of research. The RSE's Research Awards Programme sits within, and delivers to, this overall mission.

### RSE PERSONAL RESEARCH FELLOWSHIPS

**1. Purpose:** to provide eligible applicants with the opportunity to take up to twelve months to focus on a research project of their choice. This award provides funding for the appointment of a temporary replacement to enable the awardee to take research leave, either in their own institution or elsewhere, whilst remaining in continuous employment with their present employer. This award is not to pay the applicants salary. In addition to funding the salary for the replacement member of staff (including on costs), this grant funds research costs for the awardee. This award is designed to provide funding to cover teaching and administrative responsibilities of the applicant, thereby releasing them from these tasks and allowing them research leave to focus on a significant research project, which would otherwise not go ahead. The award is not geared towards applicants who have little need for staff replacement in order to focus full-time on their research.

### ELIGIBILITY

**2.** Applicants must be existing members of academic staff on open-ended or continuing contracts in a higher education institution (HEI), further education institute (FEI), research institution

(RI) or cultural institution (CI) where the main offices and facilities are located in Scotland.

- 3.** Applicants on short or fixed-term contracts should ensure their contracts extend for at least 3 months after the end of the proposed project. Early career researchers (ECRs) on staged contracts to permanent lectureship positions are eligible for RSE Personal Research Fellowships but must be in contract for the duration of the award.
- 4.** Awardees must not hold other paid appointments without the express permission of the RSE.
- 5.** Upon appointment, awardees will be required to devote themselves full time to the research project specified in the application form. Allowance will be made for graduate supervision (both postgraduate, masters and PhD) and, exceptionally, other limited amounts of research-related administration.
- 6.** A new application will not be considered when a report on a previous RSE award is overdue.
- 7.** RSE Personal Research Fellowships are open to early and mid-career researchers.
- 8. Early career researcher (ECR) definition:** ECR applicants must be within seven years of the award of their PhD (from the point of successful PhD viva to the point of applying) and be within seven years of their first academic appointment (paid contract of employment which lists research or teaching as the primary role). Additionally:
  - a. Maternity/paternity/parental/adoption leave after award of PhD of up to 18 months per child is taken into consideration. Please include the time you were away from work on maternity/paternity/adoption leave in the section 'career history'
  - b. Documented periods of leave for other reasons, i.e., long-term medical absence will also be taken

into consideration.

9. **Mid career academics definition:** are normally within no more than 15 years from the award of their doctorate. This does not include career breaks.

## RESEARCH ELIGIBILITY

10. Applicants are required to pursue their research in a HEI, FEI, RI or CI in Scotland; only these are acceptable as host institutions. This may be different to their current place of employment.
11. The research can be in any academic discipline.

## PUBLICATIONS

12. Any publications arising from the research associated with the award should acknowledge the RSE's support.

## OTHER CONDITIONS

13. If applicants plan to undertake research at an institution that is not their current place of employment applicants will be expected to negotiate their appointment directly with the relevant Head of Department of the proposed host institution – please note this is not the RSE's responsibility.

## FUNDING

14. The actual cost of replacement staff will be reimbursed 100% according to the University Academic Staff pay scale up to the maximum salary of £45,000 (including on costs), with the replacement determined by the employer according to normal qualifications and experience criteria. The employer may appoint replacement staff on a higher salary, but the additional costs will not be covered by the RSE.
15. Research costs will be funded up to the amount of £5,000:
- **Eligible** costs comprise:
    - **Research consumables:** examples include licenses for archival material or for software

that are required for research to be carried out; printed brochures for dissemination events; tea, coffee, lunch for meetings etc.; postage, stationery and photocopying.

**Throughout the duration of the funded project, Scottish and UK Government, legislation and guidelines for Covid19-safe contact must be observed.**

- **Research-related travel:** reasonable expenses, using standard class fares excluding first and business class travel; where using private car, the rate equivalent of GBP0.40 per mile is allowed. **Throughout the duration of the funded project, Scottish and UK Government, legislation and guidelines for Covid19-safe contact must be observed.**
- **Ineligible** costs comprise:
  - Equipment.
  - Research assistants.

16. Grants are tenable for a maximum of twelve months.

17. If you require funding from other sources in addition to the RSE in order to complete the research, this should be clearly stated in the application form. This should include the amount sought, and progress and likelihood of securing the funding. This includes any match funding sought through the applicants institution.

## EMPLOYMENT

18. The award of an RSE Personal Research Fellowship is separate from a contract of employment. An award will, however, normally be terminated if such a contract of employment is terminated.
19. Those holding awards may make visits abroad, subject to prior permission from the RSE where these are for periods of more than four consecutive weeks or for periods amounting to more than eight weeks in any one academic year. The exception is when the periods overseas have already been specified in the application form as part of the research work to be undertaken.
20. If the work on the funded project should be interrupted for more than a month, through illness or for other reason, the RSE must be notified. The

award holder must conform with local practice in informing their employer of absences on grounds of sickness or for any other reason. The employer is responsible for the replacement staff, and the RSE is not required to be notified, except where the nature or extent of the sickness absence is likely to affect payments to the replacement.

21. If a significant material change should occur in the applicant's circumstances after submitting the application, details should be notified in writing or by e-mail to the RSE Research Awards team.

## ACCEPTANCE OF TERMS AND CONDITIONS

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22. By signing the application form and accepting the grant offer letter, both the host institution and the applicant agree to be bound by the general terms and conditions and RSE Personal Research Fellowships Terms and Conditions upon acceptance of the award by the host Institution. Both the funder and the RSE shall be entitled to enforce these Terms and Conditions.

## CONTACT US

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23. Please direct enquiries to: [awards@theRSE.org.uk](mailto:awards@theRSE.org.uk).



THE ROYAL SOCIETY OF EDINBURGH, SCOTLAND'S NATIONAL ACADEMY  
SCOTTISH CHARITY NO. SC000470