**Steps for applying for a large (3 year +) Fellowship in the School of Environmental Sciences**

Preparing a fellowship application can be daunting. In the School of Environmental Sciences (SoES), we have developed a supportive framework that has significantly increased the number of successful applications in recent years. Following the steps below will help you to prepare a strong case in good time, ensure that you have the relevant school / university authorisations to proceed, and also help you to be sure that your efforts would not be better focused on something other than the application(s) you have identified.

**Ideally 3+ months ahead of deadline**

1. Identify 1 or more schemes you would like to apply for. There is a table on the next page that may help you choose; talks recorded here <https://stream.liv.ac.uk/s/5y5wy2yp> provide further tips
2. Identify a “sponsor” within SoES- an academic in the research group that you would like to host your fellowship. This individual should be someone that you have discussed your fellowship ideas with and who is interested in supporting your application with peer reviews etc.
3. Email Jan Wilson ([rabs@liverpool.ac.uk](mailto:rabs@liverpool.ac.uk)) and James Lea ([j.lea@liverpool.ac.uk](mailto:j.lea@liverpool.ac.uk)) informing them of your intention and the name of the sponsor and attaching a recent copy of your CV.
4. Take training in grant writing – if you have not already attended a “Derrington Workshop” (<https://parkerderrington.com/workshops/>) then you are strongly recommended to listen to the talk that starts at around 1h21 on <https://stream.liv.ac.uk/s/5y5wy2yp>

**2-3 months ahead of deadline**

1. Prepare an outline of your bid and present it at the annual fellowship workshop (usually in July), obtaining feedback from attendees there
2. Prepare a “concept note” (appended here) and submit this to Jan Wilson ([rabs@liverpool.ac.uk](mailto:rabs@liverpool.ac.uk)) for peer review. Informal peer review is also available at “grant writing workshops” laid on periodically by the Research Strategy Group.
3. Use the feedback from the peer reviews (including a review by your sponsor) to improve the outline of your bid.

**6-10 weeks ahead of deadline**

1. Prepare a full draft of the proposal according to instructions provided by the funder
2. Request and complete a costing questionnaire from the Research Support Office (RSO) – details available from Jan Wilson
3. Submit the full draft (including indicative costs) to Jan Wilson and obtain peer reviews (including a review by your sponsor)

**0-6 weeks ahead of deadline**

1. Use the peer reviews to improve the proposal and iterate, with the help of your sponsor, towards a final document.
2. Liaise with the RSO to finalise all costs and forms and hit submit at your end with sufficient time remaining for the school and university to approve the submission.

**After submission**

* Please keep Jan Wilson and James Lea updated with progress, news etc – we may be able to help with review responses, interview prep, resubmission advice, etc.

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| **Organisation** | **Scheme (clickable links)** | **Approximate Deadline** |
| British Academy | [Post Doctoral Fellowship](https://www.thebritishacademy.ac.uk/funding/postdoctoral-fellowships/) | October |
| British Academy | [Mid Career Fellowship](https://www.thebritishacademy.ac.uk/funding/mid-career-fellowships/) | September |
| British Academy / Leverhulme | [Senior Research Fellowships](https://www.thebritishacademy.ac.uk/funding/ba-leverhulme-senior-research-fellowships/) | November |
| Daphne Jackson Trust | [Fellowship (after career break)](https://daphnejackson.org/about-fellowships/current-opportunities/) | Open (no deadline) |
| EPSRC | [Postdoctoral Fellowship](https://www.ukri.org/opportunity/epsrc-postdoctoral-fellowship/) | Open (no deadline) |
| EPSRC | [Open Fellowship (mid-career)](https://www.ukri.org/opportunity/epsrc-open-fellowship/) | Open (no deadline) |
| Independent Social Research Foundation | [Early Career Fellowship](https://www.isrf.org/funding-opportunities/grant-competitions/) | March |
| Independent Social Research Foundation | [Mid Career Fellowship](https://www.isrf.org/funding-opportunities/grant-competitions/) | July |
| Independent Social Research Foundation | [Collaborative Fellowship](https://www.isrf.org/funding-opportunities/grant-competitions/) | January |
| Independent Social Research Foundation | [Political Economy Fellowship](https://www.isrf.org/funding-opportunities/grant-competitions/) | July |
| Leverhulme | [Research Fellowships](https://www.leverhulme.ac.uk/research-fellowships) | November |
| Leverhulme | [International Fellowships](https://www.leverhulme.ac.uk/international_fellowships) | November |
| Leverhulme | [Major Research Fellowships](https://www.leverhulme.ac.uk/major-research-fellowships) | February |
| Leverhulme | [Emeritus Fellowships](https://www.leverhulme.ac.uk/emeritus-fellowships) | February |
| Marie Curie | [Postdoctoral Fellowships](https://ec.europa.eu/research/mariecurieactions/actions/individual-fellowships_en) | September |
| NERC | [Independent Research Fellowships](https://nerc.ukri.org/funding/available/fellowships/irf/) | November |
| The Royal Society | [University Research Fellowship](http://royalsociety.org/grants/schemes/university-research/) | Early September |
| The Royal Society | [Dorothy Hodgkin Fellowship](https://royalsociety.org/grants-schemes-awards/grants/dorothy-hodgkin-fellowship/) | November |
| UKRI | [Future Leaders Fellowship](https://www.ukri.org/what-we-offer/developing-people-and-skills/future-leaders-fellowships/) | Every six months |
| Wellcome | [Wellcome Early-Career Awards](https://wellcome.org/grant-funding/schemes/early-career-awards) | October |
| Wellcome | [Wellcome Career development Awards](https://wellcome.org/grant-funding/schemes/career-development-awards) | December |

**Concept note for 3 year+ fellowship applications**

The idea is that the information requested below will allow reviewers (and you) to immediately gain a sense of what the research project will deliver and the importance of the proposed research. The series of statements in boxes 1-6 can be used directly in the final proposal to head certain sections and can coupled together to make the summary of your research proposal. Guidance on this approach can be found at <http://www.parkerderrington.com/>

A recorded talk (1 hour) on this approach starts at 1h 21 mins on the following video link: <https://stream.liv.ac.uk/s/5y5wy2yp>

Although single sentences are preferred in each box, you are permitted to enter slightly more text to explain the proposal if necessary. You are also permitted to remove the boxes if they are causing formatting problems.

Project title, investigators and institutions:

1. Provide a headline statement of what the project will achieve. Try to devise one sentence: defining the outcome the project will deliver, allude to how, convey likely success and strength in the team.[[1]](#footnote-1)

2. State why this achievement is important.

3. Give three or four research aims for the proposed research. Aims should be formulated in terms of “what you need to know” to achieve statement 1.



4. State your general approach (Linking objectives (5) to achievement (1))

5. Matching each of the research aims (listed in Box 3) outline the work packages (or sub-projects) to this research project: what they will “do” and what they will achieve.

6. State how the knowledge gained from the project will be put to use.

7. Additional information, background to the project e.g. any proof of concept, collaborations, expected impact, etc. .

1. Example sentences at <http://www.parkerderrington.com/key-sentence-skeletons/> [↑](#footnote-ref-1)