

Policy Placement Fellowship Guidance Notes to Applicants

Application process

Applicants for fellowship placements must submit:

1. a completed **fellowship policy placement application form** <http://www.nerc.ac.uk/using/publicsector/fellowship.asp> in Times New Roman or Arial, with a font size no smaller than 10. This must have **original signatures and institution stamps**;
2. a separate CV of up to two pages A4 – the font size should be no smaller than Times New Roman or Arial point size 10;
3. details of two nominated referees (preferably one from academia, and one with a user background);
4. a statement of approval from their employer agreeing to their release and accepting the conditions of the scheme;
5. a separate 'Justification of Resources' on one page of A4 (maximum). NERC is prepared to pay up to 50 per cent of indirect costs but will not pay estates costs for placements over 6 months. The justification of resources should include information on Travel and Subsistence.

The completed form and additional documentation should be returned to **Maricon Alojado**, NERC, Polaris House, North Star Avenue, Swindon, SN2 1EU.

An electronic copy should also be emailed to knowledge@nerc.ac.uk

Selection and review

An acknowledgement of receipt will normally be sent to the applicant within two weeks. Applications will be processed within NERC and prepared for a selection panel. Short-listed applicants will be invited for interview.

There will be ongoing monitoring throughout the placement by the fellow's supervisor and nominated NERC contact. The partner organisation will also be asked to provide a report on the fellow's outputs that might be used as a contribution to the RAE if applicable (or its replacement) and for career progression purposes.

The fellow will provide a report within one month of the placement concluding. A further report must be produced 12 months after the end of the placement by the fellow and the partner organisation on the short term impact of the placement. The fellow may also be asked to provide information for NERC's needs eg publications or be invited to talk about their experiences at a NERC event.

Data Protection

NERC will use the personal information provided on the application form for the purpose of processing applications and monitoring any award (including both scientific and financial monitoring). This includes:

- Registration of applications;
- Operation of NERC grants processing and management information systems;
- The preparation of material for use by peer review/funding panels;
- Statistical analysis to inform the evaluation of the quality of the work undertaken and to study demographic trends;
- Policy and strategy studies;
- Monitoring the progress of the work against agreed targets and milestones;
- Monitoring the spend of funds awarded;
- Training purposes;
- Publicity and promotion of the scheme - eg a list of current and past placements will be put on the website.

Applicants must ensure that they have obtained the permission of any other person named on the application form for the provision of their personal information to NERC and the processing of their data by NERC for the purposes set out above