

Work shadow placement guidance notes

Application process

Applicants for work shadow placements must submit:

1. a completed **work shadow policy placement application form** in Times New Roman or Arial, with a font size no smaller than 10. This must have **original signatures and institution stamps**. The application should specify the length and location of the placement and describe briefly what the researcher would be doing and the anticipated benefits to the researcher and the partner organisation. A senior staff member of the partner organisation must agree to be responsible for overseeing the placement. For financial details (section 8) an estimate of travel and subsistence costs must be given – actual costs can be claimed after the placement (see above).
2. a letter of support from a senior staff member at the partner organisation

*The work shadowing scheme is operating outside of the FEC rules. NERC will only pay T&S costs.

The completed form and additional documentation should be returned to **Lesley Aspinall**, 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. It is anticipated that selection decisions will be made within a month of the office sending an acknowledgement of receipt.

At the end of the placement, the work shadower and the partner organisation each submit a one page statement evaluating the experience and providing feedback.

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, for example, 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.