

A GUIDE TO APPOINTING RESEARCH FELLOWS

How is a research fellow defined?

For appointment purposes, a research fellow will have been awarded a specific fellowship award on the basis of their own research record or research proposals. The award must

- be to a named individual in recognition of independent research they have undertaken or proposed,
- include a significant element of external funding, and
- be awarded after a process of external expert review (including competitive review).

Research fellowships can only be held by the named applicant and cannot be transferred to anyone else. If you are appointing someone after advertisement or could appoint an alternative candidate, you cannot use the fellowship route.

If you are unsure whether the post in question meets the definition of a fellowship, please check with your departmental contact in the pre-award section of Research Support Office who will help you to check the guidelines of the funding body.

Research fellowships are awarded by many bodies, but the most common examples include: the Research Councils, British Academy, Royal Society, Wellcome Trust, Leverhulme Trust, Cancer Research UK and British Heart Foundation. Note that all these organisations fund other researchers as well as fellows.

What do departments need to do?

Once the candidate has been notified by the funding body of their success, and the host department are sure the award meets the definition of a fellowship, they will need to make arrangements for a letter of appointment to be issued.

On the RSO website, <http://www2.le.ac.uk/offices/researchsupport/lifecycle/employ>, departments should find and complete the **RSA2** form (appointment of research staff), making sure the box at top right for NAMED FELLOW/PI/Col is ticked.

After obtaining the necessary departmental signatures, departments should send the form along with a copy of the letter of award, the CV of the successful candidate and, if you have this, a certified copy of their passport and certificates, to Research Finance and Human Resources recruitment team (or for the College of Medicine, Biology and Psychology to the staffing office) as you would for a standard research staff appointment.

What will HR and Research Finance do?

Research Finance will make the usual checks on the funding before approving the appointment.

Once all approvals are received, HR will send a letter of appointment to the candidate, based on the information in the RSA2 and the letter of award. Where there are specific terms to the award (e.g. a defined salary or relocation payment), HR will ensure that these are reflected in the letter of award. If HR do not have a certified copy of the passport (photo page and front crest) and certificates, these will be requested from the candidate and must be received before the fellow can be put onto payroll. Otherwise the offer will be unconditional.

The candidate will not be expected to provide references or come for interview: these requirements are deemed to have been satisfied by the funding body's review process. Due to the nature of the appointment, the fellowship will not be subject to a probation period.