UNIVERSITY COLLEGE LONDON
UCL Excellence Fellowship Programme 2017
Job Description and Application Guidance

ROLE DETAILS
Role: UCL Excellence Fellow based in UCL School of Life and Medical Sciences (SLMS)

Term: Three years fixed term

Grade and salary: Posts will be offered at UCL Grade 8 (£42,304 - £49,904) per annum inclusive of London allowance and depending on experience. Clinical applicants will be appointed on the appropriate equivalent clinical pay scale - please refer to http://www.ucl.ac.uk/hr/ca/clin_acad1.php.

Closing Date: 10 May, 2017 (11 pm)
Shortlisting: End May
Interviews: 30 June, 2017

Contact for enquiries: ucl-fellowships@ucl.ac.uk

Further information and FAQs about the Excellence Fellowship Programme and application process is available at http://www.ucl.ac.uk/slms/research/excellence-fellowship.

CANDIDATE INFORMATION

Fellowships available
UCL’s Excellence Fellowship Programme seeks to recruit the highest calibre early career researchers from across the globe, supporting them to establish their independent career and become outstanding research leaders of the future.

Fellowship posts are available in the School of Life and Medical Sciences, which comprises the Faculties of Brain Sciences, Life Sciences, Medical Sciences and Population Health Sciences. Applications are welcome from clinical and non-clinical researchers across the full range of disciplines in life and medical sciences, including clinical, applied and population health science.

Candidates wishing to work in interdisciplinary fields are encouraged to apply and may be jointly sponsored by more than one UCL academic. However, appointments can only be made within the School of Life and Medical Sciences and as such fellows will need to be based within this UCL School.

General information
These prestigious fellowships are intended to support clinical or non-clinical researchers to develop an outstanding and innovative research programme and to establish their independent research careers. Candidates must be able to demonstrate an exceptional track record in their research field to date, and will have begun to build a reputation for the quality of their research, but will not yet have established an independent career or led a research group.

Fellows will be supported to obtain a competitive external fellowship and/or secure substantial peer-reviewed funding during the tenure of the post. As such, candidates are expected to be at a suitable career stage (for instance, with respect to years’ post-doctoral experience gained) in order to be...
eligible to apply for externally funded fellowships (such as, but not limited to, MRC Career Development Award, ERC Starting Grant, Wellcome Trust Intermediate Clinical Fellowship). Excellence Fellowship candidates must be of outstanding calibre relative to others at a similar career stage and capable of presenting competitive grant and fellowship applications.

JOB DESCRIPTION

Role: UCL Excellence Fellow based in UCL School of Life and Medical Sciences (SLMS)

Reports to: Director of SLMS Division/Institute where appointment is made

Division or Institute: Division or Institute within SLMS of UCL Sponsor

Applicants must identify a UCL academic(s) within SLMS to sponsor their application. This sponsor should be a Group Leader, Head of Research Department, or Division/Institute Director, depending on the specific location. The sponsor(s) should be able to assure the selection panel that the Fellow will be welcomed into the host department as an independent researcher. Candidates must contact and discuss their application with the potential sponsor at an early stage prior to submission. See point 1 of Specific Terms and Conditions below for information on how to find a UCL Sponsor.

Main purpose of the post:
- To conduct outstanding, creative, and innovative research in order to develop internationally renowned outcomes through high impact publications.
- To establish an independent research career through developing a unique research programme and securing substantial peer-reviewed funding.

Main duties and responsibilities:
Post holders will be expected to:
- Generate and pursue independent and original research ideas, design and conduct a successful programme of investigation and develop innovative, world class research.
- Secure funding from research councils, charities and other funding agencies as appropriate for a personal fellowship during this appointment, and/or substantial grant income.
- Publish (as senior author) in high quality peer reviewed national and international journals.
- Participate in seminars and workshops as appropriate.
- Present research at national and international conferences/meetings as appropriate.
- Develop research networks locally, nationally and internationally in support of the research programme including facilitating and participating in cross-cutting research collaborations.
- Provide guidance to other staff and students in his/her specialist area.
- Take part in knowledge transfer activities, as appropriate.
- Take part in enabling activities, as appropriate.
- Maintain own continuing professional development.
- Actively follow and promote UCL policies, including Equal Opportunities.
- Maintain awareness and observation of ethical and research governance regulations, plus fire and health and safety regulations.
- Carry out any other duties commensurate with the grade and purpose of the post.
- **Clinical candidates:** There is scope to undertake clinical duties as part of the post. This would be negotiated on an individual basis.

This job description reflects the present requirements of the post. As duties and responsibilities change/develop, the job description will be reviewed and subject to amendment in consultation with the postholder.

PERSON SPECIFICATION

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<th>Qualifications</th>
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<td>PhD in an appropriate discipline or equivalent research-related degree. The PhD must have been awarded at the point of application.</td>
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<th>Experience, skills and aptitude</th>
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<td>Postdoctoral experience or equivalent research-related degree and experience of conducting research</td>
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<td><strong>Recent record of outstanding publications</strong></td>
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<td><strong>Ability to conduct independent research</strong></td>
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<td><strong>Excellence in research in identified area</strong></td>
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<td><strong>Visionary approach to key directions for future research in identified area</strong></td>
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<td><strong>Ability to plan and implement a creative and influential independent research programme</strong></td>
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**E** = Essential  
**D** = Desirable

**TERMS AND CONDITIONS**  
Full terms and conditions of employment for research staff can be found at:  
[http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php](http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php). In addition, the following apply to Excellence Fellowship posts:

1. **UCL Sponsor:** Applicants must identify an academic sponsor at UCL who will sponsor their application. A sponsor should be able to assure the selection panel that the Fellow will be welcomed into the host department as an independent researcher and be provided with research/laboratory space, support and facilities to establish and pursue their independent research agenda. As such, candidates must contact and discuss their application with the potential sponsor prior to submission, and the sponsor must provide a letter of support as part of the candidate’s application. The letter must confirm and detail the space and resources that will be provided. If your contact at UCL is not a Head of Research Department or Division/Institute Director, their support letter must be co-signed by the relevant Head of Research Department and Division Institute Director as proof that they all have reviewed and approved the provision of space and resources.  

   Sponsors may be UCL academics who are existing professional contacts of the candidate. Alternatively, candidates may use UCL’s Research Portal and SLMS webpages to find the contact details of academics and Research Departments/Division/Institutes in their research area.

2. **Start date:** To be agreed between the successful candidate and the host Division/Institute; normally expected to be within 6 months of the interview (interview date = 30 June), but this is negotiable.

3. **Duration of appointment:** Fellowships are for a fixed term of three years. Appointees are expected to apply for their own externally-funded fellowship or personal award during the first two years of this post. Further continuation of funding is dependent on the appointee achieving agreed tangible outputs in relation to research progress, publications and income generation and this will be reviewed by the SLMS Research Board.

4. **Funding:** In addition to three years’ salary, fellows will receive up to £50,000 for research expenses. Applicants who obtain an externally funded fellowship prior to, or during, the tenure of their Excellence Fellowship will also receive a supplementary research fund, to a maximum of £50,000. The supplement will be a percentage of the salary budget recuperated by UCL and will depend upon the date during the Fellowship that the external funding is activated. External fellowship or other grant funding may originate from government, charities or the commercial sector.

5. **Studentships:** Fellows will be eligible to co-supervise a PhD student with their UCL sponsor and to co-apply with their sponsor to relevant PhD studentship programmes within UCL. No specific funding will be available for studentships through the Excellence Fellowship, though Fellows may use their research expenses allowance as best supports their research.

6. **Mentoring:** Fellows will be mentored by two senior UCL academics, normally one selected by the fellow and one nominated by UCL. The two mentors will closely monitor the career development of the fellow, and all mentors, acting as a team, will oversee and nurture the development of the whole group.
APPLICATION PROCEDURE

Closing Date: 10th May, 2017 (11 pm)
Shortlisting: End of May
Interviews: 30 June, 2017

All applications must be made online at [http://www.ucl.ac.uk/hr/jobs/index.php](http://www.ucl.ac.uk/hr/jobs/index.php)

1. Search for the vacancy and click on the job title.

2. Download “Application Form” (a word document) from near the bottom of the page.

3. Use the information in these guidelines and FAQs to approach and secure a UCL Sponsor in the School of Life and Medical Sciences. **You should contact and secure a sponsor at an early stage of the application process** as applications submitted without a sponsor risk not being considered for shortlisting.

4. Complete the basic information required in the online application.

5. Complete the downloaded application form (point 2 above; word document).
   a. You must provide details of your UCL SLMS Sponsor, and any additional sponsors.
   b. If you are on the UCL redeployee register, please indicate this in the relevant box and supply your redeployee ID.

6. Obtain or complete all of the required documents. These are:
   a. A covering letter from the candidate explaining why you are applying for this fellowship and outlining career goals, plans for future funding applications and justification for applying to UCL (maximum one A4 side).
   b. CV of the candidate (maximum three A4 sides) plus full publication list.
   c. A research proposal outlining the planned research, with emphasis on vision and ambition (maximum two A4 sides, no less than Arial pt 11 font, references can be on a separate page). Should it be relevant to your research programme, please include an additional brief section (150 words maximum) on any likely health, technology or other possible impacts from your research.
   d. A letter of support from the UCL Sponsor(s) (maximum one A4 side). The letter must confirm and detail the space and resources that will be provided. Your support letter must be co-signed by the relevant Head of Research Department and Divisional/Institute Director as proof that they have reviewed and approved the provision of space and resources.

7. Upload documents on the online recruitment system:
   a. Upload your CV in the “upload CV” section.
   b. Create a single pdf document containing the completed application form and all remaining enclosures, and upload this in the “other supporting documents” section.

8. Check your application and submit it.

Enquiries should be directed to ucl-fellowships@ucl.ac.uk. Candidates are encouraged to read the FAQs before contacting this address. Please note, due to the volume of applications we are unable to provide individual feedback to applicants who are not shortlisted for interview.