**ANNEX: Additional information for host Departments/Divisions/Institutes and Faculties**

**Central submission platform**

We will be implementing a central submission platform for the Round 9 of the UKRI Future Leaders Fellowships. This means that all applicants interested in applying to the scheme will submit their application first via the central submission platform. Then, applications will be shared with the relevant host department for their consideration and prioritisation ahead of their Faculty internal nomination process. In managing the call in this way, and announcing the call earlier, the ambition is to: (i) increase robustness, efficiency and transparency of internal prioritisation processes; (ii) reduce bureaucracy for departments and faculties across UCL; (iii) shorten internal prioritisation process timelines and increase the time available for applicants to work on their applications; and, (iv) allow the collection and monitoring of equality, diversity & inclusion (EDI) data from all applicants participating in the internal process.

The central submission platform will use Microsoft Forms. EDI data is being requested as part of the application process in order for; (i) UCL to provide anonymous diversity data to UKRI as per call requirements and (ii) UCL to monitor EDI data from applicants to the internal selection process for the UKRI Future Leaders Fellowships (FLF) scheme (Round 9). This data will be collected at stage 1 - initial application stage (i.e. when applying to your local Department/Division/Institute selection process).

**Department/Division/Institutes quotas and process coordination with Faculties**

**Ask:** We ask Departments/Divisions/Institutes to ask their Faculty Vice Dean for Research (VDR) (or equivalent) and/or Faculty Research manager (RM) for instructions about what is needed from Departments/Divisions/Institutes to nominate their candidates to the Faculty stage and when. Research Coordination and Facilitation Offices (RCOs) won’t be managing or be involved in any of the processes at Department/Division/Institute or Faculty stage. RCOs will only collect applications and share them with Departments/Division/Institutes.

**Expectations:** We expect Departments/Divisions/Institutes to check candidates’ eligibility and documents submitted, run their internal process, make their nomination and send the application of their nominated candidates to Faculty for their consideration. Departments/Divisions/Institutes and Faculties will need to communicate outcomes to applicants at the relevant devolved stages. Any queries, please contact your RCO contact for the internal process (see RCO contacts below).

Action plan example

1. Departments/Divisions/Institutes approach their Faculty VDR/RM to coordinate their internal process and agree arrangements (i.e. limit on the number of nominations for the Faculty stage, deadline to send nominations and proposals to Faculty, whether a Head of Department/Division/Institute statement is needed etc).
2. Departments/Divisions/Institutes run their process and send nominations and applications of their nominated candidates to Faculty before the agreed deadline.
3. Faculties run their internal process and send nominations to ovpr.beams@ucl.ac.uk, regardless of where your Faculty is based, by the Faculty deadline for nominations to central panel (22 March).

**Designated Department/Division/Institute Contacts**

Applications received via the central submission portal will be shared with the designated Department/Division/Institute contact for their consideration. Designated Departments/Divisions/Institutes Contact will be;

BEAMS - Department (or equivalent unit) Research Director and Department Manager.

LMS - Division/Institute Director, Manager and/ or key Professional Services contact.

SLASH - As per current Faculty and Departments key contacts for research funding updates.

IoE - As per current Faculty and Departments key contacts for research funding updates.

If your Department/Division/Institute would like someone else to be the designated contact for the internal process, please get in touch with your RCO contact as soon as possible.

**RCO contact information for Departments/Divisions/Institutes and Faculties**

If you have any questions about the scheme or process, please contact;

BEAMS - Eugenio Zapata-Solvas (e.zapata-solvas@ucl.ac.uk)

LMS - Tracy Dos Santos (t.dossantos@ucl.ac.uk)

SLASH - Steve Morrison (s.morrison@ucl.ac.uk)

IoE - Steve Morrison (s.morrison@ucl.ac.uk)