



## 2014 L'Oréal-UNESCO UK and Ireland Fellowships For Women In Science

# 2014 Application Terms & Conditions

**Application for the 2014 L'Oréal-UNESCO UK and Ireland Fellowships For Women In Science is now open.**  
**Closing date: 14<sup>th</sup> March 2014 at midnight (BST)**

### 1.0 What are the L'Oréal-UNESCO UK and Ireland Fellowships For Women In Science?

The L'Oréal-UNESCO UK and Ireland Fellowships For Women In Science are awards offered by a partnership between L'Oréal UK & Ireland, the UK National Commission for UNESCO and the Irish National Commission for UNESCO, with the support of the Royal Society, to promote, enhance and encourage the contribution of women pursuing their research careers in the UK or Ireland in the fields of the life and physical sciences.

The National Fellowships are offered under the umbrella of the L'Oréal-UNESCO For Women In Science Programme, which has promoted women in scientific research on a global scale since 1998.

Four Fellowships will be awarded in 2014 to outstanding women scientists in the early stages of their career to enable and/or facilitate promising scientific research. The Fellowships are tenable at any UK or Irish university or research institute to support a 12-month period of postdoctoral research in any area of the life or physical sciences.

The value of each fellowship is £15,000 (equivalent € for candidates in Ireland). The Fellowships are designed to provide flexible support. The prize money can be spent in innovative ways to enable women scientists to pursue and continue their research careers – such as buying equipment, paying for childcare or funding travel costs to an overseas conference.

### 2.0 Who is Eligible?

- Candidates must be female postdoctoral level researchers who have already been awarded their research doctorate in the fields of life or physical science.
- Candidates must have no more than 10 years' active full-time equivalent postdoctoral experience (discounting career breaks, but including teaching experience and/or time spent in industry).
- Candidates must not currently hold a permanent academic post, or have ever held a permanent academic post in the past, or have received, before the start date of the award, the promise of a permanent academic post.
- Candidates must be undertaking research in the life or physical sciences. Computer science, engineering, mathematics, psychology, science education and social sciences are not eligible for this Fellowship.
- Candidates must be conducting their research at a UK or Irish university or research institute.
- Candidates must be a citizen of the European Economic Area (EEA), or a Swiss citizen, or have permanent residence status in the UK or Ireland; **and** must be residing in the UK or Ireland at the time of application.
- Applications are welcomed from candidates who wish to establish/re-establish themselves after a career break or other period of absence from active research or where the candidate is establishing a research career as a mature entrant or after experience in other fields.

### 3.0 Online Application Procedure and Deadline

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We can only accept applications made online. You will need to visit [www.womeninscience.co.uk](http://www.womeninscience.co.uk) to create an account and complete an application.

You do not have to complete your application in one sitting; you may log back into your application and add to it or edit it as many times as you like up until the point you submit it. You are able to click through the different sections of the application form and you can print your application at any stage. We ask candidates to arrange for us to receive two letters of recommendation from persons who have personal knowledge of their qualifications and suitability for the Fellowship. You will be asked to fill in contact details for your two referees on the application form and the system will automatically send them an email asking them to supply a letter of recommendation. It is advisable therefore that you inform your referees in advance that they will be sent an automated email asking for a letter of recommendation.

The deadline for the receipt of completed applications is **14<sup>th</sup> March 2014 at midnight (BST)**. It is the candidate's responsibility to ensure that the application, including letters of recommendation, is complete and submitted before the deadline. For a complete application to be considered you **must** select the 'submit' button on the online application form; applications which have not been submitted by the deadline, or which are incomplete, cannot be considered.

A panel of multi-disciplinary readers will review all the applications. The top 20 applications selected by the readers will be forwarded for final review by the jury panel. The jury then select the top 8 for interview.

Interviews and the Award Ceremony will be held in London on 19<sup>th</sup> June 2014. Candidates shortlisted for interview will be notified in the week commencing 2<sup>nd</sup> June 2014. Applicants should ensure that they are available to attend the interview and awards ceremony should they proceed to the final.

Successful candidates must take up the Fellowship within 6 months of the announcement of the award. The offer will otherwise lapse. Only in exceptional circumstances will a later start date be considered.

#### Examination of the applications – 3 stages

##### Stage 1 Long Listing

**Who?** A team of multi-disciplinary readers with expertise in life and physical science will review all eligible applications.

Readers have been appointed on the recommendation of the Research Councils and other sources and are academic experts based in the UK & Ireland.

Each application will be assessed by one or possibly two readers.

##### **When?**

In April and May 2014. Reader assessments to be received by Wednesday 30<sup>th</sup> April 2014. Assessments will be submitted through the online system.

##### **What will be assessed?**

Candidates' application forms using the criteria listed below.

##### **What criteria will be used?**

Applications are to be marked out of a total possible 15 marks.

Criteria are as follows:

#### **1. Intellectual merit of candidate (out of 5)**

- Academic records
- Ability to interpret and communicate research findings
- Evidence of originality, initiative and productivity
- Strong recommendation in reference letters (two requested)

#### **2. Clearly articulated research proposal (out of 5)**

- The relevance of the research and its impact
- The originality of the research proposal
- The proposal should be presented in a clear and compelling way

#### **3. How the fellowship will enhance the candidate's career and/or assist with a successful return to scientific research (out of 5)**

- Whether the candidate has made a convincing case for the difference that this fellowship will make to her

##### Stage 2 Short Listing

**Who?**

Shortlisting to be carried out by jury panel of 7 senior UK & Ireland scientists.

**When?**

Thursday 29<sup>th</sup> May, 2014

**What will be judged?**

Top 20 candidates' applications (based on highest aggregate reader scores).

Following the completion of the Stage 1 reader assessment, the jury panel reviews the top 20 candidates' applications; the jury panel will receive details of the marks and comments given by Stage 1 readers.

The jury will select the top eight candidates to be taken forward to the final interview day.

Criteria are as follows:

**1) Intellectual merit of candidate**

- Academic records
- Ability to interpret and communicate research findings
- Evidence of originality, initiative and productivity
- Strong recommendation in reference letters (two requested)

**2) Clearly articulated research proposal**

- The relevance of the research and its impact
- The originality of the research proposal
- The proposal should be presented in a clear and compelling way

**3) How the fellowship will enhance the candidate's career and/or assist with a successful return to scientific research**

- Whether the candidate has made a convincing case for the difference that this fellowship will make to her

**Stage 3 – Final interview day****Who?**

Interviews to be carried out by the Jury Panel.

**When and where?**

Thursday 19<sup>th</sup> June 2014, Royal Society, London

**What will be judged?**

Each of the final 8 candidates will deliver a 10 minute presentation of their research proposal, followed by 20 minutes of questions from the Jury Panel.

The top four candidates will be selected as 2014 Fellows.

Same criteria as in Stage 1 and Stage 2, as well as a presentation of the proposed research project and a question answering session in the assessment interview.

**The four winners of the L'Oréal UK and Ireland Fellowships For Women In Science 2014 will be announced at an Awards ceremony event immediately following the final interview day at the Royal Society on Thursday 19<sup>th</sup> June 2014.**

**4.0 Key Dates**

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- Applications website will be open from the 1<sup>st</sup> February – 14<sup>th</sup> March 2014 (Midnight)
- Reader assessment of applications takes place between 28<sup>th</sup> March – 8<sup>th</sup> May 2014
- Jury assessment of applications takes place between 9<sup>th</sup> May – 29<sup>th</sup> May 2014
- Shortlisted candidates will be contacted by phone and by email on Friday 30<sup>th</sup> May 2014
- Assessment day and awards ceremony takes place on Thursday 19<sup>th</sup> June 2014

## 5.0 Further Information

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For further information, visit [www.womeninscience.co.uk](http://www.womeninscience.co.uk) or email [fwis@unesco.org.uk](mailto:fwis@unesco.org.uk)

## 6.0 Frequently Asked Questions

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**How do I find out whether my application is successful?** Candidates short-listed for interview will be notified by email in the week commencing 3<sup>rd</sup> June 2013. If you do not hear from us by this calendar week then assume that your application has been unsuccessful. Unfortunately, due to the very high volume of applications that we receive, we are unable to give feedback on individual applications.

### Eligibility

**I am not a UK/Irish citizen but am currently undertaking research in the UK/Ireland, am I eligible?** The Fellowship is open to citizens of the European Economic Area (EEA), Swiss citizens and those with permanent residence status in the UK/Ireland; candidates *must* be residing in the UK or Ireland at the time of application. Please note that Tier 1 or Tier 2 visas do not count as permanent residence status.

**Which fields of research are covered by the Fellowship?** The fields of research are life sciences (including medical sciences) and physical sciences. Computer science, engineering, mathematics, psychology, science education and social sciences are not eligible for this Fellowship.

**I am currently working towards my PhD. Am I eligible?** No. Candidates must have completed and been awarded a research doctorate by the time of application.

**What is counted as no more than 10 years active full-time equivalent postdoctoral experience?** Candidates must have no more than 10 years active full-time equivalent postdoctoral experience. This discounts career breaks, such as maternity leave, carer leave, ill health, EU national service and voluntary service overseas, but includes teaching experience and/or time spent in industry. Part-time work is counted on a pro-rata basis.

**How do you define not holding a 'permanent academic post'?** Candidates must not currently hold a permanent academic post, or have held a permanent academic post in the past, or have received, before the start date of the award, the promise of a permanent academic post.

A permanent academic post is defined as one which includes lecturing and administrative responsibilities alongside research, and which is not dependent on research income but funded from general university/institute funds; it is also for an indefinite period, but may be terminated on notice.

If you currently hold a university post, to be eligible for this Fellowship your current post must be either a research post, which may be permanent or for a fixed duration, or a fixed term academic post, where your contract of employment has a defined end date.

**I am returning to science research after taking a career break. Do I qualify for the Fellowship?** The Fellowship is intended to provide flexible support for women scientists to pursue and continue their research careers in the UK or Ireland. Applications are welcomed from candidates who wish to establish/re-establish themselves after a career break or other period of absence from active research or where the candidate is establishing a research career as a mature entrant or after experience in other fields.

Career breaks can include periods such as maternity leave, carer leave, ill health, EU national service and voluntary service overseas. If you are currently returning to scientific research following a career break, please ensure that you indicate clearly in your application.

**Am I able to hold the Fellowship on a part-time basis?** The Fellowship is intended to provide flexible support for women scientists to pursue and continue their research careers in the UK or Ireland. Recipients can take up the award to pursue their research project either full-time or on a part-time basis to allow them to meet caring responsibilities etc.

**I want to use the Fellowship to conduct research outside the UK/Ireland. Am I able to do so?** Fellowships must be held at a UK or Irish university or research institute, and research must be carried out under the auspices of an academic supervisor or mentor at the host institution. However, award holders may conduct field work overseas as *part* of the UK or Ireland-based research supported by the Fellowship.

**Do you accept joint applications?** The Fellowships are awarded to individuals. We do not accept joint applications.

### Required Documentation

**Can I submit a paper application?** We can only accept applications made online. You will need to visit [www.womeninscience.co.uk](http://www.womeninscience.co.uk) to create an account and complete an application.

**What are the guidelines regarding the length of the proposed research plan?** The research plan should not exceed 1,000 words (excluding references).

**What should be included in the candidate statement?** The candidate statement should explain how the Fellowship will enable you to undertake your research and contribute to your career, and why the Fellowship is important to the funding of your research. Please specify how this award will help to overcome any obstacles and barriers which may have impeded your career progress to date. You should bear in mind that the Fellowships are designed to provide flexible support and make a convincing case for the difference that this Fellowship will make to you. The candidate statement can include justification for the proposed expenditure choices that you make in the budget section of the application. The candidate statement should not exceed 1,000 words.

**What is required from the letter of acceptance from my proposed host institution?** Your application should include a letter of acceptance from your proposed host institution. The letter should confirm that the university/research institute is able to provide you with the appropriate space and facilities for the duration of the 12-month period to undertake the research that the Fellowship would support. You can upload the letter (as a word or pdf document) to your application.

**How many letters of recommendation are required?** A completed application requires two letters of recommendation. These should be written by individuals who have personal knowledge of your qualifications and suitability for the Fellowship. These referees should be academic supervisors acquainted with your most recent periods of formal academic study or research.

**How should letters of recommendation be submitted?** You will be asked to fill in contact details for your two referees on the online application form and the system will automatically send them an email asking them to supply a letter of recommendation. It is advisable therefore that you inform your referees in advance that they will be sent an email asking for a letter of recommendation. Your referees will be asked to submit their letter of recommendation to us online. It is the responsibility of the candidate to ensure that letters of recommendation are completed and received before the deadline.

**Can I tell from the online application system if my referees have submitted letters of recommendation?** Before you have submitted: Section D of the online application form will be updated when each of your referees submits a letter of recommendation, to read "this referee has now replied with a reference". After you have submitted: You can log in and check the status of your references on the status bar at the top of the screen.

**To whom should my referees address their letter of recommendation?** Letters of recommendation should be addressed to "The 2014 For Women In Science Jury Panel".

**Do I need to send degree certificates as supporting documentation?** You do *not* need to send us your degree certificates at the time of application. If you are shortlisted for interview, you will be required to provide certified copies of your undergraduate and postgraduate degree certificates.

## Award Payment and Use

**What can I use the Fellowship award money for?** The Fellowship is intended to provide flexible support for women scientists to pursue and continue their research careers in the UK or Ireland. The award money can be spent by the recipient on any costs that will enable and/or facilitate her research, but not to be paid as a salary to herself. Applicants are required to provide a budget estimate for proposed expenditure in their completed application.

**What is the payment structure/timing for the award money?** The Fellowship is intended to support a 12-month period of postdoctoral research. The award money will be paid in full at the start of the Fellowship, which must be within 6 months of the announcement of the award. Only in exceptional circumstances will a later start date be considered. Recipients are required to submit a final scientific report and a final financial expenditure statement on completion of the Fellowship.

### Who is the award paid to?

The award is paid directly to the Beneficiary unless the beneficiary requests that it should be paid into a university department bank account on her behalf.

**Am I able to hold the Fellowship alongside other awards/fellowships?** Yes. Recipients are allowed to hold the Fellowship alongside other awards, grants, scholarships and fellowships, but these must be declared. Candidates should advise the For Women In Science Team if they receive another award, grant, scholarship or fellowship which covers the proposed research project.

## Technical Problems

**I am experiencing technical problems completing the form online. Who do I contact for help?** If you experience technical problems with completing the form online please contact us using the 'help' tab at the bottom of the online application. Alternatively, send an email to [fwis@unesco.org.uk](mailto:fwis@unesco.org.uk)

## 7.0 Miscellaneous

Applications cannot be returned and are the property of the Promoter. Copyright and other rights and interests in each application are hereby assigned to the Promoter.

The Promoter may use the application for post-event publicity (including newspapers, magazines, online, broadcast bulletins and other forms of media), on the For Women In Science website and the Promoter's corporate and internal website and any other material which reports or promotes the award. No additional compensation will be paid for such promotional activities. Accordingly, entrants assign to the Promoter any copyright and other intellectual property which exist in their entry and irrevocably waive any moral rights that would vest in them under the Copyright, Design & Patents Act 1988.

### **Use of Fellowship winner in publicity and promotional materials**

The winners will be photographed, filmed and interviewed by the Promoter for purposes linked to communicating the "For Women in Science" programme and these photos, videos and texts will be used in publications and audiovisual means including but not limited to written press, television, internet, photographs and brochures including distribution to the media worldwide.

The winners expressly authorise the Promoter to reproduce, represent and use their image, name, distinctions and titles, worldwide from the announcement of the Fellowship until completion of the Fellowship programme. Such authorisation shall be limited to non-commercial uses in relation to the For Women in Science Fellowship programme.

The winners will not receive any remuneration for such promotional activity.

### **Beneficiary's Reporting Obligations**

The winners are required to submit a final scientific report, on the conduct and outcome of their Research Project, within three months of the end of the Fellowship programme.

The winners are required to submit a final financial expenditure statement on the actual Fellowship expenditure incurred on the Research Project, within three months of the end of the Fellowship programme. The statement should be accompanied by appropriate receipts, copies of invoices etc.

The winners are also required to complete an end-of-fellowship questionnaire, within three months of the end of the Fellowship programme.

The Promoter reserves the right to require the winners to complete and submit a progress report or a statement of expenditure at any time during the Fellowship programme, or to provide supplementary information in support of a final expenditure statement.

The prizes are as stated and there are no alternatives or cash substitutes.

Any applications which do not conform with the Terms & Conditions will not be valid.

Proof of sending will not be accepted as proof of receipt.

Responsibility cannot be accepted for lost, damaged or delayed entries whether due to technical or connectivity problems or otherwise.

The judges' decision is final and no correspondence will be entered into.

If the prize is declined or if the winner forfeits the prize under these Terms & Conditions, then the judges may at their absolute discretion select an alternative winner in accordance with the judging criteria specified above.

The Promoter reserves the right at its absolute discretion to add or to waive any of the Terms & Conditions, or to cancel the competition at any stage, in the event of circumstances ongoing beyond its reasonable control.

English law applies and the English courts shall have exclusive jurisdiction over any proceedings in connection with this promotion.

### **By entering this competition, applicants will be deemed to have accepted the Terms & Conditions**

On winning a fellowship, applicants will be asked to sign an additional Winner's Terms & Condition document, regarding the Terms & Conditions attached to the fellowship payment. For more information – email [fwis@unesco.org.uk](mailto:fwis@unesco.org.uk)

### **Promoter**

L'Oréal (UK) Limited in partnership with the UK National Commission for UNESCO, the Irish National Commission for UNESCO and the Royal Society.