BBSRC RESEARCH FELLOWSHIPS HANDBOOK 2012

Full details of BBSRC Research Fellowship schemes can be found on the web at
http://www.bbsrc.ac.uk/funding/fellowships-index.aspx

Revised July 2012

ENQUIRIES

BBSRC Fellowships are now administered by RCUK SSC Ltd. Enquiries relating to pre-award application processing, peer review and post-award administration should be directed as follows:

Pre-award application processing queries:
GrantsBBSRC@ssc.rcuk.ac.uk or 01793 867126

In the first instance for any Post-award administration queries please refer to the Cross Council Terms & Conditions which can be found at
http://www.bbsrc.ac.uk/web/FILES/Guidelines/research-grants-terms-conditions.pdf
or consult with your admin/finance office for further guidance

Where you are requesting a change to an existing grant please refer to the Je-S web link
https://je-s.rcuk.ac.uk/Handbook/Index.htm - Grant Maintenance Requests

For any other guidance which is not covered in the above please contact
GrantsPostAward@ssc.rcuk.ac.uk

For enquires relating to BBSRC's scientific remit, email remit@bbsrc.ac.uk

For general enquiries regarding BBBSRC Fellowships, email
postdoc.fellowships@bbsrc.ac.uk

For enquiries about policy issues and the Fellowship Agreement, email
avril.ferris@bbsrc.ac.uk

For enquiries about the monitoring and assessment of fellows' progress, email
avril.ferris@bbsrc.ac.uk

CLOSING DATES FOR RECEIPT OF PROPOSALS IN 2012

BBSRC David Phillips Fellowships	**20 September 2012**

BBSRC has launched a new flexible interchange to support research development and support movement between industry and academic sector. Further details are available at www.bbsrc.ac.uk/FLIP.

INTRODUCTION

1.1 This Handbook is issued by the Biotechnology and Biological Sciences Research Council (BBSRC). It provides information about the David Phillips fellowship scheme offered by the Council to enable scientists to devote their time to independent research and scholarship. These awards are for early-career scientists who have demonstrated high potential during their research training and initial years of postdoctoral research.

1.2 The information provided in this Handbook applies to all fellowships awarded in response to proposals submitted to meet the September 2012 closing date. The regulations relating to fellowships awarded in response to earlier schemes remain as set out in the relevant Handbook.

1.3 For fellowships available in the 2012 competition, candidates and their host institutions should be aware that the Research Councils UK (RCUK) have agreed a common single set of terms and conditions covering grants and fellowships. All fellowships awarded in the 2012 competition will be made under the new terms, as set out in BBSRC's Research Grants Guide.

2. BBSRC REMIT

2.1 All fellowship projects supported by BBSRC must be within BBSRC's scientific remit. Full information about the science covered by the BBSRC is available on the BBSRC website at http://www.bbsrc.ac.uk/funding/grants/remit.aspx. All remit enquiries should be emailed to remit@bbsrc.ac.uk.

2.2 BBSRC is particularly keen to see proposals which demonstrably support the priorities established in its Strategic Plan at http://www.bbsrc.ac.uk/publications/planning/strategy/strategic-plan-index.aspx. Potential applicants are strongly encouraged to read this document before preparing their proposal.

3. HOW TO APPLY

3.1 BBSRC uses the Je-S (Joint electronic Submission) fellowship proposal form. Proposals for BBSRC fellowships must be made through the Je-S system and all proposals must be submitted electronically through the host institution. Applicants should note that the Je-S electronic form is the only form that will be accepted for BBSRC fellowship proposals.

3.2 Detailed guidance on how to complete the fellowship proposal form and the necessary attachments that need to be submitted with the proposal can be found on the Je-S system at https://je-s.rcuk.ac.uk/eforms/secure/Login.asp.

3.3 Applicants and their host institution both need to register to submit fellowship proposals through the Je-S system. Those applying through Je-S for the first time need to check that they have a Je-S account that allows them to submit proposals. This should be done well in advance of the fellowship closing date

ensuring that enough time is also left for the host institution's submission process to take place. Queries regarding the Je-S system should be referred to the Je-S HelpDesk on 01793 444164 (Mon-Fri 9am-5pm) or JeSHelp@rcuk.ac.uk.

3.4 Candidates may only submit one proposal for a BBSRC research fellowship each year.

4. HOST ORGANISATION

Eligibility of host institution

4.1 BBSRC fellowships can be held at any UK university or BBSRC-sponsored institute. Applicants are responsible for agreeing suitable arrangements with the institution concerned before submitting a proposal, and for ensuring that there are adequate, accessible and appropriate high quality facilities available for the research proposed.

Choice of host institution

4.2 BBSRC places considerable weight in the awarding of fellowships on evidence that the applicant has given full and careful consideration to the choice of institution. In all cases, the choice of institution should relate to the scientific infrastructure and research environment of the selected institution and the reasons for that choice should be made clear in the proposal.

Collaborations

4.3 Applicants who intend to continue collaborating with existing supervisors or researchers, or whose fellowship programme will be dependent on new collaborations, must provide a covering letter as an attachment to the Je-S proposal form indicating the agreement of the collaborator(s) to the proposed collaboration.

5. FINANCIAL ARRANGEMENTS

Full Economic Costing (fEC)

5.1 All fellowships will be applied for and awarded under Full Economic Costing (fEC). Fellowship applicants are required to submit costed research support grant proposals in line with the guidelines in BBSRC Research Grants. The Research Councils will fund 80% of the total costs approved. In particular, applicants should pay attention to the RCUK report Efficiency 2011-15: Ensuring Excellence with Impact, published in March 2011. This guidance relates to requests for equipment included on proposals submitted to the Research Councils and is available on the RCUK website at http://www.rcuk.ac.uk/research/Pages/Efficiency2011.aspx

5.2 There is no maximum limit on the size of the research support grant that may be requested. However, all resources must be fully justified as part of the proposal.

5.3 All costs requested must be fully justified in the “Justification of Resources” attachment to the Je-S fellowship proposal form. BBSRC reserves the right to adjust the level of the research support grant in line with normal research grant procedures or to disallow any items requested. Once approved the fellowship and research support grant will be cash limited and not supplemented during the fellowship.

5.4 All fellowships will normally be awarded and paid through the employing institution, regardless of where the fellowship is actually held.

Costs of attending BBSRC events

5.5 During the period of a BBSRC fellowship, the fellow will be required to attend various Conferences (including the biennial BBSRC Fellows Conference) and meetings arranged by BBSRC to discuss progress under the fellowship. The costs of attendance relating to these events should be met within the fellowship support grant. It is therefore important that these costs are budgeted for at the proposal stage as, once awarded, BBSRC fellowships will not be supplemented to meet these costs.

6. ASSESSMENT PROCESS

6.1 Proposals are assessed by BBSRC’s Committee E. Applicants are required to nominate six referees who are familiar with their research area, but who are not people with whom they have had, or intend to have, a research collaboration or who work at the applicant’s present or proposed institution. BBSRC reserves the right to make the final selection of referees.

Confidentiality

6.2 BBSRC takes all reasonable steps to ensure the contents of fellowship proposals are kept confidential. The proposal form and any associated papers sent by BBSRC to referees and members of Committee E are sent “In Confidence” and are accompanied by a note explaining the implications of confidentiality. Referees and Committee members involved in assessing proposals may need to consult in confidence with colleagues about individual fellowship proposals. Where this happens, the confidentiality criteria must be adhered to by the consultees.

Interviews

6.3 Short-listed candidates will be called for interview. BBSRC will meet the costs of travel to and from the interview by the most economical means and other necessary expenses.

Outcome of proposals

6.4 Applicants can normally expect to be notified of the outcome of their proposals within six months of the closing date of the scheme. The Council’s decisions are final.

7. FELLOWSHIP AWARD TERMS AND CONDITIONS

7.1 The terms and conditions applying to the fellowship grant are those applying to BBSRC research grants unless otherwise stated: see BBSRC Research Grants

Employment status

7.2 Fellows must be employed by the host research organisation for the duration of the fellowship. The employing institution is required to give an undertaking to this effect as part of the proposal.

Relocation expenses

7.3 Where BBSRC is satisfied that it is essential that the fellow must move home to take up the fellowship, a contribution of up to £2k will be paid towards the costs of relocation.

Financial arrangements

7.4 The funding to support a BBSRC fellowship is normally provided to the institution which employs the fellow.

Starting date

7.5 Fellowships must be taken up within the financial year in which they are awarded.

Use of data

7.6 Scientific titles and abstracts, and limited personal data from successful fellowship proposal forms are recorded in the BBSRC's databases for the purposes of administering the fellowship, equal opportunities monitoring, and on databases of research activities which are publicly available via the BBSRC Website. The information may be used in BBSRC publications and for other reporting purposes. Fellows must notify BBSRC in writing if they do not wish personal data or information that could affect intellectual property rights to be transferred to publicly available databases or to be used in publications. In these circumstances, fellows must provide alternative summaries of their fellowship which can be made publicly available.

Simultaneous awards

7.7 BBSRC fellowships may not be used to supplement, or be supplemented by, any other fellowship. If any other award is received or expected during the tenure of a BBSRC fellowship, BBSRC must be advised immediately so that an appropriate adjustment to the BBSRC award can be considered.

Applying for research grants

7.8 In addition to the fellowship research support grant, BBSRC fellows are eligible to apply, through their employing institution, for research grants from BBSRC or other grant-awarding organisations. Proposals for further research grants should

not be made where this would result in a fellow becoming diverted from the planned fellowship research programme. Where further proposals are made under fEC, fellows should not apply for the costs of their time on the research grant where this is already covered by their BBSRC fellowship.

7.9 Proposals for BBSRC research grants can be submitted at any time during tenure of the fellowship. Where the period of the research grant extends beyond the completion date of the fellowship and the fellow does not hold an appropriate tenured position, the employing institution must agree formally to employ and meet the fellow's salary costs for that period of the research grant which extends beyond the completion of the fellowship. However, under fEC, the host institution can apply for salary costs of the time the fellow spends on the project as normal. In such cases, work on the research grant must be undertaken and completed at the employing institution.

BBSRC studentships

7.10 Fellows may be supervisors on BBSRC studentships, provided that they are in a position to offer effective supervision of the student for the full duration of the studentship award.

Reporting progress

7.11 Fellows are required to submit annual appraisals of their progress throughout the fellowship. Similarly, fellows' Heads of Departments are required to provide comments. These will be considered by BBSRC's Committee E and feedback will be provided.

7.12 In addition to the annual appraisals that are required from all BBSRC fellows, David Phillips fellows are required to make an oral presentation of their work to a BBSRC Strategy Panel during the second year of their award, when their progress will be further assessed. Written feedback will be provided to each fellow based on the oral feedback given by the Panel following the fellow's presentation.

7.13 Fellows are also required to complete a final scientific report on completion of the fellowship; the relevant forms will be sent to them at the appropriate time. Reports will also be assessed by a BBSRC Strategy Panel and written feedback will again be provided to each fellow.

7.14 The final scientific report and a final financial expenditure statement must be submitted **within three months** of the completion of the fellowship. Payment of the final instalment of the fellowship award will be withheld pending receipt of the scientific report and final expenditure statement. Failure to submit these may result in the loss of that payment or, in extreme circumstances, recovery by BBSRC of all the sums paid to the institution under the BBSRC fellowship. BBSRC will not consider any further proposals for funding from the fellow if the final scientific report remains outstanding.

Relocation of fellowship

7.15 The choice of institution is an important aspect of the proposal and the selection of BBSRC fellows. Requests to relocate a fellowship to a different institution during the course of the award are examined very carefully. The scientific case for relocation must be clearly set out demonstrating the benefits of the move, including statements from both institutions involved. BBSRC also takes account of any compelling domestic reasons for a move. Fellows wishing to request a move should submit the case to BBSRC several months in advance of the proposed date for relocation to allow time for consideration.

7.16 In the event of a fellowship transferring to a different institution, BBSRC reserves the right to reduce the final claim from the first institution, on a pro-rata basis, should the claim be deemed excessive in relation to the period spent to date on the fellowship.

Termination of awards

7.17 An award may be terminated, or its conditions varied, at any time at the discretion of BBSRC. If a fellow discontinues the research or takes up other or additional paid employment before expiry of the award, BBSRC must be informed immediately. The fellowship will then be terminated on the day preceding discontinuation of research or the commencement of such employment. BBSRC will recover any monies paid in advance for the period remaining.

7.18 BBSRC reserves the right to reduce the final claim, on a pro-rata basis, should the claim be deemed excessive in relation to the period spent to date on the fellowship.

Post-fellowship monitoring

7.19 To help assess the value of the BBSRC research fellowship schemes and to provide information on the career paths of trained scientists, BBSRC maintains statistics on the careers of its fellows after the end of their fellowship. To assist with this monitoring, fellows are requested to provide information about subsequent employment at the end of their fellowship, and all fellows are required to give an address to which further requests for information can be sent from time to time.

8. ADDITIONAL REGULATIONS RELATING TO BBSRC DAVID PHILLIPS FELLOWSHIPS

Purpose

8.1 BBSRC David Phillips fellowships are designed to support outstanding scientists in the early stage of their research careers who wish to establish themselves as independent researchers. In making these awards, BBSRC will be seeking to identify scientists who could be expected to be among the leaders of their generation of bio-scientists and where applicants can demonstrate that a BBSRC David Phillips fellowship will be of benefit to them, their science and BBSRC.

Availability

8.2 There are normally up to five BBSRC David Phillips fellowships available each year.

Eligibility

8.3 To be considered eligible, the period of time that applicants have spent in active postgraduate research studies and postdoctoral research employment must not exceed ten years in total as at 1 October 2012. In addition, applicants will normally have no less than three years of active postdoctoral research experience. They should not hold an open-ended academic position (or the equivalent in institutions other than universities), nor should they have had an offer of such an appointment prior to the commencement of a fellowship, if awarded.

8.4 Active postdoctoral research experience is defined as the period during which applicants have been engaged in paid research after the completion of their PhD studies (not from the actual date their PhD was awarded). In counting only active postgraduate and postdoctoral research, BBSRC thereby makes allowance for periods of maternity/paternity leave, or for those seeking to return to research after a career break.

Flexible and family-friendly arrangements

8.5 The following are welcome to apply for fellowships:

(i) candidates currently employed in industry. Proposals will be handled with maximum flexibility, and arrangements for joint funding by the current employer and the Council are possible;

(ii) candidates seeking a flexible working arrangement (e.g. part-time). With such awards, the time devoted to the research must be equivalent to at least 50% of a normal full-time working week. The value of an award under flexible working arrangements will be on a *pro rata* basis.

8.6 Candidates from countries outside the European Economic Area should note that they must comply with UK immigration and work permit requirements.

Proposal assessment criteria

8.7 BBSRC David Phillips fellowships are intended to enable successful candidates to embark upon a period of independent research and scholarship at an important stage in their research career. The fellowships are designed to provide a career enhancement to support outstanding scientists in the initial stages of their career, and there is therefore a strong emphasis on the scientific potential of the candidates. In making these awards, BBSRC will be seeking to identify scientists who can be expected in the future to be among the leaders of their generation of bio-scientists. In addition the proposed scientific programme should be sound, and of a novelty and timeliness that will add to the understanding of the area of research.

Expectations

8.8 BBSRC's commitments to holders of David Phillips fellowships, the obligations of fellows, and the Council's expectations of the fellow and their host institution, are set out in the Fellowship Agreement at Annex 1. It is based on the premise that, in scientific matters, a BBSRC David Phillips fellow will be treated by the institution in the same way as its established academic staff.

8.9 In submitting a proposal for a BBSRC David Phillips fellowship, both the applicant and the proposed host institution are giving undertakings that they are prepared to respect the provisions of the Fellowship Agreement, in addition to the terms and conditions under which the fellowship grant is awarded.

Salary

8.10 The fellow's starting salary applied for under the David Phillips scheme should be agreed by the applicant in consultation with their host institution, and in accordance with their standard recruitment and employment practices. The level of appointment should be fully justified in the proposal.

Research support grant

8.11 As part of the proposal for a BBSRC David Phillips fellowship, applicants may seek a research support grant (in line with BBSRC Research Grants) over the five-year period of the fellowship, to support the costs of the research that is to be undertaken. Successful applicants and their employing institutions will be informed at the outset of the level of the research support grant which BBSRC will provide.

Period of the fellowship

8.12 BBSRC David Phillips fellowships are awarded for a period of five years, subject to satisfactory progress.

Committee E mentor

8.13 A member of BBSRC's Committee E is appointed to the fellow to act as an additional source of general professional and personal guidance outside the

fellow's host institution. Under the Fellowship Agreement, the host institution will be visited by the fellow's designated mentor within the first two years of the fellowship.

Induction training

8.14 David Phillips fellows are required to attend a half-day induction course arranged by BBSRC prior to or at the start of the fellowship. BBSRC will meet necessary travel and incidental costs associated with attendance on the course. Further details will be provided at the award stage of a fellowship.

Media training

8.15 David Phillips Fellows are required to attend a media training course during the first year of their award. Fellows will be expected to attend either a one day BBSRC course or an alternative course, for example, one provided by their host institution.

Scientific leadership and laboratory management

8.16 In discussion with their host organisation, David Phillips applicants are encouraged to include the costs of attendance at a suitable course in scientific leadership and laboratory management, and plan to attend the course at an appropriate point in the early stages of their fellowship.

9. OTHER FELLOWSHIP SCHEMES SUPPORTED BY BBSRC

Industry Fellowships

9.1 The Industry Fellowships Scheme aims to establish and enhance links between scientists from industry and academia. It provides opportunities for academic scientists to work in an industrial environment on projects at any stage from basic science to industrial innovation; and for industrial scientists to undertake collaborative research in academia. It is expected that the links forged during the fellowship will provide the basis for a long-lasting collaboration/partnership.

9.2 Fellowships can run between six months to two years, full-time, or up to four years part-time. This enables full flexibility and for fellows to maintain links with home institutions. During this time, the fellows remain employed with their home institution while the sponsors reimburse his/her salary.

9.3 Applicants can be of any nationality, should be PhD qualified or have equivalent relevant experience and should be mid-career. They should hold a permanent post in either a UK university, a not-for-profit research organisation (e.g. the Marine Biological Association) or UK industry.

9.4 The scheme is designed to benefit both the industrial and academic participant; the employee and the employer.

- Technical expertise may be exchanged between academia and industry

- Long-lasting partnerships and collaborations can be established

- Fellows experience research in a new environment, allowing them to pursue projects of scientific interest and commercial value.

9.5 The scheme is administered by the Royal Society and is co-sponsored by BBSRC, EPSRC, NERC, Rolls Royce plc, BP plc and AstraZeneca. The scheme has successfully supported researchers in the biosciences and has involved a range of industry sectors, from large pharmaceutical companies to Biotech SMEs.

9.6 Further information is available www.royalsoc.ac.uk/funding/ and www.bbsrc.ac.uk/business/people-information/industry-fellowship-scheme.aspx

Daphne Jackson Memorial Fellowships

9.7 These are two year awards, designed to return, science, technology, engineering or mathematics (STEM) professionals return to careers in STEM after a break. The Fellowship Trust acts as a link, selecting fellows and matching them with universities and research institutes where they can update their skills and carry out a research or development project.

9.8 The fellowships allow flexible working arrangements: most current awards are on a part-time basis. Candidates whose proposed area of study falls within the BBSRC's remit should refer to the Trust's Web pages (http://www.daphnejackson.org) or contact the Daphne Jackson Trust, Department of Physics, University of Surrey, Guildford, Surrey GU2 7XH for further information and guidance on proposals.

Enterprise Fellowships

9.9 One of the barriers encountered by academics in taking forward their business ideas is the difficulty in balancing the growing need for commercial awareness and developing the idea, with the demands of their academic duties. In order to alleviate this problem, BBSRC in collaboration with the Royal Society of Edinburgh has developed an Enterprise Fellowship scheme to encourage the development of a new business, building on previously funded BBSRC research, around a technological idea developed by the Fellow (either individually or with others) and within which the Fellow would be expected to play a leading (though not necessarily the leading) role.

9.10 The scheme provides:

- a year's salary to provide time to develop a full business plan and seek investment;

- business training to help develop the required skills;

- access to mentors, business experts and professional advisors.

9.11 The scheme is run on a competitive basis with two closing dates per annum (Autumn and Spring). Proposals are assessed by an expert Panel which recognises the aims of the scheme. Further details can be obtained at www.bbsrc.ac.uk/business/commercialisation/enterprise-fellowships.aspx

ANNEX 1

Fellowship Agreement for BBSRC David Phillips Fellows

1. Foreword

1.1 This Fellowship Agreement is intended to clarify the relationships between the Biotechnology and Biological Sciences Research Council (BBSRC), its David Phillips fellows, and their host institutions. It sets out the Council's commitments to holders of David Phillips fellowships (section 2 below), the obligations on Fellows (section 3) and BBSRC's expectations of the institutions which undertake to host them (section 4). The agreement is based on the premise that in scientific matters a fellow will be treated by their host institution in the same way as its established academic or science staff.

1.2 The Fellowship Agreement supplements the BBSRC Research Fellowships Handbook, and the BBSRC Research Grants guide, and should be read in conjunction with these.

1.3 When submitting a proposal for a fellowship, both the applicant and their proposed host institution are required to give undertakings that they are prepared to abide by the regulations, terms and conditions set out in the BBSRC Research Fellowships Handbook, and the additional provisions contained in this agreement. Enquiries about the Fellowship Agreement should be addressed to the relevant contact email identified in section 5 below.

2. Commitments by BBSRC

The Council will:

2.1 Provide the fellow with named contacts in the BBSRC Office for enquiries about the fellowship and deal promptly and efficiently with communications from the fellow or his or her host institution.

2.2 Notify the fellow individually in writing of any changes to the terms and conditions of their fellowship.

2.3 Treat personal information held by BBSRC about the fellow in accordance with the requirements of the Data Protection Act 1998.

2.4 Pay promptly to the host institution the funds provided by BBSRC in support of the fellowship, in accordance with the Research Councils' profiled payments procedures for research grants.

2.5 Assign the fellow a mentor from the Council's Committee E – who will:

(i) provide an individual point of contact with the Committee, and an additional source of general professional and personal guidance outside the fellow's host institution:

(i) formally visit the fellow's host institution within the first two years of the fellowship

(iii) keep a watching brief on the fellow's research programme and report to Committee E to inform its annual appraisal system (but not participate in forming or communicating any judgements, recommendations or decisions relating to the fellow made as part of the Committee's appraisal process).

2.6 Invite the fellow to an induction seminar which will provide:

(i) guidance on:

- the Fellowship Agreement;
- BBSRC's administrative procedures;
- the role of Committee E in supporting fellows and carrying out annual appraisals;
- general research management issues.

(ii) an opportunity to meet other new fellows, members of Committee E and BBSRC staff.

2.7 Regularly follow the fellow's progress, and provide feedback on Committee E's annual appraisals and of the presentation made to a BBSRC Strategy Panel during the second year of the fellowship (see paragraph 3.5 below).

2.8 Provide opportunities for the dissemination of information about the fellow's research to a wider audience through BBSRC's publications and other initiatives to promote the public understanding of science.

2.9 Offer general advice on best practice for the management of intellectual property arising from the fellow's media training research programme.

3. Responsibilities of the Fellow

The fellow will be required to:

3.1 Except as otherwise allowed, devote the whole of their usual working time to the research programme approved by BBSRC. The fellow may undertake up to an average of six hours teaching per week (inclusive of all preparatory work and related examination duties) during normal academic term-time, provided this does not hinder the progress of the fellowship programme. The fellow may also devote reasonable time to activities associated with the protection or exploitation of intellectual property arising from their research (see paragraph 3.8 below).

3.2 Carry out the fellowship proposal in accordance with the Council's terms and conditions for research grants to support the programme approved by BBSRC.

3.3 Seek BBSRC's prior approval of any major changes to the objectives of their programme, or of any proposal to move to a different host institution or department.

3.4 Attend an induction seminar for new fellows at the outset of the award and subsequent fellows' conferences to which they are invited by BBSRC, and make any oral or poster presentations requested by the Council. In addition, attend a BBSRC media training course during the initial stages of the fellowship.

3.5 Provide BBSRC with annual appraisals and during the second year of the fellowship make an oral presentation to a BBSRC Strategy Panel.

3.6 Participate in the visit to the host institution by their Committee E mentor.

3.7 Inform BBSRC promptly if the need arises to put the fellowship in abeyance because of their absence on extended sick leave or maternity leave or for any other reason.

3.8 Seek to identify, protect and exploit any intellectual property arising from the fellowship programme, in line with BBSRC's policy for knowledge transfer set out in the BBSRC Research Grants Guide.

3.9 Acknowledge the support of BBSRC in any publications, posters, presentations etc. arising from their research.

3.10 Inform BBSRC of any media coverage or other publicity arising from the fellowship programme.

3.11 Provide information to BBSRC about their research for use in the Council's publications, exhibitions or other initiatives to promote the public understanding of science, or otherwise required by the Council in carrying out its functions of supporting scientific research and training.

3.12 Contribute, if requested, to BBSRC's peer review mechanisms by commenting as a referee on grant proposals or reports from other researchers.

3.13 Provide BBSRC with a final report, and information about their subsequent employment on completion or resignation of the fellowship, together with a contact address to facilitate the Council's monitoring of career paths.

4. Responsibilities of the Host Institution

The host institution is expected to:

4.1 Provide fellows with a statement of their terms and conditions of employment, in accordance with statutory requirements;

4.2 In scientific matters, accord the fellow equivalent status to its established academic or scientific staff.

4.3 Integrate the fellow within the scientific activities of the host department, whilst ensuring that he or she is able to maintain the independence and focus of his or her personal research programme.

4.4 Allow the fellow to devote themselves to the research programme approved by BBSRC, without expecting them to take on additional management responsibilities, administrative duties or teaching commitments, or requiring them to seek additional funding.

4.5 Ensure that the fellow is aware of their responsibilities and that the research programme is carried out in compliance with all relevant legislation (including any new regulations which become effective during the tenure of the fellowship), and with the principles set out in the BBSRC Statement on Safeguarding Good Scientific Practice.

4.6 Ensure the fellow receives guidance, without stifling their development as an independent research leader, from a more experienced colleague to whom they can turn as a source of personal support and advice. (This internal mentor should be independent of the host department's line management structure, and should not normally be the fellow's previous supervisor at either the postgraduate or postdoctoral level.)

4.7 In accordance with the *"Concordat to Support the Career Development of Researchers"* (www.researchconcordat.ac.uk), provide the fellow with appropriate formal and informal career guidance to maximise their chances of establishing themselves in an independent scientific career.

4.8 Provide the fellow with:

(i) the basic facilities and equipment needed to carry out his or her research programme approved by BBSRC (not normally in a laboratory where he or she previously worked as a postgraduate student or postdoctoral assistant);

(ii) the same opportunities as the institution's established staff for access to:

- dedicated laboratory and office space;
- specialised equipment;
- technical assistance and research support services;
- funds for travel to attend conferences or for other external scientific interaction;
- staff training opportunities;
- internal and external competitions for grants and studentships (subject to any restrictions imposed on the fellow by BBSRC, and without necessarily expecting them to seek additional funding);
- professional advice on the management of intellectual property and knowledge transfer.

4.9 Review internally the implementation of the proposed research programme at an early stage in the fellowship, and monitor the fellow's subsequent progress by means of regular appraisals of their scientific achievements and personal development.

4.10 Provide BBSRC's Committee E with annual written appraisals of the fellow's progress in reports from his or her head of department at the times required by BBSRC.

4.11 Ensure sound financial management of the funds provided for the fellowship, and that the fellow's research support grant is used in accordance with the Council's terms and conditions for research grants to support the research programme approved by BBSRC.

4.12 To host a visit from the mentor assigned to the fellow from BBSRC's Committee E within the first two years of the fellowship.

5. BBSRC Office Contacts

Enquiries about fellowship proposals – postdoc.fellowships@bbsrc.ac.uk

Enquires about policy issues, the Fellowship Agreement, annual appraisals and monitoring and assessment of progress – avril.ferris@bbsrc.ac.uk

Enquiries about the administration and payment of fellowship awards – postaward.admin@bbsrc.ac.uk

ANNEX 2

BIOGRAPHICAL NOTE ABOUT SIR DAVID PHILLIPS

Sir David Phillips (1924-1999)

1 David Phillips (later Sir David Phillips, Lord Phillips of Ellesmere) was a distinguished structural biologist who later in his career held the post of chairman of the Advisory Board for the Research Councils for ten years in the 1980s and 1990s.

2 David Phillips gained a first degree in Physics and after war service returned to Cardiff for postgraduate studies in crystallography. After postdoctoral research in Canada, he joined a team headed by Bragg, Perutz and Kendrew who were investigating the three-dimensional structures of large molecules such as proteins. He was involved in the determination of the first 3-D structure of a protein molecule, myoglobin, in 1958. Phillips led the group which determined the complete structure of lysozyme in 1965, a structure characterised by a deep cleft on one surface which suggested how lysozyme might interact with other molecules. With the other members of the group and with C. A. Vernon, he was able to propose a mechanism for the enzyme's catalytic activity which has since been shown to be essentially correct. The work was immediately recognised to be of very great importance. Phillips was elected a Fellow of the Royal Society, and was awarded many honorary degrees and a number of medals, including the Royal Medal of the Royal Society in 1975.

3 After his appointment as Professor of Molecular Biophysics at Oxford, Phillips led the way in the elucidation of the structures of enzymes, antibodies, viruses and other macromolecular complexes. He served as a vice-president of the Royal Society (1972-73), and as its biological secretary (1976-83). He was then appointed chairman of the Advisory Board for the Research Councils, the body responsible for advising the Government on the disposition of funding for research councils and universities, a post he held for ten years.

4 BBSRC was pleased to name its new Fellowship after Sir David Phillips in recognition of his contributions to the understanding of the structure and function of biomolecules and of his achievements as a scientific adviser to the Government during the period which spanned the planning which led to the establishment of BBSRC as a separate Research Council.