



UK Research  
and Innovation

## Future Leaders Fellowships – Pre-Application Checks

Ensuring you complete your application correctly first time reduces the chance of your application being returned for amendment or rejected. It also gives your application the best chance at peer review and better helps panel members make funding decisions. This document highlights common errors that may cause any application issues after submission.

We encourage any applicant who is unsure of their application to contact the Future Leaders Fellowships (FLF) Team on [fellows@ukri.org](mailto:fellows@ukri.org) before submitting their application.

### Duration and FTE

Applicants may apply to hold a part-time fellowship in order to combine the fellowship with personal responsibilities. Part-time fellowships should be pro-rated, so that the duration is equivalent to a four-year fellowship held at 100% FTE. To align the project duration with the proposed FTE on the project, the end date should be extended. All part-time Fellowships will extend beyond the 48-month funding period. For example, a Fellow working 60% FTE would have a project that is 80 months in duration.

A simple equation to check FTE/ duration is:  $48/\text{FTE} = \text{duration}$ , for example  $48/0.6 = 80$  months

Non-academic hosted fellows may also hold the fellowship on a Reduced Hours basis.

### Resubmission eligibility

Previously unsuccessful applicants can apply to subsequent FLF calls provided the proposal addresses feedback from reviewers and the interview panel (where applicable) and will be assessed alongside all other applications to that call without bias.

A summary of these amendments and how the feedback has been addressed must be detailed in the Cover Letter attached to the application. UKRI reserve the right to reject applications that are not deemed to have addressed feedback appropriately.

### Tell us about you

We welcome flexible working across your team and appreciate individuals may have had less traditional career paths or slower career progression, particularly during the COVID-19 pandemic. Highlight any breaks in employment or publication record in your CV.

## Attachment formatting and correct templates

The most common error within attachments is incorrect formatting leading to documents exceeding the mandatory page limits. These page limits include references. Also ensure you have removed any tracked changes.

The second most common error is the failure to use the mandatory templates. Applications will be returned if required templates have not been used.

Templates are required for:

- CV and Outputs – applicants should use the template provided for **all** CVs included, not just the fellow.
- Data Management Plan
- Finance Form – for non-academic hosted applications only
- Letters of Support – all types must be dated, signed and on headed paper. Ensure that if a letter is required, it is included but do not upload extraneous letters. These will not be included in the assessment of the application, and your application may be returned so that these can be removed.
- Data Management Plan – use the mandatory template and adhere to the page limit
- Cover letter – this must not include any supplementary information that should be included in other mandatory documents (such as the CV or Case for Support) and should be used only for the reasons outlined in the guidance.

The templates can be found in the 'How to apply' section of the FLF opportunity page on the Funding Finder. If extraneous documents are included the application will be returned to the applicant so that these can be removed.

Non-academic hosted fellowships - Both the Justification of Resources (JoR) document and the Finance Form are required for non-academic hosted applicants. The JoR is required to provide detailed justification of the costs that are being requested.

## Ethics

If your research involves animals, human participation or human tissue, check you've included all requested details about your methods, experimental design and any necessary approvals. We scrutinise these applications carefully to make sure they follow best practice and meet welfare standards.

If your proposal includes the use of rodents procured from overseas or pigs, you will need to complete an additional mandatory document – Additional Questions on the Use of Rodents Overseas and Standardised Questions on the Use of Pigs, respectively.

Additional checks are carried out by [NC3Rs](#) for proposals that require the use of dogs, cats, pigs, equines and primates, so be sure to thoroughly describe their involvement otherwise you may be asked to provide additional information for the panel after submission.

## Project Partner, Sub-contractors and Collaborator?

Applications are often returned due to confusion regarding the roles of Project Partners and Collaborators. This leads to incorrect letters of support being attached or a failure to name Project Partners in the Project Partner section of the completed proposal form.

**Project Partner** – A Project Partner is an organisation/individual integral to the project, that is contributing a specified cash or in-kind contribution to the proposed project that is not considered as part of fEC. Project Partners typically cannot receive funding directly from the grant. Project Partners should be named in the completed proposal form along with the value of their contribution.

If included in the application, Project Partners require a letter of support to be attached.

**Subcontractor** – A third-party individual who is not employed as staff on the grant or a third-party organisation who is subcontracted by the Host Organisation to deliver a specific piece of work. This will be subject to the procurement rules of the Host Organisation.

**Collaborators** – UKRI do not have an official role/descriptor of “Collaborator” as this is a word often generically used in relation to a project, therefore this could lead to confusion. Instead, the term “collaboration” should be used in the generic sense to explain that there is a project relationship or interaction, accompanied with an official project role descriptor of Project Partner, Sub-contractor, PI, Co-I etc to explain the nature of the collaboration.

## Justify your costs

Justifying your resources helps reviewers assess your proposal and decide whether the costs are good value for money. Check the costs in your application form match your Justification of Resources document to make it simple and clear and take care not to duplicate costs if they’ve already been funded.

### **FLF Team contact details**

Email: [Fellows@ukri.org](mailto:Fellows@ukri.org)