

## Applying for a Daphne Jackson Fellowship

The application process for a Daphne Jackson Fellowship is unlike any other in the fields of science, technology, engineering and mathematics (STEM). There are 2 ways to apply for a Daphne Jackson Fellowship:

- **Sponsored Fellowship** opportunities are advertised. The field of research and/or the host institution may be specified by the sponsor. The sponsor/s will select their preferred candidate.
- Alternatively, if you know the area of research you would like to return to and/or have identified a potential host institution and/or supervisors, you can apply for a **regular Daphne Jackson Fellowship** at any time. If your application is successful, the Trust will endeavour to find suitable sponsorship.

### Eligibility and Suitability Check

The first step in the process is for the Trust to assess your eligibility and suitability for a Fellowship. You should submit your CV/personal statement and personal details forms (available to download from [www.daphnejackson.org](http://www.daphnejackson.org)) to [djmft@surrey.ac.uk](mailto:djmft@surrey.ac.uk). Please read the accompanying guidelines 'Are you eligible to apply for a Daphne Jackson fellowship' for further details on eligibility.

If you fit our eligibility criteria, one of the Trust's Fellowship Advisors will arrange a telephone call to talk through your CV, career break, need to retrain, field of interest and assess your future employment prospects. This will allow us to confirm whether or not you are eligible and suitable for a Fellowship.

### Preliminary Application Phase

#### Draft Proposal

Candidates will be asked to write a draft proposal comprising a research project and retraining programme. They will receive guidelines on how to write and present their proposal. We will expect a first draft within 3-4 months.

In most cases the proposal will be developed in an iterative process between you, your Supervisor and your Fellowship Advisor, and she/he will provide feedback and suggestions about your proposal.

At the end of this period, a reference will be requested from your supervisor. You will then be invited to make a formal application and be asked to attend an interview with members of the Trust's advisory team.

For individuals applying for regular fellowships, your full application and research proposal will be reviewed by potential sponsors once a good first draft has been received. Funding must be in place before your fellowship application can proceed to interview stage, and it may be necessary for the application to be put on hold at this stage. If funding is not found within a specified timeframe the application will be terminated.

**Please note:** The Trust maintains the exclusive right to decide whether or not to accept and process an application for a Fellowship. The Trust's decision is final. The application process for a Daphne Jackson Fellowship is competitive. There is on-going assessment throughout the application process and receiving an invitation to apply in no way guarantees that a Fellowship will be awarded.

## Formal Application Phase

### Interview

The Trust holds interviews four times a year. The interview is an opportunity for you and the Trust to discuss your background, the proposal and your future employment prospects in detail and make adjustments to your proposal. The interview is individual to each candidate and will be conducted by two or more members of the Trust advisory team and may include a representative from the sponsoring organisation

Questions you may be asked include:

- How did you devise your proposal?
- How will you benefit from the training described in your proposal?
- Will a fellowship fit in with your circumstances (i.e. work/life balance)?
- In what ways do you think you will make use of the fellowship, if you are successful with your application?

**Remember-** The interview is in place to help you. Be prepared to ask and answer questions about issues directly related to your return to a STEM career. Further details of the interviews process can be found in 'Guidelines for Fellowship interviews' available to download from the Daphne Jackson website.

### Finalising the Proposal

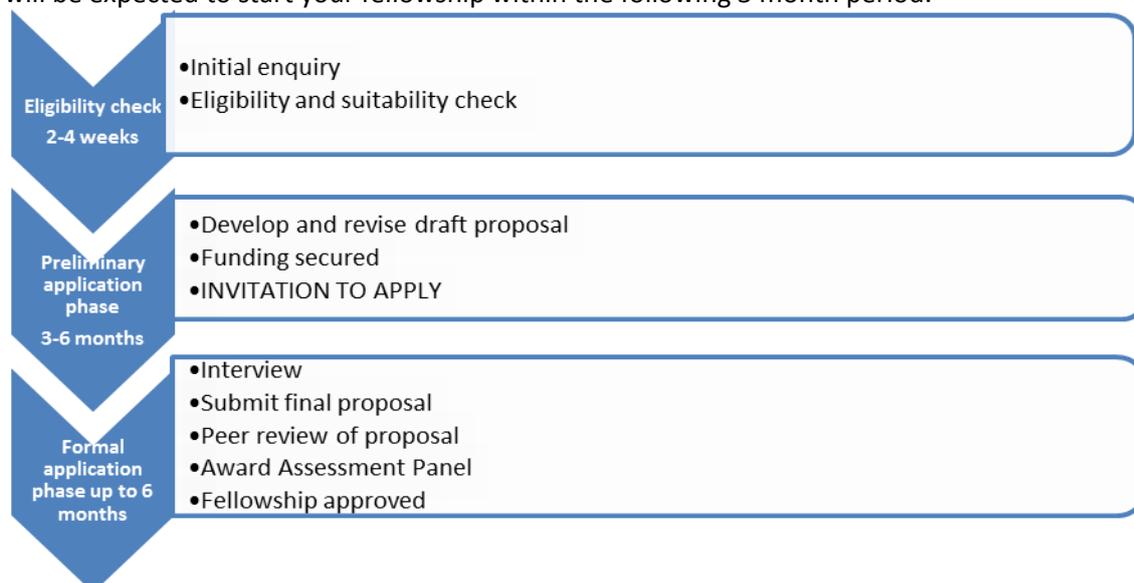
You will be asked to revise your proposal based on discussions during your interview. You should ask your Fellowship Advisor to re-review your proposal before final submission.

### Peer Review

Your proposal will be reviewed by two technical referees who are experts in a field closely related to your research area and who are qualified to comment on the technical elements of the proposal. Applicants will be required to, with input from their supervisor, respond to the technical referees' comments, clarifying or justifying certain aspects of the proposal.

### Awards Assessment Panel

Once the technical references have been obtained, the application is sent to an Awards Assessment Panel. Occasionally the Panel may decide a final interview is necessary before a decision can be made. You will be informed if a final interview is required. If the Panel approve your proposal, you will be expected to start your fellowship within the following 3 month period.



This is a typical timescale and can be subject to change.

If you have any queries, please contact the Trust on 01483 689166 or email [djmft@surrey.ac.uk](mailto:djmft@surrey.ac.uk)