



# The Daphne Jackson Trust

## Guide For Supervisors

### **We would like to thank you for your willingness to act as a supervisor for a potential Daphne Jackson Fellow.**

The aim of the fellowship is to bring the fellow to the point of employability within their field from a position of having been on a career break. For the majority of candidates this means that they will need support as their confidence is often at a low level and they have been out of the workplace for a number of years.

#### **To act as a fellowship supervisor the Trust requires:**

- **That you are a research supervisor in the host organisation**
- **That you have experience in guiding students at PhD level**

Candidates will require the assistance of their supervisor in producing a fellowship proposal which includes a challenging research project and a training programme tailored to their needs, taking account of how long they have been away from the workplace. The research project will need to accommodate the candidates growing skills base throughout the fellowship period, especially at the outset. The research project will be subject to an independent peer review prior to award.

If successful, the candidate will become an employee of the host organisation. It is expected that the candidate will visit their host organisation on various occasions to be able to meet the research team they will be working in and become familiar with day to day working practices and requirements. Please consider what alternative arrangements will be in place to cover supervision should you be away from the facility.

The Daphne Jackson Trust will need to be made aware if there are any pressing timescales associated with the research to be undertaken by the fellow e.g. seasonality of data collection.

It is expected that the application process for the fellowship will take six months from formal application to the point of approval of the award. The Trust will strive to obtain sponsorship throughout the application process, but funding may not always be in place at the time of approval of the award. Fellowships are awarded subject to funding being obtained within a given timescale. A Daphne Jackson Fellowship may not begin until funding has been secured.

**Supervisors should be aware that bench fees are not provided by the Trust. The host institution is responsible for all bench fees and consumables.**



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Once the fellowship is in progress, the supervisor will be required to report on the fellow's progress after the first six months and will be asked to endorse the fellow's final report.

We would like to draw your attention to our guidelines for host organisations in which the understanding of the arrangements between the Trust and the host are laid down.

### Information about the Fellowship

The fellowship must be held in a science, technology, engineering or mathematics (STEM) discipline.

The duration of the fellowship will be determined in consultation with the trust administration, however it is normally for a period of two years, part-time.

Hours will be flexible by mutual agreement between fellow and supervisor. The conditions of employment will normally be those applying to research staff employed by the host organisation.

The Trust will not be responsible for any costs associated with the termination of a fellowship employment contract. Termination of a fellowship must be in accordance with the host organisation's terms and conditions of employment.

The fellowship must include retraining suitable to the needs of the individual fellow. The retraining programme should be approximately 100 hours per year and be tailored to meet the needs of the fellow. It may include advanced lectures or short courses together with appropriate seminars, research meetings, other in-house training, conferences, etc. The remaining time is spent on a specific project under the guidance of a supervisor.

The fellowship programme must be scientifically sound, and should be chosen with regard to the fellow's likely future employment prospects. Fellows must send a progress report to the Trust after one year. On completion, a more detailed report will be required.

### Contact Details

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