

## **The Daphne Jackson Trust policy for withdrawing applications.**

Unfortunately, not everyone who applies for a Daphne Jackson Fellowship is successful. There are several check points within the application process and this policy outlines the Trust's position at each one.

### **Factors that may cause an applicant to become ineligible**

Throughout the process, the individual must not do anything that may jeopardise their eligibility and this is something that the Fellowship Advisors closely monitor. The applicants need to remain resident within the UK and not take a paid research position. If they do secure a paid research position, they have overcome the barrier created by the career break and are no longer eligible. This is seen as a good outcome by the Trust but we must be informed when this occurs. Applicants should not start their project or their retraining before they are awarded the fellowship. Also, they should not publish any new data or other research materials as this indicates that they are research active and may negate their need for retraining.

#### **1. Enquirers**

To be eligible the individual must fit the basic criteria as outlined below:

- a career break of at least two years' duration, from a paid research position, taken for family, health or caring reasons
- a good first degree in a research subject
- a PhD<sup>1</sup>, or ideally at least three years research experience (academic or industrial) prior to the career break (with evidence of research impacts and outcomes)
- need to be resident in the UK at the time of application and have the right to work in the UK
- good command of English (spoken and written)
- good computer skills.

Applicants should not have undertaken the following during the career break:

- lectured to degree level for more than six hours a week
- studied for an MSc in a field related to the fellowship as this would be considered to be retraining
- paid research work of any number of hours per week or duration.

Limited voluntary research during the career break will be considered on a case-by-case basis.

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<sup>1</sup> A PhD may not be required for applicants for Research Technical Professional Fellowships  
[daphnejackson.org](http://daphnejackson.org)

We will also evaluate applicants for their suitability for a fellowship based on the following criteria:

- personal background and experience
- the potential benefit of a fellowship to the applicant's future career
- the likelihood of securing funding.

The Daphne Jackson Trust has the exclusive right to decide if we will accept and process an application for a fellowship on the basis of the criteria outlined above. We reserve the right to cease an application during the application process if we determine that the likelihood of success is too low to warrant the expenditure of further time and resource or if the applicant becomes ineligible.

If an applicant appears to fit the basic eligibility criteria, a call is arranged with a Fellowship Advisor to seek further information to confirm if the individual is eligible to apply for a fellowship as often it is not clear-cut from the application forms alone and more detail is required to make a fully informed decision. A report of the call is sent to the Trust Manager who decides if the individual is eligible or not.

A further opinion is sought from the Eligibility Subcommittee when the decision is not clear or if the decision needs to be formally endorsed.

Some individuals apply several times – particularly for advertised fellowships. However, if an applicant is unsuccessful three times within two years, a subsequent application will be reviewed by the Eligibility Subcommittee to determine why they have not succeeded and whether, in exceptional cases, they should be permitted to apply for further fellowships.

Please note that for advertised fellowships, the funder will select which applicant they wish to support through the application process and if the applicant is successful, they will then fund the fellowship. The selection by the funder is independent from the Daphne Jackson Trust and is based on criteria set by the funder. The Trust can advise on this selection but we are not responsible for the selection by the funder.

**All the Trust's decisions on eligibility as outlined above are final and cannot be appealed.**

## **2. Seeking supervisors**

To be classified as seeking a supervisor, an individual must have been found eligible but has yet to secure the support of a supervisor. At this stage in the application process, the individual is given six months to identify a supervisor. If a supervisor has not been found within that timeframe, the individual's application is withdrawn. They may subsequently reapply should they secure the support of a supervisor at a later date, assuming that they are still eligible, see above.

### **3. Candidates**

An individual who has not produced a written proposal within six months of finding a supervisor will have their application withdrawn. If the written proposal is not of a sufficient standard, the supervisor will be contacted and the application may potentially be withdrawn. The decision to withdraw an individual at this point in the application process is done on a case-by-case basis.

### **4. Applicants**

Once an applicant has written a proposal of sufficient quality and funding in principle has been secured, the individual is invited to interview by the Trust. If the individual gives a very poor interview, their application may be withdrawn at this point. Again, this would be in consultation with the supervisor and, if appropriate the funder, and is done on a case-by-case basis. Then, the Awards Assessment Panel is responsible for making the final decision on whether the applicant should be awarded a fellowship based on the cv form, personal references, a reference from the supervisor, the full fellowship proposal, the technical reviewers report, the retraining programme and the report from the Fellowship Advisor which includes detail on the first interview.

The Awards Assessment Panel looks at the application as a whole and provides an independent decision. A final interview may be requested if further information or clarification is required. The decision of the Awards Assessment Panel is final.

### **5. Future Fellows**

It is very rare for someone to be withdrawn by the Trust at this point unless information comes to light to show that the individual has become ineligible, for example by taking on a paid research position prior to being awarded.

The key points within the application process where an individual's application for a Daphne Jackson Fellowship may be withdrawn are outlined above. It is not an exhaustive list of all scenarios. The Trust reserves the right to consider each application on a case-by-case basis and to cease an application at any point if we determine that the likelihood of success is too low to warrant the expenditure of further time and resource. The Trust's decisions are final and cannot be appealed.

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