

# College of Science and Engineering

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## Track record tips:

### General:

- Include a vision for the future – how does this proposal fit with your longer term aims.
- Don't tell your whole life story – be selective according to the focus of the proposal.
- Make it 'easy on the eye'. Avoid pages of dense text.
- You can write in first or third person – make sure you show your enthusiasm for your proposal. Even writing in third person, you can make it personal.
- Bring out your unique selling points
- Don't start every sentence with 'I was/I am'
- Keep sentences short – make it easy to read.

### Introduction:

- In a First Grant, you could include a 2 paragraph summary at the start so that this could be reviewed as a standalone document and you can clearly link your Track Record to the proposed project.
- Make sure that your proposal is appropriate in size/scope. Be focused in terms of what you intend to achieve. If it is too wide ranging the reviewer may feel that it's not achievable and mark accordingly.
- Make sure the summary states very clearly what the problem is, what is the project focus, how do you aim to address it? Include the key benefits (to industry, economy, society...) and the expected impact (so what/who cares). There must be a strong connection between your TR and the project.
- What is the current state of the art?
- Ensure this isn't just an extension of what you've done before show the difference between your previous work and this proposal.

### Your track record:

- Present your recent past and future career so that reviewers can see career progression and future prospects.
- Tailor the track record to this project - give the reviewer confidence that you can make this project successful. Provide evidence of specific projects/publications showing your expertise in the appropriate areas. Show that it's only you who can tackle this problem.
- Have you worked in/with industry, does this strengthen your track record: i.e. is it relevant to your current proposal. The same goes if you have experience of working on Knowledge Transfer projects – how does it strengthen your ability/make a difference to how you'll make a success of this proposal?
- Don't focus on internal funding or if you must include it - show what it has enabled you to do.
- If you have secured funding – as an ECR this would be viewed positively.
- Why is Glasgow the right place to carry out the project? Support, facilities, world leading expertise...
- Be careful not to sound isolated, idiosyncratic or evangelical when advocating a long term vision. 'I believe...' might be better to say 'I am not alone in believing ... (references)'. Or back up the 'I believe ...' with a sentence 'A few of the most highly cited papers in the last year have shared this vision (references)'

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## Presenting your independence/position in the field:

- How are you placed in the community at large? Are you well networked in the research community?
- Have you been on review boards, organised conferences, show where you are driving efforts/leading new developments/initiatives, don't just say you're a **member** of a committee or 'involved in' activities. What did **YOU** do?
- If all your publications are with your supervisor (or one person) then try to show where you've taken the lead or demonstrate that you do work with others.
- If you're collaborating with another organisation don't be passive, show that you're taking the lead.
- Are you playing a leading role/making an impact in a research field? *Developing and pioneering...*
- Have you demonstrated and evidenced your leadership skills?
- Talk about your achievements. Securing funding/Co-I on larger grants?

## Using Evidence:

- You must back up any strong statements.
- Make it clear why you are the right person to carry out the research – you must evidence this, use publications, your location, your experience...
- If you say that you're the 'first person' to do something or you 'played a leading role' – provide evidence (reference a publication, or explain what you actually did.)
- Cite if others are using your research outputs/techniques
- Avoid superlatives (world leading, challenging, highly successful) – talk about results and use your achievements to show why you should be funded.
- Conference papers – there are no rules about including these – if they add to the story, include them.

## Collaborators:

- When talking about collaborators (in a First Grant) don't say **too** much about them. This is about you! Also, you don't want them to be taking significant resources from your budget, that wouldn't be viewed favourably.

## Publications/references:

- You could put references at the end of the Case for Support but in a first grant it would be worth having them included in the track record at the end so that it reads as a standalone document.
- If you have lots of publications, then select a representative list, and state how many publications you have and state the journals especially if they are key journals in your field/high impact factor.
- If journal papers have been 'submitted', you could say 'under review'.