

Framework for UofG Future Leaders Fellowship Application Process

“By working in teams, building on each other’s ideas, and making Glasgow the best place to develop a career, our research transforms lives and changes the world” - [Research Strategy 2020–2025](#)

The [UKRI Future Leaders Fellowships](#) (FLFs) support researchers and/or innovators with outstanding potential who are transitioning to or establishing independence. The scheme offers four years of funding to support ambitious research/innovation programmes across UKRI’s remit, and fellows benefit from outstanding support to develop their careers. There is no minimum or maximum award value, and awards may be renewed for a further three years.

The University can offer financial support for those applying for an FLF through our [Lord Kelvin / Adam Smith Leadership Fellowship scheme](#), which offers financial support for those applying for externally funded fellowships. Leadership Fellows will be offered salary match-funding and/or a research support grant, up to a maximum value of £100k.

This document sets out the University’s support for FLF applicants and clarifies the requirements for applicants, College Research Support Offices, Schools and Institutes, mentors, and Research & Innovation (R&I) Services involved in the FLF process. Different Colleges operate in different ways, so we have indicated which roles fall to whom in each College (Table 1). The process for internal and external FLF applicants is the same.

Applicants who have been accepted by the University to apply for a FLF agree to the following:

1. Meet any internal deadlines.
2. Use the Teams site for communicating with administrators and asking for advice from peers or other senior staff.
3. Inform (using Teams) R&I Services if you intend to submit an application, if you proceed to interview, and if your application is ultimately successful.
4. Attend the FLF Workshop.
5. Identify at least one mentor, and one administrative staff member to assist with the application process (see the guidance below on “Identifying a Mentor”).
6. Work with your mentor(s) in the preparation of your proposal and when writing your response to reviewers’ comments. You should get more than one person to read the reviewers’ comments.
7. If you are short-listed for interview, work with your mentor(s), Schools, and College Research Support Teams to organise mock interview panels. R&I will provide a list of external FLF panel members if you cannot identify enough suitable internal staff members to sit on your mock interview panels.
8. If you are shortlisted for interview, you must:
 - a. participate in no fewer than three mock interviews
 - b. participate in pitch training
9. If you are successful, you will join the FLF Team for funded fellows

Identifying a Mentor

- There is no official maximum or minimum number of mentors; this will be project and person dependent.
- You might want to have multiple mentors, for example a technical mentor for a specific aspect of your project, or an industry mentor if your project has an industrial focus.
- You may want a formal senior administrative staff member as an additional mentor who can provide a different point of view to that of a researcher, although this is not a formal requirement.
- Staff on ECDP might already have a mentor, or you might have a mentor in your School / Institute, or via a collaborator.
- You should also identify an administrative staff member to act as an informal administrative mentor to guide you through the technical aspects of the application process – this could be your assigned project coordinator or someone else from your College Research Support Office, or a senior administrator in your School or Institute.
- **If you would like assistance in identifying a mentor, please contact your School / Institute and/or College Research Support Office (see Table 1 to find details for your College).**

Role of Primary **Mentors**:

- Provide assistance and feedback on applications through the drafting process, and suggest others who can also provide feedback
- Assist the applicant with their response to reviewer comments
- Assist the applicant to determine who could sit on mock interview panel
- If funded, provide traditional mentoring support to the Fellow and support them throughout the duration of the project

Role of the **College Research Support Teams** may include (see Table 1 for detail for your College):

- Provide administrative grant support and advice to applicants
- Organise mock interviews in collaboration with the applicant
- Manage the Selection process and engage with Research and Innovation Services
- Allocate Project Coordinators (PCs) and Research Development staff to engage with the applicant throughout the process, and to ensure the College knows if letters are required, e.g., over £1.5m or equipment development proposals.
- Provide feedback on proposals and organise other staff to review proposals if required (multiple staff members should review proposals)
- Provide a 'template' letter of support and work with applicants to develop this and obtain signature from Head of School/DoI and Head of College
- Provide general feedback, advice, and answer queries to all applicants (if appropriate) posted on the Teams channel
- Assist applicants to identify mentors, if required



Role of the **School / Institute** may include (see Table 1 for detail for your College):

- Schools/Institutes have primary responsibility for the ‘on the ground’ support for proposal writing.
- Provide feedback on proposals (multiple staff members should review proposals)
- Work with applicants to get letter of support that is signed by Head of School / DoI and Head of College
- Organise mock interviews
- Assist applicants to identify mentors, if required

Role of **Research and Innovation Services**:

- Coordinate initial triaging process
- Coordinate (and fund) pitch training for applicants selected for interview
- Administrative oversight and Teams site ownership
- Track of FLF applicant progress; e.g. invitation to interview, award
- Provide list of all FLF reviewers (from UofG and other HEIs) and their speciality to assist with selection for mock interview panels
- Assist applicants to develop their career development plan (there is also information to assist you on the Teams site to support this)
- Provide general feedback, advice, and answer queries to all applicants (if appropriate) via Teams group
- Point of contact for the UofG LKAS Leadership Fellows Scheme
<https://www.gla.ac.uk/research/lkas/lkasfellowships/leadershipfellowships/>; email queries to lkas@glasgow.ac.uk

Table 1. Role of the College, Institute / School and College Research Support Offices in the FLF application process – by College.

Roles	College of Medical, Veterinary and Life Sciences	College of Science and Engineering	College of Social Sciences	College of Arts
Provide feedback on proposals	School / Institute	School and Research Support Office	School and Research Support Office	School and Research Support Office
Provide letter of support	School/ Institute writes, but Head of College signs	Research Support Office, then signed by Head of School	Drafted by Business Development Assistant and then signed by Head of School	Research Support Office
Organise mock interviews with applicant	School / Institute	Research Support Office	Research Support Office	School and Research Support Office
Manage the initial selection process	School/ Institute, followed by College	Research Support Office	School, Research Support Office	Research Support Office and College
Organise staff to review proposals	School/ Institute	School; Research Support Office if required	School, Research Support Office, and Business Development Assistant	Research Support Office (via our normal application development service, plus review by Samantha Sherry (Senior PC) and Head of Arts Lab)
Allocate Project Coordinators (PC) to assist	Sponsor PI will determine most suitable PC, based on portfolio	Research Support Office	Which School the fellow will be/is in dictates the PC	Research Support Office
Provide admin grant support	Supporting PC is determined by the sponsor PI	Research Support Office	Relevant PC for that School	Research Support Office
Assistance in identifying mentors	School/ Institute	School; Research Support Office if required	School	Head of Subject