

**SeNSS POST-DOCTORAL FELLOWSHIP COMPETITION:**

**GUIDANCE NOTES FOR HEADS OF DEPARTMENT OCTOBER 2022**

## INTRODUCTION

SeNSS offers at least six ESRC-funded Post-Doctoral Fellowships each academic year.

As the Head of a Department in which a PDF applicant is seeking to be based, you will be asked to complete a form, using HEIapply, the online application management platform SeNSS uses to run its competitions, and to upload your statement in support of the applicant. The deadline for doing so is **4.00pm GMT on 23 March 2023**, otherwise the applicant will not be considered for an award.

Please also note that if a PDF applicant does not submit an expression of interest to your home institution’s administrative lead for SeNSS by **4.00pm on Monday 16 January 2023**, they will not be permitted to put in a full application for this competition.

Further information on this competition is available on the [SeNSS website](https://senss-dtp.ac.uk/senss-postdoctoral-fellowships).

## WHAT IS REQUIRED OF HEADS OF DEPARTMENTS?

### To give certain guarantees

As the HoD at the applicant’s proposed home institution, you are required confirm your institution’s support for the applicant, guaranteeing, at a minimum, that:

* The primary mentor will be available to mentor this applicant; and,
* Appropriate support facilities, including office space and appropriate computing facilities, will be made available to the applicant during the period of the award.

### To provide confirmation or evidence in support of the PDF applicant

In your supporting statement, please:

* Confirm that the applicant would be accepted into your department for the purpose of undertaking the proposed programme of work;
* Explain how the applicant’s proposed programme of work would fit in with your department's wider research programme;
* Confirm that the applicant would have access to the same training and development opportunities open to permanent members of academic staff at your home institution;
* Confirm that the applicant’s work and progress would be subject to the same monitoring and appraisal as those of other academic staff within your home institution; and,
* Show that your home institution is committed to supporting and promoting early career researchers and lecturers.

## HOW DO I SUBMIT MY SUPPORTING STATEMENT?

* You will receive an automated email from HEIapply, asking you to provide a supporting statement for the applicant. If you don’t receive an email in your inbox, please check your junk/spam box, as it may be delivered there.
* Please click on the link provided in the email and fill out the form as instructed.
* You will be asked to:
* Complete a **very brief form** on HEIapply, providing your details, and confirming the points set out above;
* Upload your supporting statement as a **.pdf file**. It must be a **maximum of one side of A4 paper,** written in a **minimum of font size 11**.

## WHO TO CONTACT IF YOU NEED ASSISTANCE

If you experience any difficulties accessing or using HEIapply, please contact the SeNSS Co-ordinator for advice at admin@senss-dtp.ac.uk.