



The Scottish Parliament
Pàrlamaid na h-Alba

SPICe

The Information Centre
An t-Ionad Fiosrachaidh

Scottish Parliament Academic Fellowship Scheme 2020/21

Guidance on completing the online application form

Applicant Details and Funding

This section requests information about the applicant.

It also seeks information about funding for the Fellowship. The Parliament has a degree of funding available to support fellows who are unable to provide their own, (for details see our FAQs document). In this case, applicants should note that they require Scottish Parliament funding on the application form and indicate the amount of funding required.

Various funds are available from within the academic sector for impact-related activities. Applicants are encouraged to seek funding from such sources. If applicants secure funds, the source should be noted on the form.

Details of funding options will be discussed with applicants invited to an interview.

Working arrangements

We recognise that it may be impossible for many applicants to participate on a full-time basis and welcome applicants who wish to work part-time.

Although we would normally expect fellows to spend at least some time at Holyrood, given the current situation with COVID-19, we do not currently expect fellows to work in the Parliament building. Work will be carried out remotely through e-mail, video-conferencing etc.

The precise working arrangements for each fellowship will depend on the scope of the project and will be agreed on a case by case basis. Preferred working arrangements should be proposed in your application.

Support from your Head of Department

This section requires a statement of support from the Head of Department (or equivalent) at the applicant's institution.

Once you have completed the online form please send a copy of your CV and your project details to academia@parliament.scot

Project Details

Projects to be completed under the Fellowship may come from stream 1 or 2 below:

Stream 1: Academics apply for one of the five specific projects defined by the Parliament. We will identify a list of topics on which we would welcome bids. (The current list of topics is available on the Fellowship website).

Stream 2: Academics propose a project. This can be on any topic of clear relevance to parliamentary business, in particular original analytical or primary research

Applicants should provide the following: aim and objectives, approach, timetable with milestones, risks, outputs and communication of findings from the project. Please use no more 2 pages for this section.

What happens after applications are submitted?

After the deadline for applications, the following activities will take place:

1. A panel will assess the applications (where necessary, involving an external expert)
2. Interviews will be held (currently on an online basis)
3. The outcome of interviews will be notified to applicants
4. Individual fellowships will be negotiated
5. Successful applicants must undergo security vetting. Fellowships cannot begin until security clearance has been obtained. This can take up to six weeks.
6. Fellows will be asked to sign the standard Fellowship Agreement which includes details of the project requirements as well as requirements on conduct, health and safety and the use of IT.
7. We will provide an induction programme for successful applicants which will include practical training in the style of writing we expect when drafting briefings for SPICe

Annex A: Assessment Criteria

The following criteria will be used to assess applicants and projects:

The person

The applicant's experience will be assessed against the scheme's aims and evidence of the applicant's ability to carry out the proposed project. Applicants should:

- demonstrate in-depth and specialised knowledge of the proposed field
- be able to demonstrate delivery of previous research projects and ability to bring the proposed project to completion on time
- be able to demonstrate the ability to write short policy-style papers in straightforward language that lay people can understand
- have an understanding of how to present information using non-written means – e.g. using infographics etc.
- have excellent communication and interpersonal skills for multiple audiences
- show awareness of relevant research in other fields, and appreciation of the importance of working across disciplinary boundaries
- demonstrate an ability or potential to act as an ambassador for the Parliament.

The project

The project will be assessed on the following criteria:

1. The extent to which the project is relevant to parliamentary business and the scheme's aims
2. The extent to which the proposal meets the specific aims of the project to which you are applying
3. The extent to which other current research in this area has been considered
4. The appropriateness, effectiveness and feasibility of the proposed approach to the research
5. Whether a realistic timetable, incorporating milestones, is presented which will achieve the project's aims and objectives
6. The consideration, and mitigation, of risks associated with the project
7. The opportunities for the outputs and outcomes of the project to be used in Parliament, the research community and more widely
8. The communication plan for the project