AHRC-ESRC-FCO Knowledge Exchange Fellowship Scheme

Call for applications

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**Summary**

The Arts and Humanities Research Council (AHRC) and the Economic and Social Research Council (ESRC), which are both part of UK Research and Innovation (UKRI), together with the UK Foreign and Commonwealth Office (FCO) are pleased to invite applications for the third intake of the AHRC-ESRC-FCO Knowledge Exchange (KE) Fellowships scheme. This scheme provides the opportunity for Fellows to be seconded into the FCO to work alongside, advise and influence policymakers. Fellows will bring fresh thinking, depth and breadth of expert knowledge and apply their learning to policy challenges. This is not a scheme to support research projects about the FCO or its work, but rather to build new capacity in the FCO and across the UK research base.

The Fellowship scheme goes beyond current ad hoc arrangements, creating deeper engagement between academia and policy, impact on diplomacy, increasing the professional reputation of participating scholars and building long term, two-way relationships. The benefits will flow to the wider academic community through Fellows’ engagement with their home research organisation, students and wider research communities.

The partners envisage supporting two to four KE Fellows working between 0.6 to 0.8 FTE for 24 months, commencing in September 2020 (subject to security clearance). The maximum amount available for one Fellowship will depend on individual applications. The costs will be met by the participating Research Councils. Consistent with the Research Councils’ arrangements for full Economic Cost (fEC), the AHRC and ESRC will contribute 80 percent of the costs and the remaining balance must be guaranteed by the Fellows’ research organisations.

The call specification within this document specifically addresses the third intake of Fellows (2020–22), and builds upon the experiences of selecting the first (2018–20) and second intakes (2019–21). Candidates with relevant experience and expertise will be considered from any disciplinary background within the arts and humanities and social sciences. For scholars of all disciplines, modern language skills are particularly valued. Details about the expertise and skills sought can be found in the ‘Geographical and Disciplinary Expertise’ and ‘Person Specification’ sections below.

Applications must be submitted by **16.00 on Thursday 31 October 2019**. The Fellows must be able to commence at the FCO on 1 September 2020.

**Background and aims of scheme**

The FCO wants and needs access to the expertise of academics working at the cutting-edge of their specialism. The great majority of academics want their work to be used by policymakers, creating impacts and, ideally, tangible benefits for humanity; this Fellowship provides the opportunity for scholars working in the arts and humanities and the social sciences to use their skills and expertise to inform and influence decision makers.
Collaboration between academics and policymakers at FCO is often frustrated by obstacles including:

a) current academic research not necessarily addressing or answering the questions that policymakers want/need to have answered;

b) the need for confidentiality constraining academics’ access to internal documents and deliberations;

c) lacking trust, mutual comprehension and understanding when the two parties work in different professions with different codes, standards and working patterns;

d) academics have little way of knowing who they need to be networking with inside the Diplomatic Service network and policy process to ensure their ideas and analysis reach the right audience.

The FCO works closely with many other Government Departments but, like those Departments, has its own specialised research requirements. Diplomats operate in a world where having access to high-quality evidence-based analysis can mean the difference between success and failure. But they also operate in a world of nuance and subtlety where exerting influence, negotiating and leveraging others’ power at precisely the right moment is at a premium. Timing is key. This can make it difficult for academics operating outside of the diplomatic world to have a significant impact. Academics often have the best ideas; but these ideas are seldom injected into policy at the right moment. Working in close proximity to and in tight interaction with FCO policymakers can help change this, providing opportunities to influence and to challenge. Whilst no one can guarantee that the approaches and recommendations made by academics will shape UK foreign policy, bringing academic expertise directly into the heart of the Foreign and Commonwealth Office through this scheme increases the chances of creating meaningful impact on British diplomacy.

Both the logic and mutual desire for cooperation are very strong. But it has consistently proved hard in practice to create really effective collaborative partnerships serving the interests of both sides. Of course, we are not starting from scratch. In recent years, academics have become much more experienced at presenting their work to meet Government’s need for concise information on specific issues: by writing blogs or policy briefs, for example, or speaking at policy-themed seminars. But we want to go further. This scheme aims to support a programme of Fellowships with the intention of bringing a paradigm shift to the way that academics and policymakers work together. Our goal is a distinctive and transformative Fellowship scheme that aims to set the highest standards for collaboration between academia and the Foreign and Commonwealth Office.
Nature of the Fellowship

The aim of the scheme is to begin to dissolve the obstacles noted above by seconding academics into the FCO to work alongside policymakers as part of the Research Analysts Cadre for an extended period of two years; the scheme does not provide funding for academic research on the FCO or within the FCO.

The FCO will induct and integrate the Fellows into its structure; in effect the Fellows will be seconded into the FCO. On a day-to-day basis AHRC-ESRC-FCO Fellows would be placed within a policy team which could be geographic (for example, Europe or South Asia), thematic or institutional in the scope of its work. Fellows will also be attached to a Research Group (Europe; Americas etc.) within the wider Research Analysts Cadre whose analysts are usually in place for years, or even decades. The FCO’s Research Analysts (RAs) form a specialist cadre of geographical and thematic experts. They are an integral part of the policy-making process and are organised into research groups, each attached to a Directorate within the FCO.

Most RAs are members of the Diplomatic Service, others are on temporary loan from other Government departments, universities, think tanks or research institutes. RAs write commissioned research papers, provide ad-hoc advice, organise training and other events and are the FCO’s corporate policy memory. They also link the Office to external expertise and the wider Whitehall analytical community and provide a challenge function.

Fellows will report to a line manager either from the RA Cadre or the generalist body of the FCO. Additional support and mentoring will be provided by both senior Generalists (Directors; Ambassadors; Heads of Department; Deputy Heads) and by senior Research Analysts. Work-planning, as for permanent RAs, would be a mixture of demand and self-tasking based on evolving FCO needs. An indicative list of tasks includes: writing papers and shorter notes, oral briefings for senior officials and ministers, meeting external and cross-Whitehall partners, research visits overseas, and organising and delivering masterclasses.

The scheme is limited to the FCO and designed to meet the distinct needs of the Diplomatic Service, which differ from many parts of the Home Civil Service. It is expected that the Fellow will be located within the FCO’s London offices, and they will therefore need to be available in central London for the relevant percentage of their time, for the duration of the Fellowship period. The FCO requires a high degree of security clearance, the highest levels of discretion and confidentiality, and agile, subject-specific advice. The FCO has an almost limitless demand for expert specialist knowledge of foreign countries, international institutions, and global policy challenges.

For further information regarding the nature of the role and knowledge exchange activities, prospective applicants are invited to contact AHRC using the contact details at the end of this document, and we will put you in touch with a current or former Fellow.
Geographical and Disciplinary Expertise

For this intake of the AHRC-ESRC-FCO KE Fellowships scheme (2020–22), applications from eligible arts and humanities researchers and social scientists with expertise aligned to the following FCO Research Groups and Units are welcome:

**Africa**

- Economics and the prosperity agenda
- Demographics and social/cultural change in Africa

**Americas**

- US domestic politics and social/cultural trends, US foreign policy, security issues and the impact on Transatlantic relations.

**Asia Pacific**

- China’s foreign policy
- Pacific Islands: their foreign policy and approach to China/’Western’ dynamics

**Europe**

- Germany
- Central Europe

**Eastern Europe and Central Asia**

- Russian economy
- Russian security policy

**Middle East & North Africa**

- North African society and politics
- Natural resources, climate change and environmental issues across the Middle East and North Africa (MENA)
- Demographic change and / or youth issues in MENA
- Linkages between MENA and Sub Saharan Africa in the Horn and/or Sahel

**National Security**

- Counter Terrorism (CT): how to measure the impact of CT interventions
- Cyber and technology: the international promotion of ethics and values in future developments of digital technology and cyberspace
- Serious and Organised Crime: understanding the scale and nature of international illicit finance; international agreements on the subject; and approaches to strengthening resilience to illicit finance

**South Asia**

- India’s foreign and regional policy

**Sanctions/Economics**

- The design and impact of sanctions (this Fellow would work closely with RA’s Multilateral Research Group but be based jointly in the FCO’s Economics Unit and its Sanctions Unit)

The skills and training of scholars across the arts and humanities and social sciences may be highly valuable, including, but not limited to, anthropologists, area specialists, cultural studies scholars, linguists, historians, political scientists, security studies scholars, lawyers, economists, sociologists, statisticians, demographers, international relations scholars, psychologists, geographers, philosophers and theologians.

**Engagement with Employing Institution**

The limit for the Fellowship of between 0.6FTE and 0.8FTE is intended to allow the Fellow time to retain a close connection to their home institution as well as the time needed for publishing, supervision of research students, journal editorships, etc. Fellows will be expected to transfer some of the benefits of the scheme to their home institution, within the parameters of the Civil Service and Diplomatic Services codes (see below).
Anticipated Benefits of the Scheme

Potential academic-facing benefits

The benefits from the scheme for the UK research environment should include:

a) opening up new research agendas across disciplines
b) dissemination by the Fellows of their experience of how Government and the foreign policy process work through workshops and authoritative briefings to learned societies, research councils and universities (as well as to early career researchers and research students)
c) an understanding across UK academia of what impact is and how it is generated, including the contribution of academic research to policy development
d) higher levels of mutual trust between Government and academia that will lead to improved access to the extensive networks of Government at home and abroad.

The FCO will assist the provision of these longer-term academic benefits by establishing: (i) an institutionalised annual meeting between the research councils and the FCO to discuss their respective research priorities and showcase projects; and (ii) organising, participating in and supporting Fellows in organising KE events and activities.

The individual Fellows would acquire:

a) deep, broad and practical understanding of how foreign policy-making and Government work underpinning their own research, research supervision and teaching over their careers;
b) networks of trusted connections across the Government and internationally on which they could draw throughout their career;
c) opportunities for career development.

The Fellows will be able to continue publishing (subject to the conditions outlined below under ‘Code of conduct’). Although the aim of the Fellowships is not to study the FCO itself, and strictly subject to the FCO’s clearance processes, Fellows will be able to draw on work they have previously undertaken.

By the end of the Fellowship, the Fellows will have gained first-hand experience of policy issues, and the policy development process. There will be opportunities for the development of new skills and strategic thinking about policy issues, and building professional networks beyond academia. Fellows will potentially be in a strong position to write strong impact case studies, with FCO support, for the REF.
**Potential practitioner-facing benefits**

The main FCO-facing benefit anticipated from this scheme will be more robust and better-informed foreign policy. The Fellowship scheme aims over time to create a group of highly-trained, specialised and policy-aware academics that can act as a resource on which policymakers can continue to draw long after the formal Fellowship is completed. It also aims, through the downloading of their insight into the policymaking environment, to help build wider understanding among scholars and students of how best to seek influence and impact on policy departments.

**Shared benefits**

Greater mutual understanding and familiarity should develop between Government and academia, potentially also opening the way for outward Fellowships from the FCO to universities and research institutions.

The scheme has the potential to open up new areas of research enquiry as more directly relevant research questions are asked of, and answered, by academics. It would lead to a qualitative advance in our understanding of what impact is and how it is created. It should also facilitate lasting partnerships between academics and the FCO, longer-term career benefits and facilitate the co-production of research in the medium- and longer-term.

**Eligibility Criteria**

Applicants must be resident in the UK and be employed by a UKRI-eligible research organisation (higher education institution or recognised independent research organisation), as per standard AHRC and ESRC eligibility rules (see AHRC Research Funding Guide, section 2 ‘Eligibility’ for details). Researchers at all stages of their careers from post-doctoral, to early- and mid-career academics as well as professors are encouraged to apply.

In addition, applicants need to have a minimum of two years’ residence, including 12 months of continuous residence, in the UK in the preceding ten years.

Applicants who have applied to previous rounds of this scheme are welcome to apply again.

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1 Up to a total of 30 days out of the UK, during the 12-month continuous period, is acceptable as holiday during this time.
Security Clearance

For security reasons, and in line with FCO policy, successful applicants have to be security cleared before the offer of a Fellowship can be confirmed. **While UK nationality is not essential, applicants need to have a minimum of two years’ residence, including 12 months of continuous residence, in the UK in the preceding ten years** (see footnote 1). Dual nationality is not in itself a barrier but dual nationals and other potential applicants with close ties to the area on which they would be working should contact the FCO before applying since there may be security limitations which would prevent them from accessing the necessary material. Fellows will have to pass the relevant level of clearance, either Security Check or in some cases the higher level Developed Vetting. Loss of clearance during the Fellowship period, for example, due to personal conduct, will risk termination of the secondment.

All security clearance decisions are personal to the applicant and depend on a range of factors. The scheme timeline has been designed to minimise the risk that an applicant’s security clearance has not been granted in time for them to take up the Fellowship in September 2020. However, candidates should be aware that the clearance process can potentially take many months and any offers made can only be conditional until security clearance has been confirmed and in the event the clearance process has not been finalised in time to allow for a 1 September 2020 start date, the AHRC/ESRC/FCO may be able to offer an alternative start date.

**Code of Conduct**

As an additional condition to the standard UKRI Grants and Fellowships Terms and Conditions, before taking up their roles Fellows will need to sign an agreement covering standards of behaviour, propriety, values and confidentiality, as well as practical matters around travel, expenses etc. Fellows’ home institutions and the FCO will also sign this agreement.

Failure to respect the FCO’s values and standards of behaviour may result in the termination of the Fellowship.

Applicants are advised that there are inherent sensitivities and restrictions around public activities in this role and it is important that the FCO’s guidance be adhered to at all times during the Fellowship. For example, some kinds of consultancy work for outside organisations may be incompatible with secondment to the FCO.

Fellows are required to exercise care in the use of information which may be acquired in the course of official duties. They will be obliged to respect the provisions of the Official Secrets Act and observe the duties of propriety and confidentiality during and after the Fellowship period. This means consulting the FCO before undertaking activities involving: (a) the disclosure of British Government official information; and (b) the publication or disclosure of material liable to affect the Government’s relations with other countries.
An FCO reviewer will be responsible for the sensitivity review of all publications prior to their submission for publication. However, the Fellows will not be obliged to make amendments to the content unless publications contain information that is in breach of the Official Secrets Act (as laid out in the Civil Service Code), or a confidentiality agreement, or which could disclose sensitive, classified and/or personal information, or affect the Government’s relations with other countries. Some FCO Research Analysts and other FCO staff publish papers and books.

Applicants are encouraged to look at the [Civil Service Code and Diplomatic Service Code](#). In addition to the longstanding Civil Service values of Integrity, Honesty, Objectivity and Impartiality the FCO draws on and invests in the ‘One HMG’ values of Respect, Expertise, Resilience, Creativity, Courage and Public Service. These are shared with colleagues from other Government Departments with whom we work in overseas missions, as one UK government and we would expect Fellows to exhibit these behaviours/values.

**Funding**

Funding will be provided in the form of a grant from UKRI (UK Research and Innovation). The AHRC and ESRC envisages supporting between two to four Fellows under this call. The maximum amount available for one Fellowship will depend on individual applications.

**Costings**

Applications should be costed in accordance with normal fEC rules. The AHRC and ESRC will contribute 80 percent of the costs, and the remaining balance must be guaranteed by the Fellow’s research organisation.

The nature of the scheme means that only the following costs can be requested:

- **Salary Costs of the Fellow**
- **Indirect Costs associated with the Fellow**
- **Travel and Subsistence Costs – related to attending the FCO Offices in London**: Travel and subsistence (T&S) costs associated with commuting to the FCO offices can only be claimed by applicants based at universities outside of London. Such costs should be costed in accordance with the rules of the Applicant’s employing institution. Travel and subsistence costs related to Knowledge Exchange (KE) activities must be funded from the standard £5,000 fund for Knowledge Exchange Activities (see below). All other T&S costs directly related to work undertaken on behalf of the FCO, will be covered by the FCO.
• **Exceptions Other – £5,000 for Knowledge Exchange Activities**: The scheme provides up to £5,000 to cover all Knowledge Exchange activities related to their Fellowship. Costs relating to Knowledge Exchange activities beyond this should not be included. This must be included in the application in the Other Directly Incurred Costs section. (Note: this cost heading will be paid at 100 percent fEC)

• **Estates Costs**: the Fellowship will be based within the FCO Offices in London, therefore, in line with FEC guidance, Estates costs cannot be claimed under this scheme.

The scheme does not support the undertaking of research, and therefore costs of Research Assistants and research-related costs cannot be requested.

Guidance on costs are set out in the AHRC's [Research Funding Guide](#).

The FCO will play a full role in jointly managing the scheme and be responsible for the cost of running the scheme at FCO, including the associated administrative expenses (security clearance, business travel, IT, office space, administrative support). Salary and other related Fellowship expenses will be covered by the AHRC and ESRC and should be costed in the application.

**Person specification**

Applications are welcome from scholars with a deep and detailed understanding of research relevant to one of the FCO Research Groups and Units cited in the ‘Geographical and Disciplinary Expertise’ section, and the ability to give advice on the relevance of this research for the UK.

The call for applications for the first and second intakes of Fellows (2018–20, and 2019–21) resulted in more applications from social scientists than arts and humanities researchers; for this third intake (2020–22) the scheme partners wish to strongly encourage applications from eligible arts and humanities researchers, including historians, languages and area studies, alongside applications from social scientists. Candidates with relevant experience and expertise will be considered from any disciplinary background within the arts and humanities and social sciences. For scholars from all disciplines, modern language skills are highly valued.

Applicants should also demonstrate a track record of engagement with policy and practice agendas, including leadership in the successful development and promotion of knowledge exchange between the research, policy and practice communities. Candidates are expected to have sufficient experience and competence to work effectively with senior public sector stakeholders. Applicants at earlier stages of their career, who may have not yet acquired extensive experience, will not be disadvantaged as long as they demonstrate their ability to acquire and apply experience at pace.
For further information regarding the nature of the role, prospective applicants are invited to refer to the case study documents attached to this call, and also to contact AHRC using the contact details at the end of this document, and we may put you in touch with a current or former Fellow.

Assessment Process
Assessment will be through a two-stage process.

Application: Firstly, applications will be reviewed in December 2019 by a Joint Shortlisting Panel, chaired by a senior academic jointly selected by AHRC, ESRC and the FCO, and which comprises FCO officials and senior academics with suitable expertise and experience, including experience in working with government. Representatives from the AHRC and ESRC will observe.

Interview: shortlisted applicants will be invited to attend a selection interview in January 2020. It is expected that applicants will attend this interview in person, which will be located at the FCO offices in central London. The Interview panel will be made up from members of the Joint Shortlisting panel, and will be chaired by a senior academic, and observed by AHRC and ESRC representatives. Please note the dates of the interview in the timetable section.

The successful candidates will then be sent a conditional offer dependent on the satisfactory completion of the FCO security clearance process.

Assessment Criteria
Applicants will be assessed on the basis of demonstrated fit to the person specification and performance at interview.

The successful candidate will demonstrate:

• Understanding of the needs of the FCO or an ability to quickly grasp and respond to the needs of the FCO;

• An ability to bring fresh insights to the Diplomatic Service through expertise, communication skills, experience and connections into the research, policy and practice communities;

• Deep knowledge and nuanced understanding of particular area/s within the broad remit of the Foreign and Commonwealth Office, including geographically specific expertise;

• Experience of communicating with a wide range of audiences;

• Experience of leading or contributing to knowledge exchange activities
• Appropriate language skills to enable engagement in the specific geographic areas where specialist knowledge/expertise has been identified.

Applicants may find it useful to look at the Civil Service ‘Competencies’. The FCO and DFID use a version of this framework including two additional International Competencies – Engaging Internationally and Demonstrating Resilience – for staff overseas. Competencies are the skills, knowledge and behaviours that are considered to be aspects of successful performance in Civil Service and diplomatic staff. Your Fellowship application will not be judged against these criteria but knowing them may offer insight into the sort of work and expectations staff have of themselves and thus of how you may best have influence and impact.

The competencies in the ‘Setting Direction’ and ‘Engaging People’ clusters, along with ‘Delivering at Pace’, are probably the most relevant for Fellows, as for FCO Research Analysts.

How to Apply

This call will be managed by the AHRC on behalf of the two participating Research Councils and the FCO. Applications must be submitted through the Joint electronic Submission (Je-S) system by **16.00 on 31 October 2019**. Applications received after this time will not be considered.

Je-S Proposal Guidance

You should submit your proposal using the Research Councils’ Joint electronic Submission (Je-S) System (https://je-s.rcuk.ac.uk/). Please use the following guidance to complete both Je-S application form and the required attachments:

To prepare a proposal form in Je-S:

- log-in to your account and choose ‘Documents’ from the menu;
- then select ‘New Document’;
- ‘AHRC’ as the Council,
- ‘Fellowship Proposal’ as the Document Type;
- ‘AHRC Fellowships’ as the Scheme;
- ‘AHRC-ESRC-FCO Knowledge Exchange Fellowship Scheme 31/10/19’ as the Call/Type/Mode and
- ‘Create Document’.

Je-S will then create a proposal form, displaying the relevant section headings. Using the ‘Help’ link at the top of each section will provide guidance relevant to that section of the form.
Note that selecting 'Submit document' on your proposal form in Je-S initially submits the proposal to your host organisation’s administration, not to AHRC. Please remember to allow sufficient time for your organisation’s submission process between submitting your proposal to them and the Call closing date.

Within the Je-S Proposal document the following sections need to be completed by all applicants. For the four sections marked * please copy the standard text provided under the relevant heading below:

Project Details
Application titles should be prefixed ‘FCO Fellowship’ followed by the applicant’s name, viz:-

- FCO Fellowship – [given name] [family name]
- Start Date: 1 September 2020
- Duration: 24 months

Fellow
Enter details of the Fellow and associated salary costs.

Objectives*
The objective of the AHRC-ESRC-FCO Knowledge Exchange Fellowship call is to transcend current ad hoc arrangements, create deeper engagement between academia and policy, impact on diplomacy, increase the professional reputation of participating scholars and build long term, two way relationships. The benefits will flow to the wider academic community through Fellows’ engagement with their home research organisation and wider research communities.

Summary*
This call is limited to the FCO and designed to meet the distinct needs of the Diplomatic Service, which differ from many parts of the Home Civil Service. The FCO requires security vetting, the highest levels of discretion and confidentiality and agile, subject-specific advice. The FCO has an almost limitless demand for expert specialist knowledge of foreign countries, international institutions and global policy challenges.

This call will provide the opportunity for each intake of Fellows to be seconded into the FCO to work alongside, advise and influence policymakers. Fellows will bring fresh thinking, depth and breadth of expert knowledge and apply their learning to policy challenges. This is
It will build new capacity in the FCO and across the UK research base.

Fellows will report to a line manager either from the RA Cadre or the generalist body of the FCO. Additional support and mentoring will be provided by both senior Generalists (Directors; Ambassadors; Heads of Department; Deputy Heads) and by senior Research Analysts. Work-planning, as for permanent Research Analysts, will be a mixture of demand and self-tasking based on evolving FCO needs. An indicative list of tasks include: writing papers and shorter notes, oral briefings for senior officials and ministers, meeting external and cross-Whitehall partners, research visits overseas as well as organising and running masterclasses.

The individual Fellows will acquire:

a) A deep, broad and practical understanding of foreign policy-making and Government work which will underpin their own research, research supervision and teaching over their careers;

b) Networks of trusted connections across Government and internationally on which they can draw throughout their career;

c) Opportunities for career development.

Academic Beneficiaries*

The benefits from the Fellowship for the UK research environment will include:

a) Opening up new research agendas across disciplines;

b) Dissemination by the Fellows of their experience of how Government and the foreign policy process work through workshops and authoritative briefings to learned societies, research councils and universities (as well as to early career researchers and research students);

c) An understanding across UK academia of what impact is and how it is generated;

d) Higher levels of mutual trust between Government and academia that will lead to improved access to the extensive networks of Government at home and abroad.

Impact Summary*

The main benefit anticipated from this call for the FCO will be more robust and better-informed foreign policy. The Fellowship scheme aims over time to create a group of highly-trained, specialised and policy-aware academics that can act as a resource on which policymakers can continue to draw long after the formal Fellowship is completed. It also aims, through the downloading of their insight into the policymaking environment, to help build wider understanding among scholars and students of how best to seek influence and impact on policy departments.
Travel and Subsistence
Enter the details of your anticipated travel costs, noting the rules stated on page 10 of this guide.

Other Directly Incurred Costs
Enter the details of the Knowledge Exchange activity, noting the rules stated on page 8 of this guide and include a flat fee of £5,000. Please use the description of ‘Knowledge Exchange Activities’ and ensure the ‘Is exception?’ question is ticked to ensure funding at 100 percent fEC.

Indirect Costs
Enter the indirect costs associated with the Fellow.

Proposal Classifications
Please select up to five subject classifications that provide an indication of your disciplinary research interests, expertise and knowledge.

Attachments
In addition, the following Attachments should be added to the Je-S Proposal:

- Case for Support
- CV
- Publications List
- Letter of Support

Case for Support
No more than two sides of A4 in 12 point font, using the following headings:

i. Motivation in applying for this call: please outline why you are interested in this call, what you would hope to gain from a KE Fellowship and how you see it fitting into your long term career.

ii. Knowledge Exchange Activities: Successful Applicants will be expected to develop detailed plans in conjunction with the FCO for the use of the £5,000 fund Knowledge Exchange Activities. In this section please outline your initial ideas of how you plan to share the benefits of the experience with other academics, and any activities that you may wish to undertake within the FCO or involving FCO staff members, for example, workshops at your
University or at academic conferences such as BISA, BRISMES etc. Please bear in mind the practical constraints around use of FCO buildings (e.g. room availability, requirement for escorting of guests) and the limited availability of FCO staff including senior staff time. For example, plans to convene international academic conferences involving multiple senior diplomats in the FCO main building are unlikely to be realistic.

iii. **Evidence of relevant expertise and experience**: please outline areas of expertise and experience that you consider relevant to engagement with the FCO and maximising the value of the Fellowship. This includes specifying the particular geographical areas to which your expertise applies. This should include work experience, including engagement with policymaking processes or writing for and communicating with non-academic audiences, and knowledge and skills, including, where relevant, language skills.

iv. **Experience using expertise in a non-academic context**: please outline your experience of applying and communicating your expertise in a non-academic context (e.g. public policy engagement within or outside Government and politics; provision of expertise to non-academic users; writing reports or giving presentations for the private sector. The examples given are purely for illustrative purposes and are non-exhaustive).

v. **Proposed commitment**: please indicate the proposed FTE commitment (between 0.6FTE and 0.8FTE)

**Outline CV**

No more than two sides of A4 in 12pt font. Please ensure that any foreign language skills are included.

**Summary Publication List**

No more than one side of A4 in 12pt font.

**Letter of Support**

This should confirm the support of the applicant’s higher education institution or research organisation for the application.
Fellowship Induction

The FCO will arrange an intensive induction to the processes and culture of the FCO and Whitehall, and provide extensive support and mentoring throughout the Fellowship. At the end of the process (and in addition to regular discussions with Research Analysts colleagues over the course of the Fellowship) a detailed exit interview will be conducted to gather feedback on how to continue to hone and improve the scheme.

The FCO will have no other formal follow-up requirements from Fellows who have completed their Fellowship but will seek to build a network of alumni and it is our strong expectation that they would maintain close contact with the FCO for many years to come – and perhaps even return to the FCO under this or other schemes in future.

Grant and Reporting Requirements

Awards will be subject to UKRI FEC Grants Terms and Conditions.

In addition, Fellows will be asked to complete a narrative report at the end of their Fellowship.

Timetable

4pm 31 October 2019  Closing date for applications (16.00)

w/c 16 December 2019  Notification of the outcome of the applications review

w/c 20 January 2020  Interviews with shortlisted applicants

February 2020  Conditional offer made to successful applicants (pending security clearance)

July 2020  Award letter sent out (subject to security clearance)

1 September 2020  Fellowships commence (subject to security clearance)
UKRI Contacts

For further information on the applications process:
policy@ahrc.ukri.org

Joanna Dunster, Senior Public Policy and Impact Manager
01793 416118

Thomas Gray, Grants Operations Manager
01793 41 6039