The AHRC-Smithsonian Fellowships in Digital Scholarship Application Guidance 2018

Introduction

This application guidance should be read in conjunction with the full call document, which is available here.

There are two separate routes within this programme:

1. **AHRC-Smithsonian Rutherford Fellowships:** supporting researchers based at eligible US institutions to undertake funded placements at eligible institutions in the UK
2. **AHRC-Smithsonian Digital Scholarship Fellowships:** supporting researchers from eligible UK institutions to undertake funded placements at the Smithsonian Institution

For the purposes of this programme, **applications must be completed and submitted by an eligible United Kingdom Research Organisation**, via the UK Research Councils' Joint Electronic Submission (Je-S) system, found at https://je-s.rcuk.ac.uk/. Where successful, this institution will hold the award and be responsible for the distribution of funding to the Fellow**.**

Please take note of the following definition of terms, applicable throughout this guidance and the Call document:

Fellowship	This refers to the year-long period for which successful applicants will be Rutherford Fellows or Digital Scholarship Fellows.
Award period	This is one year from the stated start date, which must be no later than February 1st 2019.
Host organisation	This refers to the organisation in the UK or US at which the Fellow will spend the period of the Funded Placement (see below).
Home organisation	This refers to the institution in the UK or US by which the Fellow is / will be employed.
Award holding organisation	This refers to the organisation in the UK that will receive the award and distribute funding to the Fellow, either as the host organisation for applicants based in the US, or the home organisation for applicants based in the UK.

Funded placement	This refers to the funded 3-6 month placement period which will be spent by the Fellow at the host organisation.

All applications must include the proposed Fellow as the *named applicant.* Therefore all proposed Fellows, whether from the UK or the US, must hold a Je-S account in order to apply. Where a Je-S account is not already held, it is possible to establish one. UK organisations will be expected to support US Fellows in this process. Further information is provided in Section 1.

This guidance is separated into three sections and there is an example of the Je-S application form at ANNEX I.

Section 1 provides guidance for all applicants with regard to the Je-S application form.

Section 2 provides specific guidance for US-based applicants to the Rutherford Fellowships.

Section 3 provides specific guidance for UK-based applicants to the Digital Scholarship Fellowships.

Annex I provides a **sample** of the Je-S application form **for reference only. Applicants must complete the form available at https://je-s.rcuk.ac.uk.**

The timeline for applications and assessment is as follows:

- Call issued – early May 2018

- Application form ready in Je-S – 8th June 2018

- Call closes – **4pm 16th August 2018**

- Assessment – early September 2018

- Panel meeting – mid September 2018

- Notification – Oct 2018

- Awards start no later than February 1st 2019

Help and assistance

For all queries regarding setting up a Je-S account, please contact JeSHelp@rcuk.ac.uk

For all queries regarding the completion of applications, attachments and eligibility, please contact dsf@ahrc.ac.uk. For queries relating to the Smithsonian, including contacts in particular units or relating to potential fellowship applications under this call, please email NMAH-Digital@si.edu.

Section 1 – Application Process and Je-S

Je-S accounts

The prospective Fellow, whether from the UK or US, must have a Je-S account **based at the relevant UK organisation**. Where this doesn't already exist, it can be easily set-up, but will require support from the UK organisation, particularly for applicants in the US.

Je-S accounts can be created here. Note that account creation can take a number of days. During account set-up an account type of '**An Applicant of a Fellowship Proposal or Standard/Outline Proposal**' must be selected. It must also be the **UK organisation that is entered as the 'Organisation'**. Once the details have been entered and submitted the UK organisation will be asked to verify and approve the account.

Process

Applications should be submitted through the Je-S system by **4pm UK time** at the latest **on 16th August 2018,** and will need to go through the appropriate UK organisation submission process prior to this deadline. **NB The form will not be ready in Je-S until late May 2018.** You should submit your proposal using the Research Councils' Joint electronic Submission (Je-S) System (https://je-s.rcuk.ac.uk/).

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;
- as the Call/Type/Mode please select either '**AHRC-Smithsonian Rutherford Fellowships 16 August 2018** or '**AHRC-Smithsonian Digital Scholarship Fellowships 16 August 2018**' depending on which route you are applying to;
- '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 the host UK 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.*

Completing the application form

The sections of the Je-S form should be completed as follows:

a. **Project Details**
Organisation
UK Organisation where the Fellowship would be held.
This must be an eligible UK research organisation.

Start date and duration
As detailed in the call document, Fellowships will be held over a 1 year period, with funded placements comprising a total of 3-6 months therein. The start date for the Fellowship should be no later than **1st February 2019**.

Please note that whilst the 3-6 month period of the funded placement can be distributed flexibly across this year, the first visit to the host institution must take place **within three months of the start date**. The rationale for the approach to the timing of the placement(s) within the one year Fellowship should be clearly established in the Case for Support**.**

b. **Fellow**
Enter details of the Fellow. Please note that, due to system limitations, a salary must be entered; please enter UK£1 as a nominal figure. For Total Cost please enter **zero;** salary costs are not eligible for Rutherford Fellowships and for Digital Scholarship Fellowships should instead be entered in the 'Other Directly Allocated' section.

c. **Objectives**
This should list the main objectives of the proposed Fellowship, paying particular attention to the requirements set out in section 2 of the Call Document and the core aim of building capacity through shared approaches to the innovative research application of digital technologies / methods in museums and heritage / cultural institutions. There will be opportunity in the *Case for Support* to give more details.

d. **Summary**
The AHRC will publish details of successful applications on their website. The Smithsonian will also wish to profile the awards. This section provides an opportunity for the prospective Fellow to outline their research in a way that would appeal to a general audience.

e. **Outputs**
Outputs of a Fellowship can vary according to the focus of the research. This could include a wide range of academic and non-academic outputs including, but not limited to, monographs, edited volumes, journal articles, conference papers, exhibitions, installations, public engagement, new tools / methods for use in the relevant institutions etc. They must however respond to the aims of the programme as established in the Call document. In particular they should consider how, for example, they might drive new, cross-disciplinary approaches to digital scholarship in museums and heritage / cultural institutions; facilitate pilot projects in areas of mutual interest; pioneer new approaches to audience engagement and experience; and support discussions and outreach about the value and impact of digitisation and digital collections. Whilst outputs can link to and enhance those planned for the wider research project within which the funded placement will sit, applicants must clearly demonstrate how the time spent at the host institution will generate new outputs and / or bring unique insights to outputs planned as part of the wider project.

f. **Ethical information**
Please indicate whether there are any ethical implications arising from the proposed research activities. For example, does the research involve human participants? If there are ethical implications, you should give brief details of what they are and how you intend to address them. You are also asked to indicate whether your home research organisation has a policy on good conduct in research, in line with the requirements of UK Research Councils and the Smithsonian Institution. If so, you should include how and where this policy can be accessed (e.g. web address).

g. **Other Directly Incurred Costs**
Enter the description and cost of the activity such as research costs. Please ensure that the **'Is Exception' box is ticked**, this will ensure that AHRC funds the full amount rather than the usual 80%.

h. Proposal Classifications

You are required to classify your application using between one and five Research Areas that reflect the subject focus of the proposed Fellowship. You will be required to identify one of these as the primary Research Area, and to be eligible for AHRC funding it must be one of those from the list of AHRC disciplines.

You will also be able to provide further specific detail on the nature of the proposal in the Qualifiers section such as the time period or geographical focus.

i. Attachments

The following is a list of attachments that are permitted for this Call. Applications whose attachments do not meet the criteria below will be rejected. Please see Section 2 and 3 of this document for further guidance on the content of these attachments:

Attachment	Requirement and page limits (sides of A4)
Case for Support	Compulsory. Maximum 4 sides A4, Arial, size 11
Curriculum Vitae	Compulsory. Maximum 2 sides of A4, Arial, size 11
Justification of Resources	Compulsory. Maximum 1 side of A4, Arial, size 11
Letters of Support	Compulsory. Maximum 2 sides of A4 each, Arial, size 11

Section 2 – Rutherford Fellowships (US → UK) Application Guidance

As outlined above, prospective Rutherford Fellows should work in conjunction with all organisations involved to ensure the application form is completed according to requirements. The Research Office of the UK research organisation will bear ultimate responsibility for the submission of the application via Je-S.

Attachments

For Rutherford Fellows, the necessary attachments are:

- Case for Support
- Justification of Resources
- Recent CV
- Letters of support

Case for Support

The Case for Support is the core of the application; you are advised to focus your application and to provide sufficient evidence to enable panellists to reach a considered judgement as to the quality of your proposal, its significance, its feasibility and value for money. The document should include the following headings:

1. **Research background and context**
2. **Relevance to participating organisations and institutions**
3. **Career development**
4. **Work plan**
5. **Outputs, dissemination and impact summary**

1. Research background and context
As described in the Call Document, the funded placements should form part of a wider research project, which can be variously and flexibly constituted. This section should establish the research context and background and demonstrate how the funded placement will fit within and enrich it. It should also demonstrate how the research is cross-disciplinary, bringing together arts and humanities research with digital technologies and other relevant fields. It should show how the research is innovative and its potential to achieve a transformational impact on the field.

2. Relevance to participating organisations and institutions
This section should demonstrate how the proposed research activity will draw upon and contribute to collections, materials/expertise/approaches at the Smithsonian and UK host institution. It should also demonstrate the proposed Fellowship's potential to build new links between discrete collections and types of material in the UK and US institutions, and to build long-term research partnerships between the UK and US in the field. It should also consider how this knowledge will be embedded.

3. **Career development**
This section should demonstrate both the career development opportunities for the Fellow and how they will be supported over the duration of the Fellowship. It should demonstrate the unique value of undertaking the placement at the host institution and working with the identified partners. It should also include mentoring arrangements for the Fellow whilst at the host institution.

4. **Work plan**
This section should not only delineate a clear plan for the proposed funded placement period spent in the UK, but should also address the entire duration of the year-long Fellowship to show how the placement will fit with the Fellow's wider research project / activity / collaboration.

5. Outputs, dissemination and impact summary
This section should provide further information on outputs that builds upon that outlined in the application form (section 1 e. above). You should also summarise how your research will benefit other researchers in your field and – where relevant – academic beneficiaries in other disciplines. This should pay particular attention to the aim of building capacity in digital scholarship in museums and cultural / heritage institutions. You should also consider users and beneficiaries of the research who are outside the academic research community; they can be individuals, specific organisations or groups/sectors, but must demonstrate a relevance to the overall mission of the project. Finally, this section should demonstrate the applicant's plan for collaborative knowledge exchange activity and outline the plan for the sustainability of outputs and networks formed through the fellowship beyond the award period.

Justification of Resources

Funding will be provided for successful Rutherford Fellows via a grant to the respective UK institution to cover the following costs **for the period of the funded placement only (i.e. not for the duration of the full year)**:
- Living stipend of £3000/month
- Research costs of up to £11000, based on travel at £1000/month for a maximum of 6 months; and materials/equipment/dissemination activity up to £5000 **in total**
- Mentoring costs of up to £500/month

All costs must be fully justified in this document. **NB Salary costs for Rutherford Fellows will continue to be paid by the Fellow's employing institution.**

CV

This should be tailored to the nature of the Call, and demonstrate the applicant's awareness of those aspects of their career and professional background which are most closely aligned with the overall mission of the programme.

Letters of Support

Every organisation named in the application as supporting the Fellowship must provide a letter of support to be included in the application. As a minimum this will include the UK host museum or cultural/heritage organisation and – assuming projects will require extensive access to collections/materials/data/expertise at the Smithsonian (unless an exceptional case can be made otherwise) - it will also include the relevant Smithsonian unit(s). It may also need to include the Fellow's home organisation and/or an eligible UK organisation. Each letter should address the following (as applicable):

- the named organisation is supportive of the application to the Call
- the proposed Fellowship will fit with and enrich the applicant's wider research
- the proposed Fellowship will be of mutual benefit to the applicant and the named organisation, as well as the wider field
- the proposed Fellowship is appropriate to the organisation and its research strategy
- the Fellow will be supported for the full period of the award, including mentoring at the host organisation
- the host organisation has, where applicable, the appropriate capacity, infrastructure and administrative structures to provide the required support to the Fellow
- access will be provided to collections and other resources necessary to take forward the project.

Each letter must be dated and signed by the relevant head of department and/or the director (or equivalent) of the named organisation. **Depending on the Fellowship applied for and organisations involved, applications should include no fewer than 2 and no more than 4 letters of support.**

Section 3 – Digital Scholarship Fellowships (UK → US) Application Guidance

Prospective Digital Scholarship Fellows should complete their application in collaboration with their research organisation's Research Office, who will bear ultimate responsibility for the submission of the application via Je-S.

For Digital Scholarship Fellows, the necessary attachments are:

- Case for Support
- Justification of Resources
- recent CV
- letters of support

Case for Support

The Case for Support is the core of the application; you are advised to focus your application and to provide sufficient evidence to enable panellists to reach a considered judgement as to the quality of your proposal, its significance, its feasibility and value for money. The document should include the following headings:

1. **Research background and context**
2. **Relevance to participating organisations and institutions**
3. **Career development**
4. **Work plan**
5. **Outputs, dissemination and impact summary**

1. Research background and context
As described in the Call Document, the funded placements should form part of a wider research project, which can be variously and flexibly constituted. This section should establish the research context and background and demonstrate how the funded placement will fit within and enrich it. It should also demonstrate how the research is cross-disciplinary, bringing together arts and humanities research with digital technologies and other relevant fields. It should show how the research is innovative and its potential to achieve a transformational impact on the field.

2. Relevance to participating organisations and institutions
This section should demonstrate how the proposed research activity will draw upon and contribute to collections, materials/expertise/approaches at the UK home institution and host unit at the Smithsonian. It should also demonstrate the proposed Fellowship's potential to build new links between discrete collections and types of material in the UK and US institutions, and to build long-term research partnerships between the UK and US in the field. It should also consider how this knowledge will be embedded.

3. Career development
This section should demonstrate both the career development opportunities for the Fellow and how they will be supported over the duration of the Fellowship. It should demonstrate the unique value of undertaking the placement at the host institution and working with the identified partners. It should also include mentoring arrangements for the Fellow whilst at the host institution.

4. Work plan
This section should not only delineate a clear plan for the proposed funded placement period spent in the US, but should also address the entire duration of the year-long Fellowship to show how the placement will fit with the Fellow's wider research project / activity / collaboration.

5. Outputs, dissemination and impact summary
This section should provide further information on outputs that builds upon that outlined in the application form (section 1 e. above). You should also summarise how your research will benefit other researchers in your field and – where relevant – academic beneficiaries in other disciplines. This should pay particular attention to the aim of

building capacity in digital scholarship in museums and cultural / heritage institutions. You should also consider users and beneficiaries of the research who are outside the academic research community; they can be individuals, specific organisations or groups/sectors, but must demonstrate a relevance to the overall mission of the programme. Finally, this section should demonstrate the applicant's plan for collaborative knowledge exchange activity and outline the plan for the sustainability of outputs and networks formed through the fellowship beyond the award period.

Justification of Resources

Funding will be provided for successful Digital Scholarship Fellows via a grant to their home UK institution to cover the following costs **for the period of the funded placement only (i.e. not for the duration of the full year)**:

- Salary costs for the 3-6 months may be requested
- Living stipend of £3000/month
- Research costs of up to £11000, based on travel at £1000/month for a maximum of 6 months; and materials/equipment/dissemination activity at up to £5000 **in total**

All costs must be fully justified in this document.

CV

This should be tailored to the nature of the Call, and demonstrate the applicant's awareness of those aspects of their career and professional background which are most closely aligned with the overall mission of the programme.

Letters of Support

Every organisation named in the application must provide a letter of support to be included in the application. As a minimum this will include the Smithsonian and a UK museum or cultural/heritage organisation. It may also need to include the Fellow's home organisation, which will need to be an eligible UK organisation. Each letter should address the following (as applicable):

- the named organisation is supportive of the application to the Call
- the proposed Fellowship will fit with and enrich the applicant's wider research
- the proposed Fellowship will be of mutual benefit to the applicant and the named organisation, as well as the wider field
- the proposed Fellowship is appropriate to the organisation and its research strategy
- the Fellow will be supported for the full period of the award, including mentoring at the host organisation
- the host organisation has, where applicable, the appropriate capacity, infrastructure and administrative structures to provide the required support to the Fellow
- access will be provided to collections and other resources necessary to take forward the project.

Each letter must be dated and signed by the relevant head of department and/or the director (or equivalent) of the named organisation. **Depending on the Fellowship applied for and organisations involved, applications should include no fewer than 2 and no more than 3 letters of support.**

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AHRC Fellowships
PROPOSAL

Document Status:
AHRC Reference:

UK Organisation where the Fellowship would be held (mandatory)

Organisation		Research Organisation Reference:	
Division or Department			

Title of Proposed Fellowship (mandatory) [up to 150 chars]

Start Date and Duration (mandatory)

a. Proposed start date		b. Duration of the grant (months)	

Fellow (mandatory)

Role	Name	Organisation	Division or Department
Fellow			

Objectives (mandatory)

List the main objectives of the proposed research in order of priority [up to 4000 chars]

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Summary (mandatory)

Describe the proposed research in simple terms in a way that could be publicised to a general audience [up to 4000 chars]. Note that this summary may be published on the AHRC's website in the event that a grant is awarded

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Outputs (mandatory)

The main outputs of the research

If Other,

Ethical Information (mandatory)

Are there ethical implications arising from the proposed research?	

Provide details of what they are and how they would be addressed [up to 1000 characters]

Does the institution have a policy on good conduct in research?	

Details of where the policy can be accessed

Fellow

Role	Name /Post Identifier	Start Date	Period on Project (months)	% of Full Time			Basic Starting Salary			Total cost on grant (£)
									Total	

Other Directly Incurred Costs

Description	Total £
Total £	

Proposal Classifications

Research Area:

Research Areas are the subject areas in which the research proposal may fall and you should select at least one of these. Once you have selected the relevant Research Area(s), please ensure that you set one as primary. To add or remove Research Areas use the relevant link below. To set a primary area, click in the corresponding checkbox and then the Set Primary Area button that will appear.		
Subject	**Topic**	

Qualifier:

Qualifiers are terms that further describe the area of your research and cover aspects such as approach, time period, and geographical focus. Please ensure you complete this section if relevant. To add or remove Qualifiers use the links below.	
Type	**Name**

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