

Application for NUI Post-Doctoral Fellowship in the Humanities 2018



Ollscoil na hÉireann
National University of Ireland
The Registrar,
49 Merrion Square,
Dublin 2, D02 V583, Ireland
Phone +353 1 439 2424
awards@nui.ie
www.nui.ie @NUI MerrionSq

Please complete all sections.
Please write in block capitals.

Title _____
Surname _____
First name(s) _____
Permanent address _____

Date of birth

I identify my gender as _____

Mobile / Phone

Email _____

Are you in receipt of funding from other source(s)? Yes No

Have you previously applied for an NUI Scholarship or Prize? Yes No

If Yes, list the Scholarship or Prize and year of application _____

Primary email for correspondence throughout the application process

If yes, please provide additional information with your application.

Classification, for example 1H or 2.1
Institution, for example UCD or UCC

Qualifications

Degree Title	Year conferred	Classification	Institution
_____	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	_____
_____	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	_____
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Research

Research subject area _____

Title of research proposal _____

Proposed venue for Fellowship _____

Doctoral degree start and end date to

Academic referees

Academic referee one	Academic referee two
Name _____	Name _____
Institution _____	Institution _____
Address _____ _____	Address _____ _____

APPLICATION CHECKLIST

Application must include:

- A Application Form
- B Research Proposal
- C Abstract of Research Proposal
- D Letter of Support
- E Curriculum Vitae
- F Details of previous grants and scholarly publications
- G Certified Academic Transcript(s)
- H Academic References (x2)

The closing date for receipt of completed applications is **20 April 2018.**

I declare that the information set out in this application is correct

Signature _____

Date of signature

Regulations for NUI Post-Doctoral Fellowship in the Humanities 2018

The National University of Ireland is pleased to invite applications for the NUI Post-Doctoral Fellowship in the Humanities, offered for competition in 2018.

Section 1: General Regulations of the Fellowship

1. General Regulations

The Fellowship will be awarded on the basis of a common competition open to NUI graduates in all branches of the Humanities.

2. Value of the Fellowship: €80,000

The value of the Fellowship is **€80,000**, i.e. €40,000 per annum, to be paid in monthly instalments (subject to deduction of taxation and related statutory deductions by the NUI host institution) over a two-year period.

3. Objectives

The Fellowship is intended to encourage and support a post-doctoral candidate of proven academic excellence to advance their scholarly research in their chosen field in a constituent university or a recognised college of NUI. It is expected that the research will result in a substantial contribution to knowledge worthy of publication.

4. Eligibility

- 4.1 To be eligible to apply for the Fellowship, candidates must be graduates of doctoral status (awarded no earlier than 1 January 2013), holding any degree of the National University of Ireland, whose doctorates are in any area of the Humanities. The closing date for the Post-Doctoral Fellowship in the Humanities competition is 20 April 2018. Applications will be accepted from candidates who will successfully complete their viva examination by 31 May 2018 and can provide evidence (i.e. academic transcript or letter from Head of School) confirming that they have been formally recommended for a doctoral degree by the university in question no later than 30 June 2018.
- 4.2 Full-time and permanent members of staff of the NUI constituent universities, other NUI member institutions, or other higher education institutions are not eligible to apply for this Fellowship.

5. Application Procedure

Application forms are available to download at www.nui.ie/awards and should be submitted with the following documentation:

- 5.1 **Research Proposal:** Candidates are required to submit a detailed statement (max. 2000 words) concerning the research, which they propose to undertake during the tenure of the Fellowship. The Research Proposal should give details of:
 - (i) the proposed topic of the research;
 - (ii) the proposed nature, scope and methodology of the research;
 - (iii) the relevance and importance of the study;
 - (iv) a preliminary literature review;
 - (v) where the research will be conducted and reasons for choosing that centre;
 - (vi) other investigators involved in the research, where appropriate;
 - (vii) potential future developments for the study.

- 5.2 **Abstract of Research Proposal:** Candidates are required to submit a short abstract of the research proposal (max. 200 words). To note: the abstract will be included in the invitation to prospective independent subject specialists asking them to review the application.
- 5.3 **Letter of support for application:** A letter from the relevant Head of Department/School concerned should also be submitted indicating support for the application and confirming that the resources required will be provided if the application is successful.
- 5.4 **Curriculum Vitae:** to include academic and other relevant achievements to date.
- 5.5 **Detailed information on previous research grants and scholarly publications awarded.**
- 5.6 **Certified Academic Transcripts:** to be submitted for each degree and diploma awarded.
- 5.7 **Reports of two Academic Referees:** a specific NUI report form (available at www.nui.ie/awards) is to be completed by the referee(s) and (i) returned to the candidate in a sealed envelope or (ii) emailed directly to awards@nui.ie. It is the responsibility of the candidate to ensure that the references are submitted to NUI by their referees by the closing date. If references are not submitted by the closing date, a candidate's application may be deemed ineligible for consideration.

6. Selection Process

- 6.1 The NUI Registrar and designated NUI staff will administer the competition for the Fellowship.
- 6.2 A shortlisting process will apply and shortlisted candidates will be invited to attend for interview.
- 6.3 Two independent subject specialists will assess the research proposal of each candidate. The reports of the subject specialists will be made available to the NUI Registrar and will inform the decision on the shortlisting of candidates for interview.
- 6.4 Shortlisted candidates will be interviewed by a Selection Panel to be appointed by NUI.
- 6.5 The Selection Panel will consist of the Heads of relevant Schools/Colleges in Arts and Humanities, or their representatives, from each of the constituent universities and will be chaired by an independent specialist. Additional expert(s) may be invited by NUI to sit on the Panel, if required.
- 6.6 The full application and subject specialist reports for each shortlisted candidate will be made available to the Selection Panel in advance of the interviews.
- 6.7 Following the interviews, the Selection Panel will finalise its recommendations to the NUI Registrar on the awarding of the Fellowship. The NUI Registrar will inform the successful candidate in writing of the Senate's decision regarding the awarding of the Fellowship.
- 6.8 Following the completion of the assessment process, candidates will be informed of the outcome in writing and provided with feedback from the assessment process.
- 6.9 The decision of the Senate on the awarding of the Fellowship will be final.
- 6.10 NUI has an Appeals Process in place to guarantee that the University has acted fairly and reasonably, and followed the appropriate steps in its selection process. Further details can be found on the NUI website.

7. Lodgement of Documents (see checklist on front of application form)

- 7.1 Applications and associated documentation should be submitted in hard-copy to: **The Registrar, National University of Ireland, 49 Merrion Square, Dublin 2, D02 V583**. The envelope should state the NUI award being applied for, i.e. Post-Doctoral Fellowship in the Humanities.
- 7.2 An **electronic copy** (doc or docx format) of the application to include the documents listed in order below only must **also** be emailed to: awards@nui.ie
 - Application Form
 - Research Proposal (to include **abstract**)
 - CV (including **publication list**)
- 7.3 **The closing date for receipt of applications is Friday, 20 April 2018.**

Section 2: Terms and Conditions of the Fellowship

8. Tenure and Conditions of Employment

The holder may elect to take up the Fellowship in any of the constituent universities or recognised colleges of NUI, subject to the concurrence of the Senate and the institution concerned. The Fellowship will be tenable by way of a fixed purpose contract between the Fellow and the NUI institution where the fellow is based. The fellow will be subject to the terms and conditions as set out in the fixed purpose contract. In addition, the fellow and their Head of Department will be required to provide six-monthly progress reports to NUI Senate, in order to adhere to the payment conditions attached to the Fellowship.

8.1 Hours of Work

The Fellowship is full-time, and the working time is that reasonably required to fulfil the duties of the post, in accordance with the terms of the fixed purpose contract, taking account of socially acceptable norms. The holder is not entitled to hold any other appointment or undertake any work, which in the opinion of the Senate, may impair or hamper the due discharge of the terms of the Fellowship.

8.2 Fellowship payments

(i) Post-Doctoral Fellowship payments are subject to deduction of Taxation, Pension and all related statutory deductions at source, in accordance with the terms of the fixed purpose contract.

(ii) Payments are made in accordance with the terms of the fixed purpose contract with the NUI host institution. Specific details including date and method of payment will be as outlined in the fixed purpose contract with the NUI host institution.

8.3 Termination of Fellowship and right of appeal

Should the Senate determine that the conditions of the Fellowship are not being fulfilled satisfactorily, it shall reserve the right, on the recommendation of the NUI host institution, to terminate the Fellowship. In such circumstances, the holder of the Fellowship shall have a right of appeal in accordance with the terms of the fixed purpose contract with the NUI host institution.

9. Duties

The holder of the Fellowship will be required to complete a substantial piece of research and publish the results in book form, or as articles in refereed journals, with an acknowledgement of the support received from NUI. The Fellow is required to give a commitment that he/she will participate in an event arranged by NUI with a view to communicating and disseminating the research outcomes of the Fellowship. In addition, the holder will also be required to conduct a seminar in the Department/School to which he/she is assigned and/or within the NUI system, and on an occasional basis, to participate in the programmes on offer in the Department/ School, subject to the conditions set out below.

10. Acknowledgement of NUI Support

The Fellow must acknowledge receipt of NUI support in all publicity relating to the research undertaken. The publicity may include but is not restricted to the following: public lectures, email signatures, letterheads, office signs, conferences, publications, monographs, media appearances, print, social media and online materials including e-mail signatures.

11. Responsibility to the Head of Department / School

The holder of the Fellowship will be responsible to the Head of the Department/School in the NUI institution to which they are assigned, and thereafter to the NUI Senate. The holder will be required to report on the progress of their work to the Head of Department/School, or other designated authority in the institution to which they are attached. The Head of Department/School will be required to advise the Senate on the progress of the work.

12. Institutional Support

The Department/School will acknowledge the holder of the Fellowship as an independent investigator who will be assigned the resources and the normal facilities available to members of the academic staff in that Department/School. In applying for the Fellowship, candidates are required to indicate any specific facilities required for their research.