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# **UEA Fellowships Symposium**

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Research and Business Services

## Developing a Fellowship proposal at UEA

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- ✦ Speak to the Faculty Research Office (FRO)
- ✦ Speak to Head of relevant department/school
- ✦ Agreed support in principal?
- ✦ Work up draft – leave plenty of time
- ✦ Send draft for peer review and a copy to FRO
- ✦ Confirm costings with FRO/ Head of School

## Developing a Fellowship proposal at UEA

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- ✦ Finalise application and submit to FRO for:
  - ✦ School authorisation and
  - ✦ University authorisation

***All applications/proposals must have both School and University authorisation before submission – don't leave it to the last minute!***

- ✦ Liaise with FRO for submission of proposal to funder.

## A 'hands-on' view...

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FROs provide 'front line' support in Schools

- ✦ Help academics/applicants complete application, fEC forms
- ✦ Arrange school/university authorisation

RBS provides support to FROs and University as a whole

- ✦ Sets policies and procedures relating to research, applications and awards
- ✦ Authorises and submits more complex applications referred from FRO

## Proposal writing 'Top Tips' (1)

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### Quality

- ✦ Do your background research
- ✦ Don't rush and submit last minute – easy to miss 'howlers'
- ✦ Most successful proposals have been redrafted repeatedly – at least proof read
- ✦ Use assertive language (active voice)

### Aims/Objectives/outputs

- ✦ match your proposal to the aims of the program explicitly (and then add something extra)
- ✦ be clear and concise in body of text and abstract
- ✦ assume uninformed but intelligent reader
- ✦ be clear about outputs/beneficiaries and value for money
- ✦ Justify all your costs (tailor to the application, not 'standard')

## Proposal writing 'Top Tips' (2)

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Internal peer review, research and pricing policies

- ✦ Heads of School are central to setting academic/RAE drivers, pricing/ internal financial planning and post-award management
- ✦ ADRs, School Directors of Research, successful colleagues
- ✦ Involve research support as early as possible

Administrative aspects, costing, 'paperwork'

- ✦ Involve your FRO contacts early
- ✦ Full Economic Costing – every project is costed and authorised in the same way
- ✦ UEA requires School and University level authorisation prior to submission
- ✦ Ensuring relevant governance and ethics requirements are met
- ✦ This takes time and does not have to happen at the end!

## Proposal writing 'Top Tips' (3)

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External reviewers - choose wisely!

- ✦ International standing, member of application review panels
- ✦ Use contacts, other opportunities to meet - don't nominate 'out of the blue'
- ✦ Speak to them if funder allows

General

- ✦ Get on review panels
- ✦ Widen your network, including through funded projects

# Ethics and Research Governance

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When is Research Governance needed?

- ✦ Working with NHS/Social Care staff
- ✦ Working with NHS/Social Care patients
- ✦ Using NHS/Social Care facilities

When could ethics be an issue?

- ✦ All of the above
- ✦ Working with animals, humans & human tissue
- ✦ Surveys and interviews of the public
- ✦ Using CCTV footage
- ✦ More...

## Useful links

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UEA's Research and Business Service Website

[www.uea.ac.uk/rbs/researchservices](http://www.uea.ac.uk/rbs/researchservices)

“The world's most reliable source of policy news and funding opportunities”

[www.Researchresearch.com](http://www.Researchresearch.com)

UEA account managed by Research and Business Services

## Faculty of Health

### Schools:

*Allied Health Professions  
(AHP)*

*Medicine, Health Policy and  
Practice (MED)*

*Nursing and Midwifery (NAM)*

## Faculty of Arts and Humanities

### Schools:

*World Art Studies and  
Museology (ART)*

*American Studies (AMS)*

*Film and Television Studies  
(FTV)*

*History (HIS)*

*Language, Linguistics and  
Translation Studies (LLT)*

*Literature and Creative Writing  
(LIT)*

*Music (MUS)*

*Philosophy (PHI)*

*Political, Social and  
International Studies (PSI)*

## Faculty of Science

### Schools:

*Biological Sciences (BIO)*

*Chemical Sciences and  
Pharmacy (CAP)*

*Computing Sciences (CMP)*

*Environmental Sciences (ENV)*

*Mathematics (MTH)*

## Faculty of Social Sciences

### Schools:

*Development Studies (DEV)*

*Economics (ECO)*

*Education and Lifelong  
Learning (EDU)*

*Law (LAW)*

*Norwich Business School  
(NBS)*

*Social Work and Psychosocial  
Sciences (SWK)*

## Faculty of Health

### Faculty Research Office:

Debbie Graver  
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Yvonne Kirkham  
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Rachael Mold  
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### Research and Business Services:

*Medicine, Health Policy and Practice (MED)*  
*Nursing and Midwifery (NAM)*  
Sue Steel  
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*Allied Health Professions (AHP)* Tracy Moulton  
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## Faculty of Arts and Humanities

### Faculty Research Office:

Rowena Burgess  
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### Research and Business Services:

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## Faculty of Science

### Faculty Research Office:

*Biological Sciences (BIO)*  
Dr Helen Brownlee  
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*Environmental Sciences (ENV)*  
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## Faculty of Social Sciences

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**Any  
questions?**