

## **IPS FELLOWSHIPS Rules & Regulations**

The Rules and Regulations for STFC Fellowships generally apply to IPS Fellowships.

Specific points relating to IPS Fellowships are shown below:

### **1. The STFC Knowledge Transfer Community**

STFC introduced the Innovations Club to create a community for all who participate or share in STFC's vision for knowledge transfer, innovation, technology and enterprise. IPS Fellows would become part of this virtual community and it is anticipated that they would play an active role in its further development. This would include, for example, the creation of case studies on knowledge transfer.

### **2. Host Institution**

The IPS fellowship will be held at a single institution. When there are partners to an application, the partners need to nominate a host institution for the fellowship. The host institution will be responsible for implementing the management arrangements for the fellowship as described in the agreed programme of work.

### **3. Starting Dates and Period of Award**

IPS Fellowships are awarded for predetermined periods of up to four years.

IPS Fellowships may be held both full-time and part-time. Part-time awards will be held at 50% or above of full-time equivalent. Where the application is for a part-time Fellowship, and there is the possibility that the applicant may hold another part-time appointment, they will inform STFC of any potential conflict of interest that may arise and explain how this will be resolved. Applications are welcome from those seeking to resume a career after a period of absence.

### **4. Financial Support**

STFC expect any application for funding will up to a maximum of 50% contribution of the total cost of the project. It is anticipated that there will be a number of project partners who will contribute financially to the project. The total project cost for the IPS Fellowship is therefore the sum of the contributions from the project partners and the FEC value of the award sought from STFC.

If an award is made, STFC will fund 80% of the FEC costs shown on the application form. The 20% difference will normally be funded by the institution applying, however some of this cost could be found from a collaborating partner.

STFC will require letters of support from the project partners expressing their financial and nonfinancial support for the application. If an award is granted no money will be released until formal agreements are in place and sent to STFC to show that a definite funding arrangement for the required funding has been made.

## **5. Training & Development**

The training and development requested for the fellow should be specific to the role rather than general management training and development.

## **6. Travel**

Personal travel is taken to include necessary collaborative visits, and attendance at conferences, workshop or symposium during each year of the fellowship, and should be based on the normal rates at the host institution.

It is recognised that there may be a requirement for a significant amount of travel in the course of the fellowship. The application should provide details of how the travel budget has been determined. Where the application includes the costs of a business lease car, the proposed leased vehicle should have low emissions and good fuel economy.

## **7. Research Grants**

IPS Fellows may apply for research grants subject to the conditions applying to such grants.

## **8. Teaching**

An IPS fellow may undertake up to a maximum of four hours teaching, including preparation, each working week (total 170 hours per annum; pro-rata for part-time awards) if the host institution and partners consider it desirable and provided it does not hinder progress on knowledge transfer activities. Apart from this and normal holidays, the fellow must devote themselves to knowledge transfer and no other work may be undertaken within usual working hours. An exception is made for the time spent on the public promotion of science and other STFC-approved business.

## **9. Reports**

During the tenure of the fellowship you are required to submit biannual reports and present at half yearly meetings and submit a final report within three months of the termination date (reports should be about 1500 words). The reports, which may be edited or reproduced in full by STFC, will review progress on the programme of work and contribute to the STFC annual review of knowledge transfer. Fellows will also be expected to contribute case studies on knowledge transfer during their tenure of a fellowship. Subject to the provisions of Dissemination and Exploitation of Results, results should be published, acknowledging STFC support, and copies of papers sent to STFC at the time of submitting the final report.