University of Essex Sift Outline Guidance

Your sift outline must include the following sections (section weighting indicated):

- Summary (0.1)
- Vision and approach (0.5)
- Applicant capability to deliver (0.2)
- Career development (0.2)

Your sift outline <u>should not exceed four sides of A4</u>, and should be single-spaced in 11-point Arial, with margins of 2cm. Any images, graphs, tables, preliminary data and captions must be included within this limit. Extensive references are not expected for sift outline proposals; any references included must be within the 4-page limit.

Please note that incomplete submissions, and submissions that do not meet the requirements outlined in this guidance, will be rejected.

Outline submission date

Applicants should e-mail their completed outline proposals to ukriflf@essex.ac.uk by 5:00 p.m. on **Wednesday 12th March 2025**. Proposals received after this date <u>will not be accepted</u>.

----

1. Section-specific guidance for the sift outline

Please use the following guidance when preparing your sift outline. Of course, the information you provide won't be as comprehensive as that in a full application, but your outline should address the critical points.

1.1 Summary

<u>In plain English, please provide a summary</u> suitable for a variety of readers; for example, opinion-formers; policymakers; the public; the wider research community.

Guidance for writing a summary

Clearly describe your proposed work in terms of:

- context of the research or innovation
- the challenge the project addresses
- aims and objectives
- potential applications and benefits

1.2 Vision and Approach

<u>You should address the following question</u>: What are you hoping to achieve with and how will you deliver your proposed work?

What the assessors are looking for in your response

For the Vision, explain how your proposed work:

- is of excellent quality and importance within or beyond the field(s) or area(s)
- has the potential to advance current understanding, or generate new knowledge, thinking or discovery within or beyond the field or area of its focus
- is timely, given current trends, context, and needs
- impacts world-leading research, society, the economy or the environment

In the Vision section, you are also expected to:

- identify the potential direct or indirect benefits and who the beneficiaries might be

For the Approach, explain how you have designed your work so that it:

- is effective and appropriate to achieve your objectives
- is feasible, and comprehensively identifies any risks to delivery and how you will manage them
- uses a clearly written and transparent methodology (if applicable)
- summarises the previous work and describes how you will build on and progress this work (if applicable)
- will maximise translation of outputs into outcomes and impacts

Within the Approach section, you are also expected to:

- demonstrate access to the appropriate services, facilities, infrastructure, or equipment to deliver the proposed work

1.3 Applicant capability to deliver

You should complete this section as a narrative. Please do not format it like a CV: instead, please use the Résumé for Research and Innovation (R4RI) format to showcase the range of relevant skills you have and how this will help to deliver the proposed work (see below). You can include specific achievements and choose past contributions that best evidence your ability to deliver this work.

<u>You should address the following question</u>: Why are you the right individual to successfully deliver the proposed work?

What the assessors are looking for in your response
Evidence of how you have:

- the relevant experience (appropriate to career stage) to make best use of the benefits presented by this funding opportunity to develop your career

- the right balance of skills and aptitude to deliver the proposed work
- contributed to developing a positive research environment and wider community
- the appropriate team working or leadership skills (appropriate to career stage)

As mentioned above, you should complete this section using the following R4RI module headings, using each heading once. You should consider how to balance your answer, and emphasise where appropriate the key skills you bring:
- contributions to the generation of new ideas, tools, methodologies, or knowledge
- the development of others and maintenance of effective working relationships
- contributions to the wider research and innovation community
- contributions to broader research or innovation, users and audiences, and towards wider societal benefit

UKRI guidance on R4RI: https://www.ukri.org/apply-for-funding/before-you-apply/resume-for-research-and-innovation-r4ri-guidance/

1.3.1: Additions – optional: There is space in Appendix 1 to provide any further details relevant to your application; for example, to describe any factors that provide context for the rest of your R4RI (e.g., details of career breaks if you wish to disclose them). You should also use this additional section to give brief detail if you wish to apply for an FLF on a part-time or job-share basis (mandatory). **Please note that you should not** use it to describe additional skills, experiences, or outputs.

1.4 Career development

You should address the following question: Why is this fellowship the right way to develop your career and how will you use it to benefit others?

What the assessors are looking for in your response
Ensure that you have identified:
- career development goals appropriate to the fellowship funding opportunity
- how the fellowship will provide a feasible and appropriate trajectory for your personal development and to achieve your stated career development goals (as appropriate to your career stage and field)
- how you will instigate positive change in the wider research and innovation community, for example through Equality Diversity and Inclusion (EDI), advocacy or advisory roles, stakeholder engagement, participation in peer review, influencing policy, public engagement, or outreach

Within the Career Development section, you are also expected to describe:
- how you will ensure continued research and professional development in those you will be managing on the project, to have a positive research and innovation

experience, with opportunities or support to progress their own careers (useful links: **Concordat to Support the Career Development of Researchers** and **Technician Commitment**)

- how the proposed work will provide a feasible and appropriate trajectory for you to acquire additional skills, like research, leadership, communication and management
- what mentoring arrangements are proposed and how they are appropriate to you

2. Additional Guidance

When preparing your sift outline, please continue to bear in mind the scope of the call and key assessment criteria (see scheme page and associated guidance).

In your application, you must clearly demonstrate:

- how the UKRI Future Leaders Fellowships award will support and enable your long-term career goals and chosen career route
- broad knowledge of the area of interest and a compelling vision for the excellence and importance of your proposed research or innovation
- your own original and ambitious plans / ideas, which do not significantly overlap with your proposed collaborations, or formed supervisors
- that you are capable of leading and developing a team or taking a leading role in your field, and show an ability to identify and maximise potential in others
- the suitability of the proposed environment(s) for your research or innovation and its impact

Future Leaders Fellowships are personal awards to support fellows to develop as impactful and influential research or innovation leaders. Throughout your outline proposal, you should demonstrate how the work will allow you to develop your leadership potential and result in high quality research or innovation (or both).

For reference the scheme Pre-announcement, which includes guidance from R10, can be found here: https://www.ukri.org/opportunity/future-leaders-fellowships-round-10/

Please note that as this is a pre-announcement, the information may change. The funding opportunity will open in February 2025.

3. Timetable

Now → 12 Mar 25	Nominees prepare outlines for internal sift. Check your eligibility: contact your HoD/DoR and REO if unsure.
Wed 12 Mar, 17:00	**Deadline** for sift outlines to be returned to REO (see above).
Thu 13 Mar	Sift outlines sent to HoDs, DoRs and UoE sift panel for comments
Wed 19 March	HoDs, DoRs and UoE panel to return review comments to REO
Thu 20 Mar	UoE panel will meet to select up to four proposals to put forward.
By Fri 21 March	Applicants will be informed of the outcome shortly after panel meeting.
Tue 18 Jun 2025	**Deadline** for invited applicants to submit their full application to UKRI (16:00 BST).
TBC	UKRI Shortlisting meeting
TBC	Interviews