



Arts & Humanities
Research Council



**SELLING MUSEUM COLLECTIONS:
FELLOWSHIP OPPORTUNITY TO RESEARCH AND INFLUENCE
POLICY & PRACTICE WITH THE MUSEUMS ASSOCIATION**

As part of their Placement Fellowship Scheme the AHRC and ESRC welcomes applications from academics interested in working in a research capacity with the Museums Association. The Scheme encourages arts and humanities researchers to spend time within a partner organisation to undertake policy relevant research and to develop the research skills of partner employees. This Fellowship will be jointly funded by the AHRC and Museums Association while the Fellow remains employed by his/her institution.

Project Title
Ethical and Legal Aspects of Sales from Museum Collections
Length of Fellowship
12 months
Proposed start date
August/September 2011 (or to be agreed with a successful applicant)
Location of Fellowship
Museums Association, London (successful Fellow can be partly home-based)
Background
The sale of collections remains controversial and has been recently discussed in the media and in a parliamentary committee hearing. ¹ Disposals have become increasingly important to museums. In part, this change is situated in a wider change of policy that museum

¹ Recent examples of public discussion of policy towards sale of museum collections includes: Pickard, Jim, 'Museums Look to Sell Artefacts', *Financial Times*, 26 October 2010 (<http://www.ft.com/cms/s/0/013d84e4-e131-11df-90b7-00144feabdc0.html#axzz17JaLuQpr>). Comment by culture minister Ed Vaizey 19 November 2010 – see <http://www.museumsassociation.org/museums-journal/news/19112010-ed-vaizey-selling-collections>. Pes, Javier, 'International move to curb disposals', *Art Newspaper*, No 218, November 2010, p15. House of Commons Culture, Media and Sport Committee 26 October 2010 and 2 November 2010. BBC programming 29 November 2010 including Inside Out West and BBC1 breakfast (see <http://www.bbc.co.uk/news/uk-england-bristol-11837414> and <http://www.museumsassociation.org/news/29112010-sewell-has-misunderstood-value-of-collections>).

collections need to be used, not merely acquired and preserved. It also relates to a growing interest in sustainability and recognition of the environmental and economic resource costs of preserving collections. It brings up important questions – for both researchers and museum practitioners – of the ethics, law and value of museums in the early part of the 21st Century. A more detailed background is provided in Annex A.

About the Museums Association

The Museums Association is a non-governmental membership organisation. It is a company limited by guarantee and a registered charity. It generates its own income and does not receive any regular government funding. Its members include museums, people who work for museums and companies that supply the industry. Founded over 120 years ago in 1889, it is the only organisation representing all types of museum throughout the UK from small volunteer-run museums to the largest national museums. It leads thinking and policy on a range of areas (including disposal from collections) and is networked with museums and other sector bodies both in the UK and internationally.

Aims

- One-year Fellowship for a researcher in the arts and humanities to work within Museums Association (MA) on sales of collections, an issue of relevance to entire UK museums sector.
- The Fellowship will aim to review a range of issues related to the sale of museum collections in the UK, to provide policy advice to museums and to museum sector organisations. The Fellowship is time limited and will focus on the ethical and legal aspects of disposal of collections.

Benefits to arts and humanities researchers/AHRC

The Fellowship will demonstrate the benefit of arts and humanities research to museum policymaking, and offer a conduit for museums research into policy making and practice.

The Fellow will be expected to:

- produce scholarly papers and contribute to research conferences in relevant areas
- provide regular updates to AHRC that are relevant to the ongoing development of the Care for the Future theme (in particular, helping understand how the research approaches of arts and humanities provide a framework for decisions around cultural heritage, and our understanding of cultural heritage and its values).

A key part of the project will be understanding the recent history of disposal by sale and exploring different constructions of value as enshrined in codes of ethics and in disposal decisions. The Fellowship will therefore:

- develop our understanding of the contemporary value of museum collections. This will include a consideration of the challenges regarding the disposal of material culture in all its forms. A challenge for policy and practice is how to value develop and manage collections given the increasingly diverse demands on museums to provide services for today's diverse audiences while preserving collections for the future.
- examine the dynamic between the media and museums, as related to disposal by sale, and to consider the potential of transparency as a strategy. How does media coverage impact museum policy and public trust? How can greater transparency in museums engaged in disposal by sale help create understanding among all parties?
- The Fellow may also spend one day a month visiting the AHRC offices in Swindon to work with AHRC staff (Cultures and Heritage team) working on the emerging Care for the Future theme. The Fellow will also build contacts with UK researchers working on the emerging theme.

Benefits to the Museums Association and to museum policy

The Museums Association wants to provide further advice on disposal as part of the Effective Collections programme. Financially motivated disposal and charity law are the primary areas that cause problems for museums and there is very little guidance available.

The study will also consider the ethical issues that face Museums when dealing with collections disposal. Museums look to the Museums Association for advice on disposal and this fellowship will improve the MA's knowledge and support for museums. It also has the potential to lead to new policy developments, for example on 'conditional sale' that would assist museums and potentially bring increased public benefit. The Fellowship will also look at aspects of the legal, ethical and financial implications for the sector of disposal by free transfer to other museums.

Tasks

The main tasks would be to:

Establish a theoretically informed perspective on the nature of cultural value in relation to

material culture and museum collections which will allow for a pluralist understanding of the values of collections and material culture for diverse audiences.

Following from this, the fellow will:

- review developments in financially motivated disposal since the 2007 change to the Museums Association Code of Ethics;
- investigate the views of other bodies that support and advise museums, including international perspectives (e.g. Netherlands, USA, Australia);
- clarify the legal position around the free transfer of items from a museum to another not-for-profit organisation;
- investigate the possibility of ‘conditional sales’ at public auction;
- scope out current thinking about the way museum structures can protect collections from sale in the case of a museum being wound up.

Outputs of the Fellowship

- Position paper or article in a peer reviewed journal or edited book drawing together insights from the Fellowship (for example Museum Management and Curatorship, or International Journal of Heritage Studies)
- Policy advice to the Museums Association (and subsequently published), in particular:
 - a) guidance for museums considering financially motivated disposal;
 - b) guidance for museums on charity law aspects of free transfer of collections;
 - c) scoping paper on protecting museum collections from the potential winding up of a museum (if time allows);
 - d) policy seminar organised by the MA and AHRC;
 - e) articles in Museums Journal, published by the Museums Association, and/or a presentation at the Museums Association’s annual conference or at a regional members’ meeting.

Provisional work-plan

	By when
Prepare detailed plan for fellowship	Oct 11
Take part in MA conference workshop	Oct 11
Research and prepare guidance on charity law aspects of free transfer of collections	Nov 11
Research and prepare guidance (interpreting the requirements of the MA code of ethics) for museums on financially motivated disposal	Jan 12
Investigate feasibility of ‘conditional sales’	Feb 12
Research views of other bodies (UK and internationally) on financially motivated disposal	Mar 12
Consider dynamic between media and museums around sale of collections	Apr 12
Report on possible legal structures to protect collections in event of a museum being wound up	Jul 12
Additionally: joint AHRC/MA seminar, attend MA members meetings, articles for MA website, potentially Museums Journal, scholarly paper	

Skills Required

Essential:

- An Arts & Humanities background preferably with knowledge or understanding of some of the UK Museum sector, cultural property law, charity law and/or working for public benefit.
- Ability to gain an understanding of the different purposes and practices of museum disposal in the UK and to translate theory and principle into practical advice.
- Ability to write clear and accessible reports audiences aimed at a wide variety of audiences for example: government, public sector, cultural sector, academia or the broader research community.
- Experience of giving both formal and informal presentations, including to non-specialist audiences.
- Strong interpersonal and networking skills and the ability to engage with stakeholders, policy makers and museum managers and staff.
- Ability to manage relationships and work as part of a team with colleagues at the Museums Association.
- Experience of project management or the ability to manage workloads and balance competing deadlines.
- Understanding of the need to maintain confidentiality.

Desirable:

- Able to attend the MA office at least two days per week.
- Able to travel within the UK, including to AHRC offices and occasional overnight stays.

Applicants must be able to demonstrate that you are of postdoctoral standing. You do not need to hold a doctorate, provided that your CV demonstrates that you have equivalent experience to undertake research at post-doctoral level, for example you are able to demonstrate significant achievements in your area of work such as research/critical enquiry.

Working with the Museums Association

The Fellow will work with the MA's head of policy and communication and the collections co-ordinator, who are both very experienced in the policy and practice of disposal from museum collections. They will oversee and support the project. The fellow will have the opportunity to

attend members meetings and contribute articles to the MA website and will also have the opportunity to work with members of the MA's Ethics Committee and, if appropriate, to become familiar with some other areas of the MA's policy work. This has the potential to include working at board level. They will be based at least part of their time at the Museums Association's offices in London E1. The Museums Association will provide desk space and a PC.

Annex A

Further background on museums disposals

The sale of items from museum collections has long been an issue of debate within the museum sector and more widely in public policy. Apart from a small number of mainly national museums, powers to sell museum collections are not controlled by any specific legislation (although in some cases aspects of charity law apply). In the 1950s and 1960s sales were relatively common, but growing disquiet in the museum sector – and growing fear of asset stripping by local authorities and universities responsible for museums - led the Museums Association to propose increasingly tight restrictions on sales in various editions of its ethical codes, which underpin the government-supported accreditation scheme for museums in the UK. At the end of the 20th century, the Museums Association Code of Ethics stated: 'Refuse to undertake disposal principally for financial reasons.'

In 2007, after a detailed consultation, the Museums Association revised its Code of Ethics to say: 'Consider financially motivated disposal only in exceptional circumstances'. In part, this change is situated in a wider change of policy that museum collections need to be used, not merely acquired and preserved. It also relates to a growing interest in sustainability and recognition of the environmental and economic resource costs of preserving collections. However, the prime motivation for the change to the Code of Ethics was a single case. The Watts Gallery, an independent charitable trust located near Guildford in Surrey, proposed selling a small number of items from its collection to raise funds for the long-term care and use of the remaining collection. Perhaps unexpectedly, this proposal met with widespread support in the museum sector. The Museums Association responded to this by proposing changes to the Code of Ethics.

The Code of Ethics sets a small number of criteria that need to be met if a financially motivated disposal is to be acceptable. The new criteria have been in place for three years and since then the Museums Association, through its Ethics Committee, has considered five further cases of financially motivated disposal. Several more are likely to be considered during 2011 and 2012. It is timely to review these cases to see what policy lessons can be drawn from them. This would result in better guidance to museums considering financially motivated disposal. Some of the

issues worthy of further investigation have been set out in a recent paper.² The museum sector is loosely regulated and is overseen by several governmental and non-governmental organisations and it would also be timely to better understand the views of these sector organisations. Examples include the Museums Libraries and Archives Council (responsibilities transferring to Arts Council England), Museums Galleries Scotland, the Art Fund and the Heritage Lottery Fund. The sale of collections remains controversial and has been recently discussed in the media and in a parliamentary committee hearing.³

Sometimes museums express the desire to attempt to sell an item to a new owner who would agree to occasionally lend the item back to the museum. This would obviously have public benefits but it is not at present clear whether a 'conditional sale' of that type is compatible with the recommendation to sell items openly at public auction. Exploring possibilities with the art trade would lead to useful guidance for museums that could lead to a new approach to the process of sale.

The majority of disposals are not motivated by the desire to generate income. Rather, they are motivated by the need to rationalise collections and make them more sustainable after decades, sometimes centuries, of collecting. Much of the material being removed is low value or duplicate material and is returned to donors or even destroyed. However, some unwanted items are of greater value and it is therefore beneficial to try to retain them in the public domain, particularly if the care, context or use of an item would be improved by its transfer to another museum or not-for-profit organisation. In these cases the Museums Association encourages a free transfer of ownership, rather than a sale. As part of the Museums Association's Effective Collections programme, funded by the Esmée Fairbairn Foundation, we have been encouraging and supporting museums to undertake more of this kind of disposal. We have published a 'Disposal Toolkit' and offered related training. In the course of this work it has become clear that an unresolved and poorly understood issue is the extent to which charitable-trust museums have the legal power to give collections to other organisations, rather than to get the best price for them. It would benefit museums to understand this area of law and the Charity Commission's

² Manisty, Edward and Smith, Julian, The Deaccessioning of objects from public institutions: legal and related considerations, *Art, Antiquity and Law*, vol XV, issue 1, April 2010.

³ Recent examples of public discussion of policy towards sale of museum collections includes: Pickard, Jim, Museums Look to Sell Artefacts, *Financial Times*, 26 October 2010 (<http://www.ft.com/cms/s/0/013d84e4-e131-11df-90b7-00144feabdc0.html#axzz17JaLuQpr>). Comment by culture minister Ed Vaizey 19 November 2010 – see <http://www.museumsassociation.org/museums-journal/news/19112010-ed-vaizey-selling-collections> . Pes, Javier, International move to curb disposals, *Art Newspaper*, No 218, November 2010, p15. House of Commons Culture, Media and Sport Committee 26 October 2010 and 2 November 2010. BBC programming 29 November 2010 including Inside Out West and BBC1 breakfast (see <http://www.bbc.co.uk/news/uk-england-bristol-11837414> and <http://www.museumsassociation.org/news/29112010-sewell-has-misunderstood-value-of-collections>).

interpretation of it better. There may be differences in different countries of the UK.

For more on the Museums Association's approach to disposal see

<http://www.museumsassociation.org/collections/disposal>

THE CLOSING DATE FOR THIS CALL IS 28 June 2011

Application is only through the Joint Electronic Submission system and should be submitted accordingly.

ESRC administers this call on behalf of the AHRC. For enquiries about this Fellowship please contact Robert Keegan (Knowledge Exchange Portfolio Manager, AHRC) r.keegan@ahrc.ac.uk

Application is by the Joint Electronic Submission (Je-S) system

Any enquiries please email: lesley.lilley@esrc.ac.uk

CALL GUIDANCE NOTES ARE BELOW. PLEASE ENSURE THAT YOU READ THESE CAREFULLY BEFORE SUBMITTING YOUR APPLICATION.

PUBLIC SECTOR FELLOWSHIPS 2011 – MUSEUMS ASSOCIATION

Notes for Guidance for Applicants

This is a guidance document created to assist applicants to this Scheme in the completion of their application. It is specific to this scheme and should be used in conjunction with the following information:

ESRC Research Funding Guide- <http://www.esrc.ac.uk/funding-and-guidance/guidance/applicants/research-funding-guide.aspx>

ESRC Frequently Asked Questions, 'How do I put together a good research application?'- <http://www.esrc.ac.uk/funding-and-guidance/guidance/applicants/how-to.aspx>

- **Je-S Help text** is available in every page of your Je-S form, click on the word 'HELP' in the top right hand corner of each page or scroll through the following pages- <http://192.171.198.243/JesHandBook/jesHelp.aspx?m=s&s=109>

- **Je-S Help desk** (for all Je-S system enquiries) - JeSHelp@rcuk.ac.uk or 01793 444164.

If you experience difficulties using Je-S or have questions regarding its use, helpdesk staff can be contacted Monday to Friday 9am - 5pm UK time (excluding Bank holidays and other holidays)

Out of hours: please leave a Voice Mail message

When reporting problems by e-mail or telephone, please supply the following information: Your name, organisation and userid, the date and time, what part of the form or system you were working on, the nature of the problem

- **Scheme Specific Guidance**

For further information contact the case office for the Scheme: Lesley.lilley@esrc.ac.uk
01793 413033

Important: Where information and guidance issued in this document differs from the general guidance offered in these sources; **this document should be adhered to.**

Joint Electronic Submissions (Je-S)

All applications under this scheme must be made through the Research Council's Joint Electronic Submissions (Je-S) process. You must have a Je-S account to gain access to the system. If you are unsure about this you should contact your Research Office for further guidance. Further information can be found on the ESRC website at <http://www.esrc.ac.uk/funding-and-guidance/guidance/applicants/Je-S-electronic-applications.aspx>.

Before creating your application

- Research applications may **only** be made on Research Councils Joint Electronic Submission (Je-S) Forms.
- **Please note that the deadline for Research Organisation submission of proposals is 4.00pm on 28 June 2011. It is recommended that you allow sufficient time for completion of the Research Organisation submission process checks/authorisation.**
- Your application will actually be sent to Je-S/ESRC from the submitter pool at your Research Organisation. In other words, **there is a further layer of administration between your submission of the application and the application being submitted to the ESRC, via Je-S.** This Research Organisation's submission route usually includes both an approver (ie Head of Department) and submitter pool (ie central finance office) and the ESRC cannot accept responsibility for any delay which may occur as a consequence. We strongly advise applicants to secure confirmation from their relevant administrator that the application has been successfully submitted to the Je-S team. (see also 'section 4. Tracking Proposal').

Je-S Registration

- If you want to submit proposals electronically, first check that the organisation through which you intend to submit the proposal has completed the Je-S registration process
- Only Je-S account holders may be named as principal applicants. If you are in any doubt as to your registration status, you are strongly advised to seek timely confirmation from your Research Organisation's administration or Je-S Helpdesk. Please note that only the submitting organisation needs to have obtained Je-S registration.
- All main UK Research Organisations are already registered. If you are in any doubt, you are strongly advised to seek timely confirmation of your Research Organisation's registration status from your Research Organisation's administration.

Organisations needing to register for Je-S should contact the Je-S Helpdesk (see below). Users wishing to access the Je-S system for the first time are asked to check with their central administration on the status of the organisation's Je-S registration before pursuing the option of creating an account through the Je-S system. Organisations must comply with ESRC funding eligibility regulations before Je-S registration can proceed. People without a Je-S account should apply for registration through Je-S helpdesk JeSHelp@rcuk.ac.uk. We strongly advise potential applicants to apply to register, if necessary, as early as possible.

Please be assured that the information you provide regarding your date of birth, gender, ethnic origin and any disability will not be divulged to those involved in the assessment of any proposal you might submit to the ESRC. These data are for collection and analysis at an aggregate rather than individual level to allow us to examine our data on proposals and grants by a number of key variables and to review whether we might be

disadvantaging certain groups. As a public body we are required to collect and publish such statistical data. For these reasons we would ask you to complete the relevant Je-S 'MyDetails' data fields to help us in meeting these requirements.

There are two types of Je-S accounts that can be held;

Je-S registered account – (which Je-S Helpdesk has verified the account holder details via the submitting organisation) The account holder can be selected as any person associated against a proposal (ie PI/COI, staff member, project partner etc). The account holder can prepare/submit proposals

Je-S unregistered account – The account holder can be selected as staff member project partner or referee against a proposal. The account holder can prepare proposals (and submit if a fellowship proposal).

1. Creating your proposal

Log in to Je-S at <https://je-s.rcuk.ac.uk/JeS2WebLoginSite/Login.aspx>

First Screen:

Add New Document

Second Screen:

Select 'Call search' (highlighted at top of screen), type in the call title, eg **PUBLIC SECTOR FELLOWSHIPS 2011 – MUSEUMS ASSOCIATION** and select from the list created.

The three selection fields will be automatically populated.

- Create Document

2. Completing your proposal

From the **Document Menu** page the following sections should be completed. Information supplied in any other sections will be disregarded.

The details given are not inclusive 'step by step' guidance and it is recommended that you refer to the Je-S helptext for additional information.

Please note you may return to 'edit' saved documents at any time.

2.1 Edit Project Details

- Select organisation and department from drop down lists
- 'Your Reference' should be supplied by your Research Organisation (consult your

Research Office). If your administration cannot provide a reference, a suitable reference of your own choice will be acceptable.

- Enter Project Title (maximum limit of 150 characters)
- For Proposal Call, select **Public Sector Fellowships 2011 – MUSEUMS ASSOCIATION**

Please note that the option will only be available once the call is live.

2.2 Edit Disciplines

Enter the main discipline under which you consider this proposal to fall and select any applicable secondary disciplines from the list provided in the form.

2.3 Edit Applicant

Enter the name of the Applicant, who must be from the organisation that will administer the grant. The Applicant will take leadership of the project and this individual will be the person with whom ESRC correspondence can be undertaken. Applicants are responsible for ensuring that successful Fellowships are undertaken and completed in the manner specified.

Please note that it is mandatory that you answer 'positively' to the question 'Post will outlast project?'. To clarify, there is an expectation that the Applicant's post will be in place for the duration of the project.

2.4 Edit Objectives

List the objectives of your research (4,000 character limit)
You should take account of the call for this Fellowship.

2.5 Edit Summary

Provide a plain English summary of how you propose to conduct the Fellowship in a language that could be publicised to a general, non-academic audience (4,000 character limit). You should take account of the call for this Fellowship and demonstrate how your knowledge and skills will be used to take the project forward.

2.6 Edit Academic Beneficiaries

Please summarise how your proposed Fellowship will contribute to knowledge, both within the UK and globally. This should include how the Fellowship will benefit other researchers in the field and identify whether there are any academic beneficiaries in other disciplines and, if so, how they will benefit and what will be done to ensure that they benefit.

Please list any academic beneficiaries from the Fellowship and give details of how they will benefit and how the results of the proposed research will be disseminated. Also describe the relevance of the Fellowship to beneficiaries. (4000 character limit)

Please note that this section may be published to demonstrate the impact of Research Council

funded research. Please ensure confidential information is not included in this section

For further detailed guidance please access the helptext page linked to this Je-S section.

2.7 Impact Summary

Please address the following three questions;

Who will benefit from this Fellowship? List any beneficiaries from the Fellowship, for example those who are likely to be interested in or to benefit from the proposed Fellowship – both directly or indirectly. Beneficiaries **must consist of a wider group** than that of the investigators' immediate professional circle carrying out similar research.

How will they benefit from this Fellowship? Describe the relevance of the Fellowship to these beneficiaries, identifying the potential for impacts arising from the proposed work.

What will be done to ensure that they have the opportunity to benefit from this Fellowship? Please detail how the proposed Fellowship project will be managed to engage users and beneficiaries and increase the likelihood of impacts.

(4000 character limit)

Please note that this section may be published to demonstrate the potential impact of Research Council funded research. Please ensure confidential information is not included in this section.

2.8 Edit Staff Duties

Summarise any other commitments that the Applicant has during the Fellowship. (2,000 character limit).

2.9 Edit Resources

All resources requested must be fully justified in the Justification attachment.

T&S- add each item of Travel and Subsistence required for your project. You should indicate the calculations upon which this figure is based in the 'Destination and Purpose' box. The maximum allowable for T&S is £6,000 over the course of the Fellowship.

Other Directly Allocated Costs- include Applicant's salary; superannuation and NI costs.

For more details please see the appropriate Je-S help text:

<http://192.171.198.243/JesHandBook/jesHelp.aspx?m=s&s=109>

2.10 Edit Estates and Indirect Costs

ESRC pays **50%** of Indirect Costs for applications to this Scheme and this is the figure that

should be submitted.

Estate costs can be claimed if the Fellowship is for between three and six months in duration but not for Fellowships that last between seven and twelve months.

These costs do not require justification in your Case for Support.

2.11 Edit Data Collection

Please refer to the full statement of ESRC's datasets policy and datasets deposition requirements in the Research Funding Guide:

<http://www.esrcsocietytoday.ac.uk/ESRCInfoCentre/opportunities/research%5Ffunding/>

2.12 Edit Project Partners

You should capture the relevant Public Sector partner by entering the name in the 'select organisation' function Note: If the partner organisation is not in the searchable list, use Add New Organisation - found at the bottom of the search window after performing the search.

Enter the Department/Division of that organisation if known. Note: this is not mandatory Enter contact details if known. Note: this is not mandatory

2.13 Edit Reviewers

Nominate **one** academic reviewer who should be at a Research Organisations other than the one where you are currently located.

Nominate **one** *'user' reviewers – *a 'user' is defined as a non-academic stakeholder who can Apply research knowledge to policy or practice.

2.14 Edit Classification

Please explain any international dimensions to the proposal including overseas collaborations.

2.15 Edit Attachments

'Case for Support', 'Justification', 'Pathways to Impact' and 'CV', are the standard mandatory Je-S attachments. (For Fellowship proposals there is an additional mandatory attachment of 'Head of Department Statement'.)

'List of Publications', 'Letter of Support', 'Cover Letter', 'Other' are optional.

2.15.1 Case for Support

This is the body of your application and it must not exceed two sides and should include the following sections:

How will your knowledge and experience be applied to undertake the Fellowship?

You should give examples of any previous engagement with policymakers that is relevant to this

call.

A detailed description of the proposed research methods if relevant to this project. Particular care should be taken to explain any innovation in the methodology or where you intend to develop new methods.

If the research involves data collection or acquisition you must demonstrate that you have carried out a datasets review, and explicitly state why currently available datasets are inadequate for the proposed research.

Where possible describe the potential impact of the Fellowship on policy or practice.

2.15.2 Justification of Resources

It is only necessary to justify Travel & Subsistence costs claimed, so a statement of maximum of 2-sides of A4 setting out these costs should be submitted.

The Scheme allows for Travel & Subsistence costs of up to a maximum of £6k over the duration of the Fellowship.

2.15.3 Pathways to Impact – Maximum of 2 sides of A4

The Pathways to Impact is your opportunity to describe how the potential impacts of this Fellowship will be realised. This is specific to users and beneficiaries of the Fellowship who are outside of the academic research community, for example the public sector, commercial private sector, third sector or the wider public in general.

In describing plans to maximise impact, applicants should consider what is achievable and expected for a Fellowship of this nature. If your work is oriented towards academic beneficiaries only, then you should state that a Pathways to Impact Plan is "not applicable" and briefly set out the reasoning behind this. Where this is the case, applicants should note that while ESRC recognises the value of this type of research, reviewers may comment on the applicant's assessment during consideration of the application. Impact can take many forms, manifest at different stages in the research process, and be promoted in different ways. It may be helpful to consider impact in respect of the short term (during the currency of the award), medium term (up to one year afterwards), and the long-term. A statement about ESRC's expectations of the research it funds is at www.esrc.societytoday.ac.uk/esrcexpectations

Please detail how the proposed Fellowship project will be managed to engage users and beneficiaries and increase the likelihood of impacts. When completing the attachment, please consider and address the following if appropriate to a project of this nature; methods for communications and engagement, collaboration and exploitation in the most effective and appropriate manner. Also detail your track record in this area and the costs of these activities.

For further detailed guidance please access the relevant ESRC specific attachment Je-S helptext page

2.15.3 CV

A CV for the applicant must be included. This should include contact details, qualifications (including class and subject), academic and professional posts held since graduation, a list of the

most relevant and recent publications, and a record of research funded by the ESRC and other bodies. This should not exceed two A4 sides.

2.15.4 List of Publications

The bibliography for references cited in the proposal should be attached.

2.15.5 Head of Department Statement

The Applicant's Head of Department should complete a statement in support of the application. The statement should confirm that the Applicant will be released from university duties for the duration of the Fellowship.

2.16 Additional document actions

After all expected sections have been completed, you can select **Validate document** which will indicate (below the Je-S document menu) any missing mandatory or incomplete sections that need to be addressed.

Once the proposal has been successfully validated, select **Submit document** from Document Menu. This action submits the proposal to the authorising facility within your organisation (as explained in the Registration section above). Please note that the proposal must be formally submitted by your organisation before 4pm on the **28 June 2011**.

2.17

Strategic Priorities

ESRC's strategic plan identifies seven areas of strategic challenge for economic and social research. These challenges build on existing research, help consolidate knowledge but also recognise emerging key areas for social science. You must consider if your research project falls within one or more of ESRC's Strategic Challenges

Applicants should note that no funds are 'ring fenced' for these Strategic Challenge areas and applications that fall outside of these areas will not be disadvantaged. The only criteria for funding will be the overall scientific quality of the application and its potential for high scientific and/or user impact.

User Involvement

If 'Users' have been/will be engaged with your research project, please specify the nature of their engagement. Users' are those individuals, groups or organisations who have an interest in or may benefit from the research. 'Users' may be from the public sector, commercial private sector, third sector or the wider public in general. Engaging 'Users' in your research from its conception and development through to the dissemination stage is likely to increase the impacts achieved.

3. Tracking proposal

Once you have selected **Submit document** the proposal will be processed through your internal organisation's approver/submitter pool.

To enable you to determine when your proposal has been formally submitted to council via Je-S (and therefore whether a call deadline was met) this can be tracked through the 'View Submission Path' and 'Document History' links in the Document Menu of your proposal, via the Management section on the right hand side of the screen.

4. Further Enquiries

Enquiries relating to ESRC research funding rules and application procedures should be addressed to: lesley.lilley@esrc.ac.uk
Tel: 01793 413033

Enquiries relating to technical aspects of the Je-S form should be addressed to:
JeSHelp@rcuk.ac.uk
01793 444164

ESRC PLACEMENT FELLOWS SCHEME – FREQUENTLY ASKED QUESTIONS

Q. Is this scheme operating within Full Economic Costing?

A. No. The scheme is currently outside of the FEC rules but applications MUST be made through the JeS.

Q. Will the AHRC pay the researchers' salary costs?

A. The AHRC and the partner organisation will each pay 50 per cent of the total salary and NI/Superannuation costs plus any agreed travel and accommodation costs.

Q. What costs are 'eligible' for claiming other than salary?

A. We are prepared to pay up to a maximum of 50 per cent of the universities' Indirect Costs but will only pay estate costs for placement of up to, and including, 6 months. Travel & Subsistence costs will also be paid subject to justification and approval.

Q. During the course of the placement will I be employed by the AHRC?

A. No. You will remain employed by your university and they will administer the award on your behalf. The ESRC, on behalf of AHRC, will deal directly with your Finance Office.

Q. Will I have to attend an interview with the Partner organisation?

A. If they are happy with your application they will ask to meet you at interview. Someone from the AHRC will also attend the interview where possible.

Q. Who will line manage me during the placement?

A. The Partner will appoint someone to line manage you throughout the course of the placement but the AHRC will also assign someone as your 'case officer'.

Q. Will there be any special conditions whilst placed in a Partner organisation?

A. The Fellow will be expected to adhere to the AHRC/ESRC's requirements of independence from political, commercial or sectional interest and will need to give an undertaking to respect a confidentiality agreement, specifying that data on policy advice and internal debate will be disclosed without prior written agreement of the host department.

Q. Will I still be able to honour my teaching commitments?

A. Yes. As long as the placement is for a minimum of 50 per cent of your time. However, this will be negotiable with the partner.

Q. At what stage in my career will I be eligible for the scheme?

A. We anticipate the successful applicant will have been involved in research for 1-5 years after completing their PhD. However, more senior researchers might be considered.

Q. How will my application be assessed?

A. Your applications will be assessed by two independent academic reviewers before being passed to the partner organisation for consideration for short-listing.

Q. Apart from the project, what else might I be required to do?

A. We hope that Fellows will offer seminars/workshops within their host partner organisation and across other organisations, where appropriate, on research methods in which they have expertise as well as sharing their project findings as they evolve.

Q. What reports am I required to produce?

A. In addition to the project report(s), we expect a report to be written at the conclusion of the project on the placement and another 12 months later reporting on the impact of the placement. (The host organisation will also be asked for their views at this time).

Q. Will Fellows have an opportunity to share their experiences?

A. Yes, during the placement period there will be at least one informal workshop to which all Fellows and those working with them will be invited.