The DIFeREns project has received funding from the European Union’s Seventh Framework Programme for research, technological development and demonstration under grant agreement no 609412.

**PROFORMA FOR DURHAM INTERNATIONAL JUNIOR RESEARCH FELLOWSHIPS**

Please read the notes at the end of this proforma before completing the following sections.

**PART I (to be completed by Durham academic host/Mentor)1,2**

**1. Name of Applicant**

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**2. Home Institution of Applicant3**

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**3. Start and End Date of Fellowship4**

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**4. Institute or Centre with which the Fellowship is associated5**

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**5. Name and position of Durham academic who will act as host and Mentor to the Junior Research Fellow6**

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**6. Title and brief description (<200 words) of research project with which the JRF will be engaged7**

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**7. Ethical Issues8**

1. Does this research project require ethical approval? Yes/No
2. If so, has ethical approval been obtained from the relevant Ethics Sub-Committee? Yes/No

**8. Specialist Research Facilities required by the project9**

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**9. Names and contact details of four external assessors.** Not more than one expert should be from the UK and not more than one from the country of the applicant. Doctoral and post-doctoral advisors are ineligible, as are assessors who have a close professional relationship to the applicant.**10**

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I agree to act as host and mentor to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of applicant) if he/she is awarded a Durham International Junior Research Fellowship.11

Signed Host/Mentor:

PRINT Name and Department of Host/Mentor:

Date:

**PART II (to be completed by the Director of the Institute or Centre and Head of the Department that will host the JRF, or by the Dean of Business School)12**

**10. Space and resources that the Institute/Centre/Department is able to provide to the Junior Research Fellow to undertake the research project described above13**

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**11. Strategic significance of the research project to the academic unit14**

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I agree that ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of applicant) has permission to work in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Institute/Centre/Department) if he/she is awarded a Durham International Junior Research Fellowship and that the space and resources described above will be made available to the Junior Research Fellow.15

Signed by Institute / Centre Director or Dean of Business School:12

PRINT name:

Date:

I agree that ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of applicant) has permission to work in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of Department) if he/she is awarded a Durham International Junior Research Fellowship and that the space and resources described above will be made available to the Junior Research Fellow.15

Signed by Head of Department:12

PRINT name:

Date:

**Guidance for completing Junior Research Fellowship Proforma**

**Part I**

1. This section should be completed by the Durham academic who will act as Host and Mentor to the JRF if the application is successful.
2. Part I should be completed in full and then passed to the Director or Head of the Institute/Centre/DUBS/Department to complete Part II to sign off. Proformas should be emailed to Joanne Patterson [cofund.recruitment@durham.ac.uk](mailto:cofund.recruitment@durham.ac.uk) in Human Resources by the application deadline so that they can be uploaded onto i-GRasp.
3. The Home Institution will normally be the place where the applicant is currently working or to which he/she expects to return at the end of the Fellowship.
4. The normal duration of a Fellowship is 2 years, although the applicant can make a case for a longer or shorter period with a minimum of 1 year and a maximum of 3 years. The University reserves the right to offer a Fellowship for a shorter period than that requested. Fellowships must end no later than the end-date of the COFUND grant (30 Sept. 2019).
5. For JRFs whose research is related to one of Durham’s thematic research institutes (WRI, IPPP, ICCC, IHRR, WRI, IMEMS, BSI, iARC or DEI), to the Durham University Business School (DUBS) or the Durham Global Security Institute (DGSI), fill in the name of the institute or DUBS here. For Research Centres that are associated with one of the Research Institutes, fill in the name of that Institute / Centre. For JRFs whose research project is not associated with one of the above Institutes or DUBS (‘free-standing’ Fellows), fill in the Institute of Advanced Study here.
6. Fellowship applications must be discussed with an academic member of staff, who agrees to act as host and mentor for the JRF if the application is successful. Details on the responsibilities of mentors may be found at <http://www.dur.ac.uk/hr/mentoring/>. The host may be a non-fixed term or fixed-term member of the academic staff whose contract ends after the end date of the proposed Fellowship. Honorary post holders or emeriti may act as co-host as long as a colleague, employed by Durham University can also act as co-host and have official responsibility.
7. This description should be sufficient to permit the Institute/Centre Director, Dean or Head of Department to endorse the fit of the research proposal to the University Research Strategy and the Research Strategy of the academic unit where the research will be undertaken.
8. It is the responsibility of the Durham host to obtain any necessary ethical approvals for the research project. The award of a Fellowship to a successful candidate will be conditional on necessary approvals being in place.
9. ‘Specialist Research Facilities’ are those facilities essential to the conduct of the research project beyond the facilities that would form the standard provision of a University (e.g. IT and current collections in libraries). (If none then please state ‘None.’) The Head of the academic unit has to sign below to confirm that these facilities will be made available to the JRF and it is therefore important that facilities are identified at this stage. Access to Specialist Research Facilities forms part of Durham University’s contribution to the COFUND award. A non-exclusive list of examples of Specialist Research Facilities is given below.

* Visual Perception Laboratory; Sleep Laboratory
* Cosmology Machine supercomputer, high-performance computing cluster, LHC computing grid and other specialist computing resources.
* NMR, mass spectrometry, electron microscopy, X-ray crystallography and similar analytical instrumentation
* Specialist engineering facilities including the geothermal energy facility, wind tunnel, clean rooms, electrical power distribution network simulator
* Biological containment laboratories
* Advanced 3-D visualisation suite
* Boulby mine laboratory
* Specialist manuscript collections such as the Durham Cathedral and Palace Green Libraries
* Specialist databases

1. Please suggest the names of **four** external experts whom the Selection Committee may contact for an independent expert assessment if the candidate is short-listed. Not more than one expert should be from the UK and not more than one from the country of the applicant. Doctoral and post-doctoral advisors are ineligible, as are assessors who have a close professional relationship to the applicant. These names are for the guidance of the Selection Committee, who may choose to approach other expert assessors.
2. By signing this proforma you are confirming that you are accepting the responsibility to act as a Mentor to this individual if his/her application is successful. An electronic signature is acceptable.

**Part II**

1. All researchers in URIs are also members of a Department for formal purposes such as probation and annual staff reviews. For JRFs who will be working in an Institute or an associated research Centre, Part II should be signed by the Director of the Institute / Centre and the Head of the appropriate Department. For ‘free-standing’ Fellows, only the signature of a Head of Department is required (this will normally be the Head of the Department in which the host academic is based and where the JRF will work). For Fellows who will work in the Durham Business School, only the signature of the Dean is required.
2. The University is committed to providing all JRFs with appropriate facilities, including office space, access to IT resources and any Specialist Research Facilities required by the project**. If the Institute / Centre and Department are unable to provide office space for the applicant, then please contact the Dean and Deputy to PvC Research or IAS Directors who will explore the provision of office space elsewhere in the University. Applications that require resources that cannot be provided by the University will, in the interests of the applicant, be rejected**.
3. Briefly describe how the proposed research project aligns with the research strategy of the academic unit where the research will be carried out.
4. By signing this proforma you are confirming that your Institute/Centre/Department will accept the applicant as a member of your academic unit (irrespective of where they are physically) if his/her application is successful and will provide the resources specified in 9 without additional charge. Please see point 6 above regarding the responsibility of the Mentor. If during the course of the Fellowship the named academic is no longer able to carry out this responsibility then the Head of the academic unit will need to secure a new named academic to take over the role of Mentor. Junior Research Fellows will be employed in the University on a non-renewable fixed-term contract; they will be issued with a full employment contract by the University of Durham; they will have full social security coverage, will be eligible to join the University Superannuation Scheme and will have access to the UK health services through National Insurance payments. They will have full access to the University library and IT resources, professional skills training, occupational health services and careers advice. The Durham International Junior Research Fellowship Scheme provides a training allowance of up to €7k p.a. to fund fieldwork and conference attendance, research consumables, publication costs, impact and outreach activities and each JRF may spend up to 25% of the Fellowship period at an institution outside of the UK where they have not previously worked or studied. **Additional funds to cover consumables or fieldwork costs need to be provided by the host academic, Department or Faculty.** An electronic signature is acceptable.

**ONCE COMPLETED AND SIGNED PLEASE EMAIL THE PROFORMA TO**

**JOANNE PATTERSON (**[**cofund.recruitment@durham.ac.uk**](mailto:cofund.recruitment@durham.ac.uk)**) IN HUMAN RESOURCES.**

**PROFORMAS SHOULD BE SUBMITTED NO LATER THAN 4 DECEMBER 2016**