**Annex 1 – Checklist for SSD John Fell Fund application**

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| **To do** |  | **Notes** |
| Contact your Departmental Support Team to check internal processes and secure Departmental support |  | All applications require your Department’s approval before they can be submitted to the Division. You will need to check internal deadlines and processes with your department’s Research Support Team, and make sure your application is supported. |
| For Cross-Divisional applications |  | Please get in touch with the John Fell officers at all the Divisions involved well in advance of the deadline (at least 4 weeks) |
| PI eligibility |  | Check the SSD Guidance notes. Follow the link for more info about eligibility: [John Fell OUP Research Fund | Social Sciences Division](https://www.socsci.ox.ac.uk/john-fell-oup-research-fund#:~:text=It%20is%20funded%20through%20a%20yearly%20allocation%20from,developed%20to%20be%20submitted%20to%20an%20external%20funder.) |
| Start date and duration |  | You project MUST start at least 3 months after the application submission deadline and it should not start well after those 3 months. Usually, Fell projects are expected to last 12 months or so for main awards and less for small awards, but, this is not compulsory. |
| Case for support – check length. |  | The case for support must be a maximum of **2 sides** for Small awards OR **4 sides** of A4 for Main awards, including all the boxes and instructions already on the template. (use 11-point font minimum). Please **do not** amend the template. Applications beyond the page limit and/or for which the template has been amended **will** be declined. |
| Curriculum Vitae attached |  | A one-page CV is required for (a) every applicant or co-applicant who is an early-career researcher, and (b) every named researcher to be employed on the project (but not for any other applicants or co-applicants). Each should be a single side of A4. |
| Letter of support from your Line Manager/Head of Department attached? |  | PDRAs working on somebody else’s grant **must include** a letter of support from their Line Manager (for Small Awards Applications) or Head of Department (for Main Awards Applications). This letter should provide details why holding the Fell award is consistent with the applicant’s work/duties and it is not in conflict with any requirements from external funders paying for the applicant’s salary. |
| Have you reviewed your budget with your Departmental Research Facilitator? |  | Please ensure that all your research expenses are eligible ([Notes for applicants | Research Support (ox.ac.uk)](https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes#collapse392736).  Make sure that all salaries are accurately costed. |
| Do you need an Ethical review? |  | If your project requires ethical review, you must obtain CUREC approval before you can start. If you have CUREC approval already, please provide the corresponding number on the relevant section of the application form. For further information see the [CUREC webpages](https://researchsupport.admin.ox.ac.uk/governance/ethics). |
| Researcher co-Is |  | Any salary costs requested for the Researcher Co-Investigator’s time working on the project should be included as a Directly Incurred cost within the Financial Details section of the application. Please see the Guidance for more details on the RCO-I status:  [Apply | Research Support](https://researchsupport.admin.ox.ac.uk/funding/internal/jff/apply#collapse3950436) |
| Resubmissions |  | Resubmissions are by invitation only. If your project is a resubmission, please only submit if you have been invited to do so. |