UNIVERSITY OF CAMBRIDGE
Herchel Smith Fund

HERCHEL SMITH POSTDOCTORAL FELLOWSHIP SCHEME

TERMS & CONDITIONS

OVERVIEW

1. Dr Herchel Smith's will included a very generous bequest to the University of Cambridge to support a programme of postdoctoral Fellowships across a variety of scientific subjects. The aim of the Herchel Smith Postdoctoral Fellowship Scheme is to enable a small number of outstanding highly-motivated postdoctoral scholars who have shown capacity for individual research to devote their time exclusively to research at an early stage in their career, to develop their potential and to produce work of an international standard.

2. The Fellowships provide support for a maximum of three years at an annual stipend which will be appropriate to experience. No additional supplements are available for partners or dependants. Applications are typically invited by the relevant department through advertisement on the University job portal and submitted online.

3. The Fellowships are intended for those in the early stage of their career following a PhD and **awards will only be made to those with less than three years of postdoctoral research experience** at the time of the application's deadline. Full allowance will be made for periods during which applicants had other commitments that prevented full-time involvement in research and the University is committed to equality of opportunity.

4. Assessment of applications will be based on: a) evidence of academic excellence to date, b) the quality and originality of the proposed research, and c) qualities of the individual as an independent researcher

5. This document provides information on the Herchel Smith Postdoctoral Fellowship Scheme and the rules and regulations that govern the awards.

ELIGIBILITY

6. Who can apply

i) The Fellowships are open to all doctoral or equivalent graduates from any university but normally excludes those who have obtained their PhD, or equivalent, from Harvard or Cambridge Universities. **Only when there were significant personal mitigating factors will applicants with a PhD (or equivalent) from Harvard or Cambridge be considered.**

ii) The Fellowships are open to all nationalities. Where relevant, candidates should note that it is their own responsibility to ensure that they have complied fully with UK immigration and visa requirements prior to taking up a Fellowship.

7. Qualifications

Applicants must have received a PhD, or equivalent doctoral-level research degree. If an applicant has not yet formally received their degree, they must present evidence of having completed the academic requirements before commencing the Fellowship.

8. Experience

There is no age limit but Herchel Smith Fellowships are restricted to those at the start of their research careers and applicants must normally be within three years of receiving their PhD degree on the date of the application's deadline. The length of your post-doctoral experience should be taken from the date of your PhD viva (or equivalent) until the date the notice for applications closes. Exceptions to this time limit will be made in the case of applicants who have taken a career break (e.g. for maternity leave or compulsory national service). In these cases, brief details about the period of interruption must be provided with your application.

CONDITIONS OF EMPLOYMENT

9. Starting date and duration of the Fellowship

i) Tenure of Herchel Smith Fellowships will normally commence on 1 October of the year of award unless an alternative arrangement is agreed with the Fellowship Managers, in which case commencement must within the financial year of the award. The offer of a Fellowship will not be normally held open for more than **two weeks** from the official date of notification of the award. Any extensions to the offer period will be at the discretion of the Herchel Smith Award Managers.

ii) Fellowships will be tenable for a maximum of three years. No applications for extension to a Fellowship will be considered by the Managers except where exceptional circumstances have disrupted the scientific programme or to cover periods of extended sick leave or maternity leave.

iii) Herchel Smith Fellowships are analogous to research fellowships or similar fixed-term appointments at postdoctoral level in UK universities. They are not intended to be, or to compete with, permanent academic career positions.

10. Stipend

The initial annual stipend for a Herchel Smith Fellow will be determined in the light of experience but will be within the range of the University's salary scale 7 for Postdoctoral Fellows. This will be subject to annual review and adjustment. Fellows will be employed on the University's normal terms and conditions, including pay, superannuation and National Insurance. Fellows will be eligible to join the Universities Superannuation Scheme (USS) and encouraged to explore a non-stipendiary affiliation to a Cambridge College. Associated college affiliation expenses of up to £500 per annum will be paid directly to the college, if required.

11. Research support grants

Fellows are eligible for an annual amount of up to £15,000 (£13,000 for the Fellowship in Pure Mathematics) to support direct research costs including equipment, consumables, conference attendance and UK fieldwork. This grant is payable directly to the host department / laboratory every year, hence all normal research expense claims should be directed to them. A separate application must be made for travel subsistence and overseas fieldwork to the Secretary. Fellows will be expected to report on their use of travel and subsistence funds in their final report to the Managers.

12. Equipment

Any equipment purchased using Herchel Smith Fellowship Funds must remain within the Department when the Fellow's period of tenure comes to an end.

13. Relocation, visa & travel expense reimbursement

i) In the case of Fellows coming to take up an award from overseas / EU, relevant relocation expenses of up to £5,000 may be reimbursed on the satisfactory provision of receipts. This reimbursement will cover expenses for a Fellow and their immediate family. Eligible expenses include travel fares (economy class) and transporting a reasonable amount of personal luggage, including transit insurance. It would be desirable to check with the Secretary of the Fund on expense eligibility before any significant costs are incurred.

ii) ii) The Herchel Smith awards are conditional upon confirmation of the Fellow's eligibility to work in the United Kingdom (UK). Where required, Fellows will be assisted by their department in arranging the document needed to secure the appropriate right to work. UK visas and related expenses (e.g. NHS charges) up to £2,000 may be reimbursed during the Fellowship tenure. Note that the ultimate responsibility of obtaining the right to work lies with the recipient of the Fellowship.

iii) The total relocation package is equal to £7,000. It is possible to spend more on the visa/NHS charges and underspend on the relocation expenses (and vice versa), however the maximum amount of reimbursement for these expenses cannot exceed the total of £7,000.

iv) All fellows are eligible for one return trip travel cost reimbursement of up to £700 back home (or country) for the entire tenure. Check with the Secretary for more details.

14. Residence

Fellows will be required to undertake their work in Cambridge during the period of the award. However, the Managers of the Fellowship Fund will be prepared to consider requests for **limited** periods of work elsewhere if this can be demonstrated to be essential to a Fellow's research work (e.g. fundamental equipment / infrastructure not available in Cambridge). Reimbursement for accommodation expenses for long periods of approved absence from Cambridge will be capped at 6 months in any academic year (Please check with the secretary for specific terms and details).

15. Teaching responsibilities

A Fellow may undertake up to 6 hours per working week of paid teaching provided that the Head of Department considers it desirable and does not impede on a Fellow's research activities.

16. Other Fellowship responsibilities

A Fellow is reasonably expected to participate in or attend Herchel Smith events / conferences that may be organised from time to time by the Secretary and Award Managers.

17. Use of funds

i) Funding awarded under a Fellowship is provided solely to support the Fellow and may not be used to support other projects, staff or students. Neither is it permitted to use funds awarded for one purpose to support activities under another heading; for example, a stipend may not be enhanced by virement from the funding approved for equipment or travel.

ii) Herchel Smith Fellowships may not be used to supplement, or be supplemented by, any other area of paid work, excepting approved teaching duties. If any other award or payment is expected or received during the tenure of a Fellowship, the Fund Managers must be informed immediately so that an appropriate adjustment to the Fellowship can be considered.

18. Conduct of research

i) Herchel Smith Fellows will be expected to abide the University's Guidelines on Good Research Practice (http://www.research-integrity.admin.cam.ac.uk/research-integrity/good-research-practice) and to comply with all relevant conditions, for example, relating to:

- Ethical, social or other issues that might be a source of concern
- Medical and health research
- Health and safety
- Misconduct and conflict of interest
- Legislation covering specific areas of research work.

All research integrity policies can be found through (http://www.research-integrity.admin.cam.ac.uk/research-integrity/research-integrity-statement)

ii) A Fellow will be expected to publish the outcome of her/his research in accordance with the University's normal practice. Publications and all other forms of communication, including conferences contributions, must explicitly acknowledge the support received from the Herchel Smith Postdoctoral Fellowship Fund.

19. Application for research grants

Fellows are encouraged to submit applications, through the University's Research Office, for research grants.

20. Reporting arrangements

Fellows will be expected to submit to the Secretary of the Fund, a final report, within 1 month at the latest from the formal end of the Fellowship. This should not exceed 5 pages and must be countersigned by their Head of Department / Research Group Leader. The report should include a combination of summarised scientific content alongside research outputs and illustrations (similar to a Herchel Smith application research proposal) and would also contain the following points:

- Any new discoveries / breakthroughs made
- Outcomes of research accomplished during Fellowship term
- Participation in various events / presentations at scientific meetings
- List of publications, including those in press and those where a Fellow is a co-author

21. Leave arrangements

i) Annual Leave

Fellows will be entitled to 33 days leave per annum plus public holidays.

ii) Sick absence

When a Fellow is absent through illness, sick leave will be in accordance with the University's normal conditions of employment, subject to a normal maximum of three months sick absence on full pay. If the certified period of absence exceeds this period, the Fund Managers may consider putting the Fellowship into abeyance until the Fellow is fit to resume research work. If the period exceeds six months this decision will be reviewed. Fellowships put into abeyance because of illness may be extended, at the discretion of the Managers, by a commensurate period of up to six months.

iii) Maternity leave arrangements

a) A Fellow will be entitled to take maternity leave in accordance with the University's current terms and conditions under which she will be entitled to a maximum of 18 weeks' paid leave during which she will receive her normal rate of pay, 21 weeks' during which she will receive Statutory Maternity Pay (if entitled), 13 weeks unpaid leave.

b) If requested, consideration will be given to allowing the Fellowship to be placed in abeyance during the absence of the Fellow on maternity leave, and for the period of the Fellowship to be extended accordingly. Normally, provided she returns within the year, she will be granted an extension up to the amount of time that she was on maternity leave.

c) The Managers will also be prepared to give consideration to requests for the Fellowship to be continued on a part-time or flexible basis provided that such an arrangement does not impact on the satisfactory completion of the scientific programme of the Fellowship within the period of time agreed by the Managers.

iv) Paternity and adoption leave

A Fellow will be entitled to take up to a maximum of 14 days paid paternity or adoption leave.

22. Termination of Fellowships

A Fellowship may be terminated, or its conditions varied, at any time at the discretion of the Managers. If a Fellow discontinues the research being undertaken with support

from the Fellowship, or takes up other or additional paid employment before the expiry of tenure, the Managers must be informed immediately. The Fellowship will normally be terminated with effect from the day preceding discontinuation of research or the commencement of alternative employment.



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