# Annex 1 – Checklist for SSD John Fell Fund application

Please use this checklist to help you complete your SSD John Fell Fund application

Full guidance on the John Fell Fund is available here.

For any questions, please contact the SSD Fell Fund Inbox by emailing:
mailto:fellfund@socsci.ox.ac.uk

| To do | Notes | Done? |
|---|---|---|
| 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 to make sure that your application is supported by the department. | |
| For Cross-Divisional applications | Please get in touch with the John Fell Fund officers at all the Divisions involved at least 4 weeks prior to the deadline. | |
| PI eligibility | Check the SSD Guidance notes. Follow the link for more info about eligibility: **https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes** | |
| Start date and duration | The John Fell Fund Committee usually meets in Week 10 every term and decisions are communicated shortly afterwards. Please therefore set a realistic start date for the project. The average John Fell Fund project is 12 months, but projects of longer or shorter duration can also be funded. | |

| To do | Notes | Done? |
|---|---|---|
| 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 (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 may be declined.** | |
| Curriculum Vitae attached | A one-page CV is only required for (a) applicants or co-applicants who are early-career researchers, and (b) every named researcher to be employed on the project. | |
| 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 as to why holding the John Fell Fund 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. Supporting statements for RCo-I's must also be included (see details below). | |
| 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).](ox.ac.uk))<br><br>Make sure that all salaries are accurately costed and, in particular, bear in mind that the John Fell Fund does not pay for PI or co-I salary. Teaching buy-outs for PIs and/or co-Is are not covered by the John Fell Fund either. Your research support team will need to cost your project using X5 to ensure the correct figures are included in the applications on IRAMS, but the X5 output does not need to be included on IRAMS. | |

| To do | Notes | Done? |
|---|---|---|
| Do you need an Ethical review? | If your project requires ethical review, you must obtain CUREC approval before you can start. Your CUREC reference number will need to be forwarded to johnfellfund@admin.ox.ac.uk as soon as possible after notification of the award. Your project must not start before you receive ethical approval, as funds will not be released. For further information see the CUREC webpages. | |
| Researcher co-Is | The Researcher Co-I status is intended to support early career research staff in their career development. Salary costs for RCo-I's can be covered by the John Fell Fund. Any salary costs requested should be included as a Directly Incurred cost. For full details re: this status (differences between "Researcher co-I", "co-I" and "researcher"), see: https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes<br><br>Note: There is a requirement to include a **SEPARATE** supporting statement from the PI/department providing details of the contribution by the RCo-I to the design and management of the project, as well as any mentoring arrangements that will be set in place for the RCo-I. The statement should also provide an explanation on how a John Fell Fund Award would benefit the career development of the RCo-I.<br><br>**This statement should be attached to the Part 2 Case for Support section of the application (additional to the usual page limit). A 1-page CV for the RCo-I should also be included.** | |
| Resubmissions | Resubmissions are by invitation only and will be assessed fairly against all other applications. They will not hold higher priority. Feedback will be provided on invited resubmissions only. | |