

## 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 make sure your application is supported by the department.	
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 four weeks)	
PI eligibility	Check the SSD Guidance notes. Follow the link for more info about eligibility: <a href="https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes">https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes</a>	
Start date and duration	Your project <b>MUST</b> start at least three months after the application submission deadline and it should not start well after those three months. Usually, John Fell projects are expected to last 12 months or so for main awards and less for small awards, but, this is not compulsory.	



To do	Notes	Done?
Case for support – check length.	The case for support must be a maximum of <b>two sides</b> for Small awards OR <b>four sides</b> of A4 for Main awards, including all the boxes and instructions already on the template (use 11-point font minimum). Please <b>do not</b> 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 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).	
Have you got a letter of support from your Line Manager/Head of Department attached?	PDRAs working on somebody else’s grant <b>must include</b> 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 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. You can find out more at <a href="#">Notes for applicants   Research Support (ox.ac.uk)</a> . Make sure that all salaries are accurately costed and, in particular, bear in mind that the John Fell Fund does not pay for PI salary nor co-I salary. Equally, teaching buy-outs for PIs and or co-Is are not covered by the John Fell Fund either	
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 <a href="#">CUREC webpages</a> .	



To do	Notes	Done?
Researcher co-Is	<p>Note that “Researcher co-I” is not the same as plain co-I and that the Researcher co-I category is aimed at early career staff. Salary costs for Researcher co-I are covered by the John Fell Fund. 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. For full details re: this status (differences between “Researcher co-I”, “co-I” and “researcher”), see:</p> <p><a href="https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes">https://researchsupport.admin.ox.ac.uk/funding/internal/jff/notes</a></p>	
Resubmissions	<p>Resubmissions are by invitation only. If your project is a resubmission, please only submit if you have been invited to do so.</p>	